

29 Academic Exam Regulations (Dronten / Almere); Exam protocol International programmes

Article A. Exams, Assessments and Resits organisation

All assessments and re-sits will be offered in accordance with the exam year schedule, published on intranet. The exam year schedule is determined prior to the start of the academic year. The specific exam schedule for each exam period is derived from the exam year schedule and only contains written and computer exams.

The student is allowed to improve the result of one or more elements of the module by means of resits. The protocol applies to the master Agribusiness Development.

A.1 Participation in exams, assessments and resits

1. A student can participate in all exams or assessments within a module in case he fulfils the intake requirements for that module.
2. A student participates in exams or module elements that are part of his or her academic programme.
3. Module elements that are assessed with a mark 6 (six) or higher can still be redone by means of a resit.
4. In the event that a student has registered but does not participate in an exam, assessment or resit a mark 1 (one), i.e. fail, will be registered.
5. Students with special conditions are not automatically entitled to receive extra exams, assessments or resit possibilities. The exam committee can, however, decide to grant extra exam, assessment or resit possibilities.
6. A student has at least two possibilities a year (12 month) to complete a module element. However, module elements can be completed every exam period following the regular exam. After 2 years the student needs to redo the entire module element (i.e. follow classes again). The student will take part in resits of module elements based on the current academic year's material. After that year the student will discuss the possibilities with the module coordinator to sufficiently pass all elements of the module. The exam committee can allocate an extra exam opportunity.

Results of a module will expire if the module is not completed within 2 (two) years. The administration office (BO) will check annually to which modules and students this applies. Modules will be replaced by the latest version and students are obliged to redo every element of the new module.

Resits taken abroad require an additional administration fee, incurred by students who wish to take the resit abroad.

7. *Enrol or withdraw your enrolment for exams, assessments or resits.*
A regular exam is an exam that is directly offered after the period the module element was taught in for the first time. The Educational Office enables registration for exams, assessments and resits via Alluris in accordance with the exam year schedule.

Students will be automatically enrolled by the administration office, for participation in any of the forms (i.e. assessment, exam, assignment, presentation etc.) of a regular exam.

In order to participate in a resits of an assessment or exam, students need to register themselves via Alluris.

8. *Enrolment after the deadline.*

Conform the letter of 28-05-2015 written by the Minister of Education, reference number 645693:

If a student did not enrol for (a) resit(s) for that particular exam period, he or she can still enrol 5 working days prior to the start of the exam period by paying an administrative fee. Students must go to the administration office in order to be assisted with their enrolment. The administrative fee is 15 euro for one exam and 10 euro for each extra exam. Payment must be fulfilled upon enrolment at the administration office.

During the enrolment time, students can also withdraw their enrolment themselves.

Same fee and rules apply as mentioned above when withdrawing your enrolment after the deadline for enrolment.

A.2 Planning of exams, assessments and resits

The type of exam within the module is determined in the related module overview and scheduled in the annual exam schedule.

- **Exams:**

There are 5 exam periods in each academic year.

The assessment of trainings and/or practicum, might deviate from the schedule due to practical reasons.

Per exam period, a module element consists of only one exam, no separate mid-terms are given. It is not possible to redo separate mid-terms or parts of exams. When a student enrolls for a resit, the previous mark expires.

The number of exams per module has a maximum of 6, excluding assessments. An exam has a duration of 2 hrs.

Exams are planned according to the annual exam schedule published at the beginning of the academic year.

Article B. Exams, Assessments and Resits; execution regulations

B.1 Exam, assessment and resit candidates

1. The starting time of an exam, assessment or resit is indicated in the exam schedule. A student who is not present at the indicated starting time has no right to either enter the examination room or take part in the exam, assessment or resit.
2. A student must bring his university student card and put this visibly on the table when taking an exam, assessment or resit. The student who did not bring his university student card, forfeits his or her right to participate in the exam, assessment or resit.
3. During written exams, assessments or resits students are not allowed to bring a bag, study materials, (a working) mobile phone, graphical calculators or other digital or electronic data-storage devices into the examination room.
However, only if the title page of the exam, assessment or resit permits the student to bring a specified tool, students will be allowed to bring it with. All tools are subject to a check by the assessors present at the exam, assessment or resit.
4. During written exams, assessments or resits the student is only allowed to make use of official university branded paper provided by the assessors. All available and official papers have to be handed in by the student at the end of the exam, assessment or resit.
5. During the assessment students are not allowed to communicate with each other in any way what so ever.

Each student is obliged to sign the attendance list at the start and at the end, before leaving, of the exam, assessment or resit.

6. After finalising the exam, assessment or resit the student has to leave the examination room as quietly as possible. He or she is also responsible for maintaining the silence in the area around the examination room. During the exam, assessment or resit, the student is not allowed to leave the examination room.
7. After handing out the examination papers, the student will not receive further information or instructions. If necessary the student can, by means of raising a hand, indicate that he or she has a question. In the event of questions regarding the content, if deemed necessary, a teacher of the module team will answer the question.

B.2 Irregularities

B.2.1 Detection of fraud in written assignments

A teacher who determines fraud in an assignment, possibly by means of Ephorus, will inform the exam committee by handing in evidence.

The standard sanction is that all study results for that module will be made invalid of that specific examination period.

In the event fraud has been determined in a group assignment, the above mentioned sanction will count for all group members.

In the event of repetition, the exam committee will assess the situation and determine the sanction.

