

FSW Faculty Examination Procedure (students' version)

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Introduction

The rules set out below apply to the exams for all study programmes at the Faculty of Social and Behavioural Sciences (FSW). This document contains all the information you need about the procedure for exams.

There are two 'sorts' of exams:

- Regular exams (in the FSW building or in the USC).
- Exams with special provisions for students with a disability (always in the FSW building).

Before the exam

Registration in uSis

Registration is compulsory for all exams (including resits). For all degree programmes, students must register for exams via uSis. You are not permitted to resit an exam if you have already achieved a pass grade for that course.

Registration is only permitted during the registration period. This runs from 100 calendar days up to and including 11 calendar days before the exam in question. Example: If the exam takes place on 22 October, registration in uSis closes on at 23:59 hrs on 11 October. We advise you to register well in advance, so that if you encounter any problems you can contact the SSC in time.

When registering in uSis, it is important to check carefully that your registration has not got left behind in your 'shopping cart'. Go to 'My Class Schedule' in uSis to check that you have registered successfully. If the exam is not listed, your registration has not been successful. The example below shows how the exam will show up in your weekly schedule.

		Week van 2-11-2015 - 8-11-2015							
		Week tonen		Begintijd	Eindtijd	kalender vernieuwen			
		03-11-2015		08:00	18:00				
Tijd	Maandag 2 Nov	Dinsdag 3 Nov	Woensdag 4 Nov	Donderdag 5 Nov	Vrijdag 6 Nov	Zaterdag 7 Nov	Zondag 8 Nov		
8:00AM									
9:00AM									
10:00AM									
11:00AM									
12:00PM									
1:00PM		PSYC 6462PS003T - 1 Dev. Psychopathology Toets Tentamen 1:00PM - 3:00PM USC USC	PSYC 6462PS004T - 1 Psychometrie Toets Tentamen 1:00PM - 4:00PM USC USC	PSYC 6462PS007T - 1 Stress, Gez. en Ziekte Toets Tentamen 1:00PM - 3:00PM USC USC					
2:00PM									
3:00PM									
4:00PM									
5:00PM									
6:00PM					PSYC 6462PS004W - 21 Psychometrie WG Werkgroep 6:00PM - 7:00PM PDLG 1A26				

Gegevens bijeenkomst niet beschikbaar:				
Studieactiviteit	Naam studiedeel	Docent	Begindatum	Einddatum
PSYC 6462PS003D - 100 (Opdrach	Dev. Psychopath. Deelcijfer		31-08-2015	31-08-2016
PSYC 6462PS005D - 100 (Schrift	Groepsdynamica Deelcijfer		31-08-2015	31-08-2016

If you are unable to register successfully through uSis, you must email the SSC **before the end of the registration period**. If you do not register for the exam before the deadline, you will not be allowed to take the exam.

Withdrawing from an exam

Students who have registered for an exam may withdraw through uSis until the end of the registration period. After this period it is no longer possible to withdraw through uSis. It is not essential to withdraw your registration. However, for administrative reasons we would greatly appreciate it if you could send an email to the SSC to indicate that you will be absent from the exam.

Students entitled to special provisions

Students can apply to the study adviser for a special examination provision on the grounds of a disability. Students do not need to apply separately to the SSC for this provision. Students who are entitled to extra time for exams because of a disability and have been registered for this provision by the study adviser will be allowed an extra half-hour to take the exam.

If students decide, as a one-off, that they do not wish to make use of their special provision for a given exam and would prefer to take the exam in the regular exam hall, they must inform the SSC of this by email before the end of the registration period (i.e. at least ten days before the exam).

If a student no longer wishes to claim the provision at all, he or she should contact the study adviser to be removed from the special provisions list. From that point on the student will automatically be assigned a place in the regular exam hall.

Mail to all students entitled to special provisions

Ten days before the exam, registration in uSis closes. The SSC then sends an email to all students on the special provisions list who have registered for the exam. This mail states the location for the special provisions exam.

For the other students, the location for the exam will be noted in their weekly schedule in uSis.

Start of the exam

Starting time of the exam

Students are admitted to the exam hall 10 minutes before the official starting time of the exam. When the exam begins, the doors of the exam hall will be closed.

Materials

Various documents will be laid out on the desks before the start of the exam, such as the exam paper, ICLON answer forms or lined paper, evaluation forms, rough paper and, for Psychology students, a name-sheet. These documents will be left in a pile on the exam desk and may not be examined until the examiner gives the sign.

