

# Rules concerning exams on courses (salstentamina)

## LUND UNIVERSITY SCHOOL OF ECONOMICS AND MANAGEMENT

### BEFORE THE EXAM

Students must register for exams in advance, in accordance with the instructions of the respective departments. If you have not registered on time, you will only be able to take the exam as far as space and available exam papers allow. Note that special rules apply to students with learning support.

### AIDS

The department is to inform you well in advance of which aids you are allowed to use during the exam, e.g. calculator, tables, etc. The permitted aids will also be listed on the cover sheet of the exam. You are responsible for bringing along any permitted aids you wish to use, and for making sure that they do not contain any notes or pieces of paper which are not permitted. You are also obliged to ensure that the calculator you intend to use is permitted.

Scrap paper will be provided by the department. You may not use your own paper.

### AT THE EXAM

Exams always begin at the **exact** time stated in the time table; the academic quarter does not apply. Arrive at the exam venue in good time! This is particularly important if the exam takes place in a large hall with many students taking different exams at the same time.

If you **arrive more than 30 minutes late you will not be allowed entry** and thus not able to take the exam. Students may not leave the exam hall **until at least 60 minutes have passed**.

Go directly to your assigned seat and take out your photo ID, any permitted aids, snacks etc. from your bag. Then place the bag in the designated area. During the exam, you may only open your bag under the supervision of the invigilator (person overseeing the exam).

As a student, you must abide by the invigilators' instructions at all times with regard to where you sit in the exam hall, where you are to place your bag, coat and other personal belongings, as well as with regard to any rules concerning toilet breaks. Remain in your seat as you wait for the exam to start. You are not allowed to turn over the papers placed on your desk until the invigilator announces that the exam has begun. Once the exam has started, all communication is forbidden until all

students have submitted their exams. Even after you have submitted your own exam, you are not permitted to communicate with others, as long as you remain in the exam hall.

You are **prohibited from using your mobile phone, e-reader or other electronic equipment during the exam. These must be switched off and put away in the designated area for personal belongings as you enter the exam hall.**

On the request of the invigilator or lecturer, you are obliged to present the aids and papers you are using during the exam. In case of suspected cheating, prohibited aids and pieces of paper may be confiscated to secure evidence.

**Smoking and alcohol are prohibited** in the exam hall. **Smoking breaks will not be permitted** during the exam.

### PHOTO ID

The student's identity must be verified at every exam session. You are obliged to present a valid **photo ID** in the form of an ID card, driver's licence or passport. If you are not able to present a valid photo ID, you will not be permitted to take the exam.

### AT THE END OF THE EXAM

You are not allowed to leave the exam hall until at least one hour has passed since the start of the exam. Your ID must be checked before you leave. All exams must be submitted, regardless of whether you responded to the exam questions or not.

If you fail to submit your exam within the specified time, it will be deemed invalid and thus not assessed.

All students participating in an exam must fill in their name and personal identity number (with a pen, not pencil) before they submit the exam. The submitted exam will be assessed and graded. You also have the option of submitting a blank exam. This means that you have not responded to any of the exam questions, and you have ticked the box marked "Blank" and signed with your name (if there is such a box). Note that blank exams must be submitted within the designated time for the exam, and will be reported as a fail. If you respond to some of the questions, the exam will be assessed and graded accordingly. Students may not decide afterwards whether they want their exam graded or not.



You are responsible for making sure that any attachments with answers are stapled to the exam or placed in the exam cover provided for this purpose. All attachments must include your name, personal identity number and the page number.

If you violate any of the exam rules above, you will be considered to have disrupted the exam and you may be **ordered to leave** the exam hall, and be reported to the vice-chancellor. This may lead to **disciplinary measures** – see below under “Cheating”.

#### AFTER THE EXAM

You will receive an email notification to your student account whenever the **result of an exam or an entire course has been entered** into LADOK. Log into the Student Portal to see your results.

If you **fail** an exam, you will have the opportunity for a retake. Of course, this will require you to check ahead of time whether the content and required reading of the course have changed.

Retakes for the purpose of improving your grade on a passed exam (so-called “plussning” in Swedish) are not permitted.

You will be able to see/pick up your exam at the exam feedback session and later at the department exam office during office hours.

When picking up your exam, you must sign for it and show a valid photo ID. If you are picking up an exam for a fellow student, you must bring along a power of attorney allowing you to do so.

#### GRADE REVIEW

The School of Economics and Management recommends that requests for reassessments should be submitted no later than 3 weeks after results have been published. You are advised to do so in writing, see form *Begäran om omprövning* (Request for a grade review). A change of a grading decision can be made if it is clearly incorrect and can be made quickly and easily. A grade review does not involve a reassessment of the exam itself. See also *Decision on guidelines for the opportunity to obtain a grade review at the School of Economics and Management*.

#### CHEATING

The School of Economics and Management considers any **attempt of cheating a serious offence**. If an invigilator or lecturer suspects that a student is not complying with the exam rules, they will inform the student. Students who do not abide by the instructions of the invigilator or lecturer will be ordered to leave the exam hall.

All cases of suspected cheating will be reported to the department, which in turn will file a report to the **Disciplinary Board** at Lund University. The board handles all cases of suspected attempts at cheating in accordance with the University's rules and regulations. This may result in disciplinary measures taken against the student in the form of a **warning** or **suspension** from studies for up to six months. The period of suspension is usually six weeks.