Guidelines for surveillance of examination: examiners and supervisors
Faculty of Bioscience Engineering


Each examination must be organized in such a way so as to grant the student every opportunity of proving the required competencies for the course unit in question. This requires that the examiners and relevant bodies ensure an examination is optimally organized for each course unit at all times. (Regulations on Education and Examinations (Hereafter REE) art 37)

- These guidelines are meant as a practical aid. They do not have the status of regulations and may not be employed as such, except when they refer specifically to the REE.
- For sake of the clarity of this document, only the “he” form is used to describe certain functions. Words like “examiner”, “supervisor”, “student”, “ombudsperson”,... refer to both female and male persons.

Prior to the examination

Each exam or part of an exam is held by the course lecturer(s) of the course or by the one(s) who has/have officially replaced the lecturer for teaching the lectures in question or for leading the activities or exercises in question. (REE art. 61)

The examiner bears final responsibility for the examination.

When the examination is organized in different classrooms, it is self-evident that the examiner cannot be present at all locations by the start of the exam. In that case the examiner needs to communicate the following information to the supervisor:

- Who brings the exam documents and the attendance list to the examination room?
- Who procures the attendance list of the students taking the examination?
- How long will the examination last?

An exam consisting of an evaluation at one specific moment can take no more than half a day (ca. 4 hours). (REE art. 65)

- What documents, tools (calculator?) or resources are the students allowed to bring with them?

Unless explicitly announced otherwise to the students, all exams are taken without the use of any resources. (REE art. 65)

- Are there any specific agreements that you should point out to the students at the start of the examination? (e.g., do not write outside of the outlined area, leave the examination copy stapled, ...) Are those agreements also clearly mentioned on the exam copy?
- Are there any students with examination facilities that you must be aware of as supervisor? (e.g., students who receive extra time for the examination, students who need to sit in a quiet corner, students using reading software, ...)
- Who is the ombudsperson of the students you have to supervise? How can you reach him during the examination, if necessary? Consult the website of the examination ombuds service: http://www.biw.kuleuven.be/studeren/hstudent/examenombuds
• Who are your fellow supervisors in the other examination rooms? What arrangements do you have to make with them to ensure that the examination occurs in the same circumstances for all students? How can you reach them during the examination, if necessary?

When supervising a large group of students, be sure to distribute the exam copies over the examination room before allowing the students to enter. Put the copies upside down, and leave as much space as possible between two seats. Put the students directly behind each other (not in a diagonal line).

Running of the examination

1. Start of the examination
   • Ask the students to place their personal belongings at the front of the examination room when entering, and to take place behind an exam copy. They may only take student card, writing materials, and any resources that have been allowed. Make sure that they do not speak to each other, and that they do not turn around their exam copy yet.
   • Once everyone is seated, inform the students on the duration time of the examination. If possible, also point out other arrangements once more.
   • Students, who arrive late, are allowed to enter up to half an hour after the start of the examination (or until ¼ of the provided time has elapsed). Before that time, do not allow anyone to leave the examination room.

2. Handing in the examination copy
   • Students who completed their exam, may come to the front of the room and hand in their exam copy and their scrap paper.
   • Check the identity of the students by their student card or identity card. If a student cannot prove his identity, look for a solution (e.g. the student quickly returns to his residence to retrieve the student card, the student goes to the ombudsperson and asks for a printout of his student file with a photograph).
   
   Students must be able to prove their identity at the exam. (REE art. 46)
   • Make sure that the student signs the attendance list and give him an official proof of participation in the examination (if the latter is an established procedure or upon student’s request).

At written exams, the presence of the student is registered. Any student can, upon request, receive official proof of participation in the exam. (REE art. 46)

Complementary regulation Faculty of Bioscience Engineering

At the Faculty of Bioscience Engineering, every student signs a list to prove his attendance of the exam. Apart from this, the faculty provides an optional model of an examination card, which can be signed by the lecturer or supervisor as proof of attendance. (example of examination card attached)

• From time to time during the examination, notify the students of how much time they have left, but do not overdo this. Alternatively, work with a timeline on the blackboard of the examination room. Students are not allowed to use their mobile as a watch.

