

## 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.

In case a student doesn't pass a module, the student can improve the result of one or more elements of the module by means of resits.

The protocol applies to all international programmes, unless specifically stated otherwise.

#### A.1 Participation in exams, assessments and resits

1. A student can participate in all exams or assessments within a module if he/she fulfils the intake requirements for that specific module.
2. A student participates in exams or module elements that are part of his or her academic programme.
3. Module elements, except the assessment, that are assessed with a mark 6 (six) or higher can still be redone by means of a resit.
4. If a student has registered but doesn't participate in an exam, assessment or resit a mark 1 (one), i.e. fail, will be registered.
5. Exceptional circumstances do not automatically entitle students to extra exams, assessments or resit possibilities. The exam committee can, however, decide to grant extra exams, assessments or resit possibilities.
6. Exam results for a version of a module are valid for 1 year. The student resits exams based on the most recent course material.  
If an element of the course material for a specific module is altered, the student has one year to resit the exam based on the previous course material. The student must then discuss the possibility of completing the course with the module coordinator. One option is to request student affairs to assign a new replacement module to the study contract. Results for the substantive corresponding, as well as the passed modules will count towards the assessment. It could also mean that the student must take certain classes again.  
Results of a module will expire if the module is not completed within 4 (four) years. The administration office (BO) will check annually to which modules and students this applies. Modules will be replaced by the latest versions 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 for that student. The Educational Office processes 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.

*Enrolment after the deadline.*

Conform the letter of 28-04-2015 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 10 working days after the closing of the official registration period for the examination periods T1 or T3 by paying an administrative fee. Students must go to the administration office in order to help them with their enrolment. The administrative fee is 10 euro for every exam, payment must be fulfilled upon enrolment at the administration office.

For the T5 period, the option of subscription against payment, after the official subscription period, does **not** apply!

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

The same fees and rules as mentioned above apply when withdrawing the student's enrolment after the deadline for enrolment and prior to 5 working days before the start of the exam period.

*International programme specific regulations:*

**For International Food Business**

All modules and examinations of students enrolled in the **International Food Business** Programme, in the third year, are conducted according to the academic exam regulations of Dalhousie university in Nova Scotia, Canada. Please note that Dalhousie University does not offer a resit-system. Failed courses must be re-taken and pertaining costs will be incurred by students at all times.

The award of the 60 credits in this academic year follows the award of full credits by Dalhousie university.

**For European Food Business**

All modules and examinations of students, enrolled in the **European Food Business** Programme, when abroad as part of the curriculum, are conducted according to the academic exam regulations of Aeres University of applied sciences.

**For 1,5-year EED programmes**

All modules and examinations of students, enrolled in the **EED** Programmes, when abroad as part of the curriculum, are conducted according to the academic exam regulations of Aeres University of applied sciences.

**A.2 Planning of exams, assessments and resits**

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

A student can finish every module twice a year by means of a regular exam and one resit. The following year there will be another two opportunities to resit in line with the resit systematics (for details, please consult the annual examination schedule)

- **Exams:**

There are 5 exam periods in every academic year.

The assessment of trainings and/or practicum, might deviate from the schedule for 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 maximum duration of 1.5 hrs.

- Resitting exams: a student can resit written exams in T1 and T3. It is not possible to resit exams in T2 and T4.

Exceptional situation for students at the end of the first year of their course:

- Resits for the exams in T3 and T4 will be organized in T5

Exceptional situation for students at the end of the main phase of their course:

- For students who are at the threshold of the graduating stage, it is possible to resit exams during the resit week in August, assuming they comply with the conditions laid out in chapter H34, section B.

Exceptional situation for students in the 3<sup>rd</sup> group and who are not allowed to finish courses ahead of schedule during the graduating stage:

As their assignment for the entire semester solely consists of resits, these students can, with the approval of the module coordinator/teacher, opt to hand in (part of) their assignments and/or reports one week before the start of the T2/T4 period at the latest.

- Registration for resits has to be done during the registration moments for T1 and T3.
- The student must, during the T1/T3 registration moment, inform the teacher of his/her choice to submit the assignments at a different moment. If the teacher is not informed, assignments submitted before T2/T4 will not be accepted.
- It is not allowed to re-submit a report in T2 that has already been rejected in T1. The same goes for T3 and T4.
- The student is obliged to participate in all examinations in T1 and T3.

It is not possible to resit partial exams of specific segments of an exam. When registering for a resit, all previously attained exam results for that specific module, unless explicitly stated otherwise in the module book.

- For teachers:

Exams will be assessed by a second examiner on the formulation of the questions, assessment criteria and textual mistakes. The assessment standards are stated on the exam. The exam assignments have to be submitted to the Student Affairs Office no later than ten working days before the start of the exam period.

## **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.  
If a student has two exams at the same time, he/she should report this at the Educational Office at least 1 week (5 working days) ahead of the examination. Exams can be sat back to back.
2. A student must bring his/her student card and place it visibly on the table when taking an exam, assessment or resit. The students who do not bring their student card, forfeit their 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, mobile phones, graphing 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 device, students will be allowed to bring it with them. All devices 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.
6. Each student is obliged to sign the attendance list at the start and at the end, before leaving, of the exam, assessment or resit. Students are allowed to leave the examination room after signing the attendance list and handing in the exam papers. This includes any calculations and/or drafts.
7. After finishing 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.
8. After the examination papers have been handed out, 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, only a teacher of the module team will answer the question.