Students are expected to bring their own pen or pencil, but the examiner will have a few pens and erasers available for anyone who has forgotten.

What may students bring with them:

- Coats and bags are to be left under the student's chair/desk. Only the materials needed for the exam may be placed on the desk.
- Students may not have any communication devices with them in the exam hall, such as mobile telephones, buzzers, or smart watches. Such devices must be switched off and left in your bag.
- To avoid confusion with smartwatches, students are not permitted to wear a watch during the exam (provided there is a clock in the exam hall).
- Other electronic devices, such as calculators (including programmable ones) may only be used with the permission of the examiner.
- Eating and drinking is permitted, provided the student does not disturb others.
- Books, syllabuses, notes, etc. may not be consulted unless the examiner has given permission.
- Explanatory dictionaries are not permitted unless the examiner has given permission. Further, in special circumstances, the study adviser may give an individual student permission to use dictionaries.

Latecomers

Students may enter the exam hall up to 30 minutes after the exam has started. Until that time, no student may leave the exam hall (even to use the toilet). Students who arrive more than 30 minutes after the start of the exam are no longer permitted to take the exam.

Late arrival due to general circumstances beyond the candidate's control

It may happen that a student is prevented from getting to the exam on time due to general circumstances beyond their control on the day of the exam, such as sudden cancellation of all trains to Leiden.

In such cases too the rule applies that students who arrive more than 30 minutes after the start of the exam will not be admitted to the exam hall.

If there appears to be a situation of *general circumstances beyond the candidate's control* (as opposed to individual circumstances), the student may email the SSC, stating their student number, exam, and the reason for their delay. On the basis of the emails, the Board of Examiners will decide a possible solution.

The relevant protocol (Exam missed due to general situation beyond candidate's control) can also be found on the [student website](#).

During the exam

Maintaining peace and quiet

Students must be able to sit the exam in peace. For this reason, it is advisable to remove the packaging from any food or drink in advance and ensure that everything you need for the exam is on your desk.

If a student has a question for the examiner or invigilator, or wishes to use the toilet, this should be indicated by raising a hand. Students themselves should not walk up to the front of the exam hall. The invigilator will come to the student and quietly discuss the question or request for the toilet.

Attendance and ID check

At an exam, students must be able to identify themselves with a valid student card and legal ID document. If a student cannot identify himself or herself, the examiner will immediately exclude the student from further participation in the exam and the exam will be declared invalid.

When recording attendance, the invigilator will check:

- whether the passport photo on the ID document is a good likeness of the student at the desk;
- whether the student's name and correct student number are on the list of exam candidates;
- whether the student has entered the correct name and student number on the answer sheet.

Using the toilet

If an exam candidate needs to leave the exam hall to use the toilet or for any other reason, this is only permitted under escort. Only one student may leave at any one time. The escorting invigilator decides which toilet will be used.

In the USC, students may only use the toilets situated behind the access barriers.

Half hour before end of exam

Thirty minutes before the end of the exam, the examiner informs the students that they have half an hour left.

Fire alarm during the exam

No fire drills will be scheduled on days when exams are taking place in the FSW. Therefore, if the fire alarm does sound, the invigilators and the students must always leave the building immediately. The exam is terminated from that time. All exam materials are to be left behind in the exam hall. The Board of Examiners will decide at a later date about the validity of the exam and the possibility of another chance.

Detection of fraud

If fraud is detected, the examiner will immediately exclude the student from further participation in the exam and the exam is declared invalid. After the exam, the examiner will report the incident to the Board of Examiners.

Exclusion from the exam

Students who do not follow the examiner's instructions may be excluded from the exam.

Handing in the exam

Students must hand in *all* exam documents to the invigilator and then immediately leave the exam hall. The invigilator will then sort all the exam materials into separate piles and note on the attendance list that the materials have been handed in. In addition, the invigilator will check that each student has entered the correct name and student number on the answer sheet.

After the exam

Grades

The examiner is required to submit the grades for the exam to the SSC within 15 days of the exam date so that students can be informed of their grades via uSis.

Inspection

If a student wishes to inspect his or her exam script, this must take place within 30 days of the announcement of the results. During the inspection, the student may also view the exam questions and inspect the answer key. An inspection may take place at a group session at a pre-arranged time and location, or via an individual appointment with the course coordinator.

Appendix: FSW Exam Regulations 2016-2017

Opmerking [M.C.1]: Via de link krijg ik alleen een pdf-versie van deze tekst, maar ik ga ervanuit dat jij dit makkelijk kunt invoegen? Zo niet, heb ik wel een eerdere versie die ik kan updaten...