• At the end of the examination all the students hand in their exam papers to the supervisor. The latter verifies if all the students were present and marks “absent” after the name of the students that were absent in the examination room. After checking all the attendance lists of the different examination rooms, the examiner will fill in NA (not taken) on his evaluation form.
If a student does not participate in an exam, the exam is evaluated as 'not taken' (NA). In these regulations, NA is considered equivalent to a non-tolerable fail mark (see art. 81). If there are partial evaluations for one course (art. 40) and the student does not participate in one of these evaluations, then the general principle is that the student receives NA for the whole course, unless the ECTS course description states another charge. (REE art. 67)

3. Questions/requests from the students
   - Request for extra scrap paper
     Student are not allowed to use their own scrap paper. On request students receive extra scrap paper from the supervisor; this might be paper with the KU Leuven logo or blanc paper with the signature of the supervisor.
   - Request to go to the toilet
     Normally toilet breaks are not allowed during the examination. By way of exception, you can give permission to a student to go to the toilet. On the exam copy note the time the student leaves the room, accompany him to the bathroom and assign a toilet. When many students handed in their exam copy, it is no longer a good time to allow any toilet breaks.
   - Question concerning the exam questions
     The exam questions should be sufficiently clear by themselves. As a supervisor, it is therefore best not answer such questions. Consult the examiner or a qualified assistant.

In case of irregularities

This involves any conduct on the part of a student during an examination in an attempt to make it completely or partially impossible to arrive at an accurate assessment of his own knowledge and skills or those of other students. (REE art 84, definition of irregularities)

Beware of irregularities, but do not be too suspicious. Remain calm and exude authority. At regular intervals circulate in the examination room and at random check student’s resources. However make sure not to disturb the students.

1. Minor irregularities
   Examples of minor irregularities are: students who are looking around excessively, who seem to be trying to make contact with other students, who cannot prove their identity immediately, ...
   In case of a minor unclear irregularity, which you suspect happened rather spontaneously ‘because the opportunity presented itself’ or because the student acted without thinking, first give a warning. Admonish the student in question, check his identity and, if possible, think out a practical solution to avoid repetition. For example, you can move the student to another seat in the examination room, you can give him the opportunity of retrieving his student card after the examination, etc.

2. Severe irregularities
   Examples of severe irregularities are: consulting a course text or clearly having the intention to do so during an examination, passing notes to a fellow student, using electronic resources to access the course or to contact others, ignoring a supervisor’s previous warning, having someone else taking the examination in one’s place, ...
Severe irregularities must be reported as soon as possible to the examiner and the ombudsperson. The chairperson of the examination committee must also be notified. Describe in as much detail as possible what the irregularity consisted of and hand in any evidence.

Pending the verdict of the examination committee, the student in question may continue his assessment and examination session. This includes the examination at which the irregular conduct was established, albeit after the confiscation of any incriminating evidence and the part of the examination already completed. (REE art 85)

When a student commits a severe irregularity during an examination, immediately hand him a new exam copy and make sure he cannot commit the irregularity again. The personal belongings (mobile, calculator,…) may not be confiscated, but can of course be put aside for the duration of the examination. The student will not be given extra time for the new examination.

**Suggestion: checklist for supervisors (faculty of Bioscience Engineering)**

<table>
<thead>
<tr>
<th>Course + code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examiners:</td>
</tr>
<tr>
<td>What period the examiners will be present?</td>
</tr>
<tr>
<td>Mobile number of the examiners:</td>
</tr>
<tr>
<td>Examination room(s):</td>
</tr>
<tr>
<td>Date and time of the examination: (supervisor is present at least 15 min in advance)</td>
</tr>
<tr>
<td>Check</td>
</tr>
<tr>
<td>Who brings the exam documents and the attendance list to the examination room?</td>
</tr>
<tr>
<td>How long will the examination last?</td>
</tr>
<tr>
<td>List of students with examination facilities: extra time; reading software,…?</td>
</tr>
<tr>
<td>What resources are the students allowed to bring with them?</td>
</tr>
<tr>
<td>Any specific agreements?</td>
</tr>
<tr>
<td>Name and mobile number of the ombudsperson:</td>
</tr>
<tr>
<td>Name and mobile number of fellow supervisors:</td>
</tr>
</tbody>
</table>
Attachment: example of examination card (printed by student):