### **B.2 Irregularities**

#### **B.2.0 Fraude**

##### **B.2.1 Fraud in written assignments**

A teacher who detects fraud in an assignment, possibly by means of Ephorus, will inform the exam committee by submitting 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 be applicable to 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**

1. If an exam supervisor notices an irregularity in the assessment room, he/she will fill out, after conferring with the exam committee, 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 this specific module are no longer valid. In the event of a recurrence, the exam committee will assess the situation and take disciplinary actions. The common sanction is that the committee declares all study results for that assessment term invalid. The exam committee can define a different sanction.
2. If 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 Higher education act, or the exam committee can decide that it will only offer the certificate after the student has taken a re-sit in those components the exam committee has identified and the assessment method as determined by the committee.
3. If the exam committee has to take a decision, the committee will hear both 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.
4. 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 unapproved written or printed sources of information or when he is in possession of an electronic device that contains such information stored digitally.
- b. wears any type of watch
- c. derives information from the assessment work of other students,
- d. exchanges information in one way or another with fellow students in the examination room
- e. deliberately offers other students the opportunity to derive information from their assessment work
- f. takes (part of) the assessment assignments and assessment paper outside of the assessment room.
- g. 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 while reviewing the exam during classes, unless the lecturer has given his or her explicit permission.

## **B.2.3 Fraud during internships or other external activities**

If a student is fraudulent during internships or other outside activities or commits any fraudulent actions, this must be reported immediately to the Examination Board. The Examination Board will follow the procedure resulting from the OER, the law or case law.

## **B.2.4 Missing Deadlines**

Not meeting deadlines results in a fail for the assignment for which the deadline was missed. Consequently, the fail will be registered for that exam period. Handing in an assignment after the deadline will be assessed during 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 accommodation coordinator before the start of any examination period.

The academic accommodations coordinator will officially put academic accommodations into place for those students who experience difficulties 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 Exam assignments**

The assessor has to announce the duration of the assignment (starting time and handing in time) and the devices that may be used.

#### **B.5 Supervisors**

1. The supervisor has to be present in the assessment room 10 minutes before the start of the exam;
2. If a supervisor observes irregularities, he/she has to, after conferring with the exam committee fill out a protocol;
3. The supervisors will hand out the exams and paper. They will make sure that students do not take exams or other papers that contain information regarding the assessment with them.
4. The supervisors make sure that all students present sign the attendance list.
5. It is not allowed for supervisors to combine their task with other activities such as reading or conversing with other supervisors about anything else beside the exam they are supervising.

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

1. the availability of official paper and place-mats in the assessment room;
2. the publication of the assessment room schedules at strategic locations in the building;
3. all measures that need to be taken to assure the assessment takes place in a proper fashion.

#### **B.7 not applicable for international studies**

#### **B.8 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.9 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

### C.1 Exam results

1. The examiner will, no later than one day after all the oral exams for a specific group of students has been completed, inform the student of the result, unless the exam committee determines otherwise. Oral exams are not public, unless otherwise specified in Canvas.

2. The examiner assess written exams (including assignment/report) within ten working days after the exam period, or, if the exam does not take place during a regular exam period, ten days after the exam of as soon as necessary for the assessment process.

### C.2 Right to peruse the exam

The student can peruse his exam, assignment, assessment or resit upon request. This request has to be submitted to the lecturer within three working days after the end of the exam period. If the assessment did not take place during an exam period, the request has to be made with the lecturer within three weeks after publication of the results. The lecturer and the student will then make arrangements to peruse the exam.

### C.3 Re-assessment

If a student peruses his/her exam and concludes that re-assessment is necessary, her/she has to submit a substantiated written request to the chairman of the exam committee within two working days after the perusal of the exam. Re-assessment of exam results is only possible if the exam had been checked and marked by a single lecturer.

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, unless the re-assessed mark is 1.0 higher or lower than the original mark. In that instance, the exam committee will determine the final mark.
- the exam, assignment, assessment or resit will be assessed in its entirety a second time,
- a mark will be determined by the second assessor,
- the resulting grade of the re-assessment is final; the grade may be lower or higher than the original grade.

### C.4 Registration

The institution records exam results and offers each student an up-to-date overview of their attained exam results, whereby taking privacy regulations into consideration. The exam results become definite after the exam committee has issued a study progress assessment based on aforementioned exam results, assuming no administrative errors have occurred.

### C.5 Credits

A student receives credits for:

- a. Completing modules with a passing grade;  
For a completed module, the exam committee assigns the number of credits stipulated in the learning plan.
- b. Completed module elements;  
For each module element the student completes and for which he receives a passing grade (6 minimum), he receives one provisional credit per 28 study load hours.

A student can, together with the relevant coordinator, submit a proposal with the exam committee regarding alternative examination, providing that the attainment levels are met. Student affairs will then process this in the student administration.

A study coordinator can decide to replace an assessment by an assignment with a company, on condition that this complies with the attainment levels.