Faculty of Social and Behavioural Sciences

1. Gerechtigd tot deelname aan tentamens

- 1.1. Een student die niet voldoet aan de ingangseisen van een tentamen (zie artikel 4.2. uit de Onderwijs- en Examenregeling) heeft geen toestemming om aan het tentamen deel te nemen. Bij deelname zonder toestemming wordt het tentamen niet nagekeken en is er geen tentamenresultaat. De tentamenkans wordt als gebruikt beschouwd.

2. Aanmelding tentamens

- 2.1. Een student dient zich voor elk tentamen tijdens de aanmeldperiode aan te melden in uSis.
- 2.2. De aanmeldperiode voor een tentamen loopt vanaf 100 kalenderdagen voorafgaand aan de datum van het tentamen tot 10 kalenderdagen voorafgaand aan de datum van het tentamen.
- 2.3. Indien een student zich niet binnen de aanmeldperiode aangemeld heeft voor het tentamen, dan is deelname aan het tentamen niet toegestaan. Bij deelname zonder tijdige aanmelding wordt het tentamen niet nagekeken en is er geen tentamenresultaat. De tentamenkans wordt als gebruikt beschouwd.
- 2.4. Indien een student niet in staat is zich via uSis aan te melden voor een tentamen of daarbij problemen ondervindt, dan dient de student zich vóór sluiting van de aanmeldperiode van het tentamen per e-mail of in persoon bij de balie van het Onderwijs Servicecentrum te melden.
- 2.5. Enkel en alleen als de aanmelding voor het tentamen in uSis in het Studentencentrum onder 'Mijn studierooster' verschijnt, is de aanmelding geldig en definitief.

3. Afmelding tentamens

- 3.1. Een student die zich heeft aangemeld kan zich tot 10 kalenderdagen voorafgaand aan de datum van een tentamen afmelden voor het tentamen via uSis.
- 3.2. Enkel en alleen als het tentamen niet langer in uSis in het Studentencentrum onder 'Mijn studierooster' verschijnt, is de afmelding geldig en definitief.
- 3.3. Indien een student zich niet binnen de gestelde termijn afmeldt en het tentamen niet aflegt, dan wordt de tentamenkans als gebruikt beschouwd.
- 3.4. Indien een student niet in staat is zich via uSis af te melden voor een tentamen of daarbij problemen ondervindt, dan dient de student zich vóór sluiting van de aanmeldperiode van het tentamen per e-mail of in persoon bij de balie van het Onderwijs Servicecentrum te melden.

4. Tentamenvoorziening op grond van een functiebeperking

- 4.1. Een student die vanwege een functiebeperking met toestemming van de Examencommissie door de studieadviseur op de voorzieningenlijst is geplaatst, heeft bij de betreffende tentamens het recht om gebruik te maken van de aangegeven voorziening, op voorwaarde dat hij/zij zich tijdig en correct voor het tentamen heeft aangemeld.
- 4.2. Indien een student die op de voorzieningenlijst staat zich tijdig en correct voor een tentamen aanmeldt, dan wordt de voorziening door het Onderwijs Servicecentrum geregeld en dient de student het tentamen in beginsel te maken in de aangewezen voorzieningenzaal.
- 4.3. Indien een onder 4.1. bedoelde student voor een tentamen geen gebruik wil maken van de voorziening, dan dient hij/zij zich vóór sluiting van de aanmeldperiode van het betreffende tentamen per e-mail bij het Onderwijs Servicecentrum af te melden voor de voorziening.
- 4.4. Als een student geen aanspraak meer wenst te maken op de voorziening op grond van een functiebeperking, dan dient hij/zij zich bij de studieadviseur te melden met het verzoek om schrapping van de voorzieningenlijst.

5. Slotbepaling

- 5.1. Conform artikel 4.5 van de Regels en Richtlijnen van de Examencommissies kan de Examencommissie afwijken van de boven gestelde artikelen betreffende aanmelding en afmelding voor tentamens, zulks na schriftelijk en gemotiveerd verzoek van de student.
- 5.2. Het verzoek zoals bedoeld in artikel 5.1 dient ten minste vijf werkdagen voor de betreffende tentamendatum in het bezit te zijn van de bevoegde Examencommissie.
- 5.3. Deze regeling treedt in werking per 1 september 2016.

Vastgesteld door het Bestuur van de Faculteit der Sociale Wetenschappen op 28 juli 2016