



Examination Regulations

Concerning the following forms of examination: analogue, digital (on campus), and digital (remotely)

This is a set of regulations as referred to in article 7:12b paragraph 3 of the WHW (Dutch Higher Education and Research Act).

As adopted in the meeting of the Executive Board on: 3 November 2020

English version available: yes

Owner: Exam Centre

Explanatory notes to the document

Structure of the document

Part A Examination regulations

Part B Additional provisions for staff involved

Appendix 1: BUas Information Bulletin about Online Invigilation

The additional provisions have been derived from the examination regulations as set out in part A. The aim of part B is to establish clear parameters for all staff involved including invigilators.

Given the current developments in society at the time of writing (November 2020), a website has been set up to record protocols and frequently asked questions about examinations that take place under the Covid measures. Should any changes occur as a result of these measures, or of systems directly linked to them (ProctorExam), these changes will be published on the website. The website can be found on the Portal for both students and staff under 'Digital Assessment'.

It is always indicated as clearly as possible what is applicable to the examinations to be administered. There are three types of examinations, i.e.:

- Analogue: an examination in writing **(a)**
- Digital (on campus): an examination administered via a laptop in a classroom on the BUas campus **(b)**
- Digital (remotely): an examination administered online which is invigilated through a proctoring system **(c)**
- Remotely, at a partner institute (analogue/digital) (d): will be added in academic year 2021/2022

The most important changes of the additional provisions are:

- Addition of regulations concerning remote digital examinations (including proctoring) (c)
- Shift from decentral-level organisation of examinations (academies) to central-level organisation of examinations (Exam Centre)

Part A

Examination Regulations

Article 1 Definitions

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| BUas | Abbreviation of Breda University of Applied Sciences |
| Exam Centre | Central BUas service, positioned under the Educational Organisation and Community service, within which – with effect from 1 January 2021 – all examinations, as defined under the term ‘examination’ in these regulations, are organised. |
| Board of examiners | The body, as referred to in article 7.12 paragraphs 1 and 2 of the WHW, which establishes – in an objective and competent manner – whether a student complies with the conditions of the TER in terms of knowledge, understanding and skills which are required in order to earn a degree. Every study programme or group of study programmes of the institute has its own board of examiners. Also see the Regulations pertaining to Boards of Examiners. |
| Examiner | A member of staff, or an external expert, appointed by the board of examiners for the purpose of administering and determining the results of examinations, as referred to in article 7.12c paragraph 1 of the WHW. |
| Academic dishonesty | Academic dishonesty involves any act or omission by the student that makes it impossible, either fully or partially, to form a correct assessment of the student’s knowledge, understanding and skills. |
| Functional limitation | All illnesses/impairments/disabilities which may lead to a student falling behind in their studies. |
| Identity document | Passport, driving licence, or identity card. |
| Osiris | The Student Information System. |
| Attendance list | A list which contains the information of students who are registered for an examination, and which serves (1) to confirm that the student is present at an examination and (2) to record that the students have handed in their examination papers. |
| Official report | A written report in which the invigilator records any important circumstances, facts and incidents that occur during a written examination. |
| ProctorExam | A digital invigilation program (web-based) to replace ‘regular’ invigilators and to be used remotely. |
| ReadSpeaker | Text-to-speech software built into the TestVision testing program. |
| Student | A person enrolled as a student of Breda University of Applied Sciences, as referred to in WHW article 7.32. |
| Invigilator | Supervisor at written examinations. In the case of remote digital examination, this involves the ‘reviewer’ appointed by ProctorExam. In all examination situations (a, b, c), these are persons who maintain order during an examination and report any suspicions of academic dishonesty to the Exam Centre, either by means of an official report or digitally through ProctorExam. |
| Examination | <p>An examination, as referred to in article 7.10 paragraph 1 of the WHW of the student’s knowledge and skills, as well as an assessment of the results of this examination.</p> <p>There are three types of examinations;</p> <ul style="list-style-type: none">• Analogue: an examination in writing (a)• Digital: an examination administered via a laptop in a classroom on the BUas campus (b)• Digital (remotely): an online examination with digital invigilation through proctoring (c) |

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| Examination coordinator | Staff member of the Exam Centre of Breda University of Applied Sciences who is the first point of contact and who can offer support, if necessary, in the process of executing the examinations. |
| Examination documents | All documents needed to administer a written examination, such as examination question sheets and examination forms. |
| TestVision | The web-based program by means of which digital tests can be administered. It contains the examination questions as well as information for students about which materials they are permitted to use during an examination. |
| TextAid | Text-to-speech software that students are allowed to use to have text in documents read out to them. |

Article 2 General provisions (generically applicable)

