



## Procedure for tests and exams

The faculty's achievement of its exam objectives is monitored continuously, e.g. via test results, statistics for exam complaints and appeals, and annual reports by the chairs of the external examiners.

Study Board Head of Studies and is responsible for the conducting of tests and must ensure that all tests and exams are held in accordance with legislation, faculty procedures and the rules in the curriculum.

The study board is responsible for ensuring that the planning and execution of courses and exams is aligned with the subject element's academic objectives, forms of teaching, ways of working, syllabus and testing.

The head of studies is responsible for approving problem formulations, the deadline for submission of the thesis and a plan for student supervision.

The specific allocation of responsibilities regarding exams is determined at departmental level between the head of studies and the study board, and is published on the department website.

U&S is responsible for ensuring that the area is monitored on an ongoing basis, and that, in collaboration with the department are evaluated after each exam period by means of statistics on exam results, complaints and appeals.

The procedure descriptions below give a detailed description of the allocation of responsibilities.

### Procedure

#### Exam registration

U&S bachelor students to register for compulsory courses and exams via STADS. The students carry out other registrations via Self-service on Kunet. Before the registration period, students are notified that they must register, check and possibly edit their exam registrations via Self-service.

visiting student from UCPH and other Danish universities apply to the study board for enrolment on individual courses.

When the registration period is over, the U&S in collaboration with the department's exam staff a rule checker in STADS in order to ensure that the students are registered for the exam(s) which form part of the degree program they are enrolled in. This means that students can only sit the exams needed to complete their study programmes.

### **Conduct of exams**

#### Written exams at the University

The written exams are planned by U&S in collaboration with the department's examination secretary and [ITX](#) (IT exam). At ITX the whole electronically - distribution, completion and submission.

The student can at least three weeks before the ordinary exams via self-service on STADS see time and place for the exam.

The internal examiner is responsible for preparing the questions for written exams, including ensuring that the questions correspond to the syllabus, and that they are suited to form the basis for a full evaluation of the student's mastery of the syllabus and fulfilment of the academic objectives. Exam questions must be carried out within a time frame that makes it possible for the department to upload them to the ITX system no later than one week before the exam.

The internal examiner who devised the questions for the exam must be available by phone for the first 30 minutes of the exam to answer any queries. There is throughout the exam to ensure peace and quiet as well as reduce the risk of cheating. Before the exam, the examinees upload them to the ITX system.

#### Take-home assignments

The students write their assignments outside the faculty and submit the home practice assignment electronically in Digital Exam.

Theses are exempt from compulsory processing in Digital Exam and submitted in hard copy (in triplicate) to the department.

Assignments are filed in Digital Exam and one hardcopy of each thesis is filed at the department until the complaint period has expired or any complaint/appeal.

The subject for free written take-home assignments is agreed between the student and the examiner. The examiner is responsible for ensuring that the subject is likely to provide a basis for assessing the student within the area approved by the examiner.

The syllabus takes the form of a reading list, and requirements for the scope and composition of the syllabus published by the department. Students can consult the study board regarding the formal questions regarding the interpretation of the syllabus requirements or other rules, but not on questions about specific opgivers relevance or quality, which is assessed by the examiner.

The examiner draws up the questions for set take-home assignments. The internal examiner is responsible for ensuring that the questions correspond to the syllabus and provide an appropriate basis for a full evaluation of the student's mastery of the syllabus and fulfilment of the academic objectives.

Examiner and external examiner ensuring that assignments are not plagiarised, among other things by means of UCPH's online plagiarism-control, cf. Procedure for exam complaints, appeals and plagiarism.

### Oral exams

The department organises and plans oral exams.

For oral exams on set subjects, both with and without preparation, the students receive a written question or topic at the start of the preparation period or at the beginning of the exam. The question/subject is formulated by the internal examiner, who is responsible for ensuring that the questions reflect the syllabus and provide an appropriate basis for a full evaluation of the student's mastery of the syllabus and fulfilment of the academic objectives.

For oral exams in optional subjects, the students present subjects of their own choosing, in accordance with the curriculum's exam provisions.

### Academic Internship

The study board is responsible for organising academic internships in the study programs and must follow UCPH's guidelines for same.

### **Exam assessment**

Written exams in the form of take-home assignments can be accessed in Digital Exam by the internal or external examiner, depending on the type of grading. The results are registered directly in the system.

Oral exams are assessed immediately after the exam. The assessment is recorded either directly by the assessors or passed on to the department's exam staff immediately after the exam with a view to registration.

The assessment of exams that take the form "active class participation" involves the lecturer evaluating whether the curriculum requirements have been met and, after completing the course, the lecturer informs the department's exam staff of this.

Grades are registered in STADS after each exam period. Students can see their grades in the self-service part of KUNet within four weeks of the test (six weeks for theses).

#### Internal/external exams

The study board indicates via the curriculum whether a given exam is assessed internally or externally.

"Internal" means that the assessment is by one or more lecturers (examiners) appointed by the faculty.

External means that the assessment is by one or more internal examiners and one or more external examiners appointed by the Danish Agency for Higher Education.

The provisions relating to internal/external exams are included in the faculty guidelines for the design of curricula, for which the dean is responsible for ensuring, cf. Procedure for preparing, amending and overhaul of curricula.

#### External examiners

External examiners must ensure that:

- The requirements for the content of examinations during programs comply with the objectives and other requirements stipulated for the program.
- Examinations are conducted in accordance with applicable rules and that the students receive uniform and fair treatment and their achievements are assessed in a reliable manner complying with the rules on grading and other rules related to examinations.

#### Transcripts of grades and recording of exam results

When grading exams in Digital Exam, the examiners record the grades in Digital Exam and transfer them to STADS, thereby publishing them for the students. In connection with other exams print out grade transcripts from STADS and the examiners fill in the results and sign them. Assessment of the exam.

In STADS, all exam results received on transcripts are registered by two different employees. To ensure that any typos are corrected. All exam results are subjected to compliance control. Any rejected results are sent to Education & Student Services for processing.

The checks in Digital Exam are intended to ensure that only identical results from Digital Exam are transferred to STADS and published, i.e. the entries where the internal and external examiners have both entered the same result.

Grade transcripts are filed by Education & Student Services.

### **Evaluation of exams**

After each exam period, the study board evaluates the exams were organised and as a minimum:

- Input from student counselling and career guidance
- Statistics for exam results, complaints and appeals
- The external examiners and possibly the most recent reports external examiners about the conduct of the exams.

The study board, in consultation with the head of department and Head of Studies responsible for ensuring that follow-up on the evaluations, in relation to the planning of courses, academic content and testing.

If the evaluation results in a desire to change the curriculum, the study board is responsible, as per Procedure for drawing up, changing and overhaul of curricula.