B.2.2 Fraud during written examinations

In the event that an exam supervisor notices an irregularity in the assessment room, he or she will fill in a protocol describing the irregularity. The assessment room supervisor will hand over this protocol to the exam committee. The standard sanction for the student is that all study results for the appropriate module are no longer valid. In the event of repetition, the exam committee will assess the situation and take disciplinary measures. The common sanction is that the committee declares all study results for that assessment term invalid. The exam committee can define a different sanction.

In the event that a supervisor does not register the irregularity until the end of the assessment, the exam committee can decide not to grant the student the certificate, as mentioned in article 7.11 of the law, or

the exam committee can decide that it will only offer the certificate after the student has taken a re-sit in the elements the exam committee has identified and the assessment method the committee has identified.

In the event that the exam committee has to take a decision, the committee will hear subsequently the assessment room supervisor and the student. The chairman will inform the student upon his decision, if possible face to face but at least written within 3 working days. The chairman will write a report stating his decision and the facts this decision is based upon.

There are irregularities when a student:

- a. uses non-accepted written or printed sources of information or when he is in possession of an electronic device that contains such information stored digitally.
- b. derives information from the assessment work of other students, exchanges information in one way or another with fellow students in the examination room
- c. deliberately offers other students the opportunity to derive information from their assessment work, takes along with him (part of) the assessment assignments and assessment paper outside of the assessment room.
- d. wears a watch no matter the type
- e. records with any type of recording device or photographs/copies examination papers in any way or records audio during oral exams in any way with any type of recording device. Moreover these types of recordings are also not permitted during the check of the exam and during classes, unless the lecturer has given his or her personal permission.

B.2.3 Missing Deadlines

Not meeting deadlines results in a fail for the element for which the deadline was missed. Consequently the fail will be registered for that exam period. Handing in an element after the deadline will only be assessed by the next exam period. The resulting grade will be registered after the following exam period.

B.3 Academic Accommodations

Academic accommodations are put into place to reduce or eliminate a disadvantage as a result of their physical or mental condition. Students receiving academic accommodation are still expected to meet the requirements of the programme. Academic accommodations vary per student and are individually assessed and awarded provided that the student handed in official documentation to the academic accommodations coordinator before the start of any examination period.

The academic accommodations coordinator will officially put academic accommodations in to place for those students who experience a barrier related to physical or mental condition, when:

- The intake has taken place with the academic accommodations officer
- the documentation is in order and states that the student has a disability/ condition and requires accommodations,
- the academic accommodations officer has given his or her official approval.

Students are responsible for academic accommodations at all times, parents/ guardians are only informed with written consent of the student.

Students who experience the following conditions are eligible for academic accommodations:

- Learning disability (i.e. dyslexia, dyscalculia)
- Sensory impairment (i.e. hearing loss, blindness, low vision)
- Mobility

B.4 Assessment of assignments

The assessor has to announce the duration of the assessment (starting time and handing in time) and the accepted supportive devices.

B.5 Supervisors

1. The supervisor has to be present in the assessment room 10 minutes before the start of the assessment;
2. In the event that a supervisor observes irregularities, he has to, after conferring with the exam committee fill in a protocol;

3. The supervisors will hand out the assessment assignments and paper. They will keep an eye on students not taking assessment assignments or other papers that contain information regarding the assessment with them.
4. It is not allowed for supervisors to combine their task with other activities such as reading or communicating with other supervisors.

B.6 *The assessment room committee takes care of:*

1. the availability of official paper and place-mats in the assessment room;
2. publishing the assessment room schedules at strategic locations in the building;
3. measures that are necessary to make sure the assessment takes place in a proper fashion.

B.7 *Conduct and grant*

If a student comes into conflict with the University authorities, with the Dutch police, or with the legal system, including the immigration authorities, due to the student's fault, the student's study contract will be terminated. The student then owes Aeres university the portion of any support or contract awarded to him or her up to the moment of the termination of the allocation. Appeal is possible against this decision, with the Board of Directors of the university. The term of appeal is 14 days after the student has been notified of the decision against which the appeal is lodged. The ruling of the appeals committee appointed by the board upon this appeal, after hearing the parties involved, is binding.

B.8 *Conflict of interests*

In all cases of conflict of interests between the student and the University not specified in these regulations, the course coordinator, manager for international studies and board of directors of the university shall come to a binding decision, after hearing the parties involved.

Article C Registration of results

1. Results will be registered on Alluris.
2. The student receives credit for each module element that is sufficiently assessed.
3. Results of oral exams are registered within 2 working day of the official date of the oral exam.
4. Results of written exams (including assignments) are registered within 10 working days of the official date of the written exam

C.1 *Right of consulting the assessment*

The student can look into his exam, assignment, assessment or resit upon request. This request has to be submitted to the lecturer within a week after registering the marks. The lecturer will determine when the student can have a look into exam, assignment, assessment or resit.

C.2 *Re-assessment*

A request for re-assessment can be submitted by the student. The student has to send a formal written request mentioning solid argumentation for re-assessment to the chairman of the exam committee. This request has to be submitted within 2 days after consulting. The chairman of the exam committee will appoint another lecturer for the re-assessment. When an exam, assignment, assessment or resit will be re-assessed the following applies:

- the former grade will be made invalid,
- the exam, assignment, assessment or resit will be assessed as a whole a second time,
- a grade will be determined by the second assessor,
- the resulting grade of the re-assessment is final; the grade can be lower or higher than the original grade.