- 1 Students who take part in an examination will be required to follow all the organisation's instructions. If a student fails to do so, a note will be made of this by the invigilator on site or by the remote invigilator. Not obeying to these instructions or requests, could lead to the exam being marked as invalid.
- 2 Based on the invigilator's findings, the board of examiners may impose disciplinary measures on the student concerned (see 'TER'). The board of examiners has the right to declare examinations invalid in the case of any suspected irregularities.
- 3 For each examination round, a staff member of the Exam Centre will be appointed as examination coordinator of the examination.
- 4 As for administering the examination, the examiner appointed for this purpose by the board of examiners will be authorised to do so. Throughout the period of time during which the examination (a, b, c) is being administered, the examiner will be required to be available. In any case, the examiner and the examination coordinator of the Exam Centre will have to make contact and availability arrangements between themselves for the full duration of the examination.
- 5 Students will make sure they are present at the classroom to which they have been assigned and/or will make sure they are available online no later than 15 minutes before the published start time of the examination.
- 6 Silence must be observed during the examination in the classroom or at the digital testing location. All communication will be forbidden, except for communication with the invigilator on site (a, b) or via the support button (c). In this respect, students have to follow the invigilator's instructions at all times.
- 7 Students will only be allowed to share equipment, materials, objects or information during the examination if the invigilator has granted them explicit permission to this effect.
- 8 Students with a functional limitation can make use of additional facilities (such as Readspeaker or extra time) during an examination, if these facilities have been granted to them in advance and if this has been recorded in Osiris by the student counsellor. These facilities will be specified by the academy on the attendance list (a, b) or displayed in the digital testing environment (b, c).
- 9 It is prohibited to wear clothing that covers face and ears. The ears and face of students should be visible at all times.

Article 3 Registration for examinations

- 1 Students who want to take part in an examination, whatever its nature of form, must be registered for this via Osiris. Students are registered at central level for each first opportunity of an examination. For every opportunity other than the first one, students themselves will be required to register. For regulations relating to registration for examinations and resit examinations, you are referred to the relevant article in the 'TER'.
- 2 It is the students' responsibility to check their registrations for examinations in Osiris well in advance of the examination.

Article 4 Validity of participation in the examination

- 1 Only the student who is registered for the examination will be admitted to the examination. Students can demonstrate proof of their registration by appearing on the attendance list (a, b) or by being assigned an examination in a digital testing environment (c).
- 2 If the student is of the opinion that they are registered for an examination, but are not admitted, they are referred to a staff member of the Exam Centre. The staff member of the Exam Centre will give permission in writing to the student to take part in the examination, if after checking Osiris it turns out that the student is registered indeed. This permission statement has to be submitted to the invigilator (a, b). In the case of a remote digital examination (c), the staff member will link the student to the correct examination if it appears that the student is entitled to participate. In all cases, in order to be admitted to the examination, account must be taken of article 5 section 3.
- 3 Students who want to take part in an examination will be required to furnish proof of identity (passport, driving licence, or identity card). This identity document must be:
 - a, b shown to the invigilator prior to the start of the examination and placed visibly (for the invigilator) on the student's desk throughout the duration of the examination. When the student hands in the completed examination papers, the invigilator may ask the student to show the identity document. Students who are unable to furnish proof of identity will not be admitted to the examination.
 - c In the case of remote digital examinations, a photo is needed prior to the start of the examination, in which certain details may be concealed, except for the student's name and photo.

If it turns out afterwards that the student has not shown a legitimate proof of identity, the board of examiners has the right to declare the examination invalid.

Furnishing proof of identity by means of a copy, photo, scan, etc. of the identity document is strictly forbidden.

- 4 If a student is unable to furnish proof of identity, due to loss or theft of their identity document, the examination coordinator may give this student permission to take part in an examination. To this end, the student will be required, at least 30 minutes before the start of the examination (a or b) to show (to the examination coordinator) proof of application for a new identity document from the relevant municipal office. If the student's identity can be confirmed, the student will receive permission in writing. This written permission statement must be shown to the invigilator on duty. In the case of a remote digital examination (c), the student will show a confirmation of application for a new identity document to the invigilator.

Article 5 Start of the examination

- 1 The examination will start after it has been established that all students are legitimate participants and the invigilator announces that the students may begin their examinations.

The examination will not start before its scheduled start time. In the case of remote digital examinations (c), the start time will be indicated on the screen.

- 2 There will be a clock in the examination classroom. The time indicated on this clock will be the time applied for the start and end of the examination.
- 3 After the examination has started, students will no longer be admitted, unless a student has been granted explicit written permission based on article 4 section 2 or section 4. This admission will only be allowed within 30 minutes after the examination has started a, b) or 5 minutes in the case of a remote digital examination (c). Students who enter the classroom after the examination start time, or cannot take part in a remote digital examination until after the examination start time, will not be entitled to any extra time to complete the examination.
- 4 In the case of a digital on-campus examination (b) (with the use of a BUas laptop), the student will not be allowed to enter the examination classroom until the invigilator has given permission to do so. Students will not be allowed to log in themselves, and will only be allowed to use the program permitted for completing the examination and the workstation assigned by the invigilator. In the case of an USB stick being provided by Breda University of Applied Sciences for the purpose of an examination, this will be the only USB stick that the student may use. In the case of a remote digital examination (c), the student will be required to log in 15 minutes earlier for the necessary verifications.

Article 6 During the examination

- 1 During the first 30 minutes of the examination, students will not be allowed to leave the classroom nor to hand in their examination papers (a, b).
- 2 Toilet visits will only be allowed on a very exceptional basis, and only if the student is escorted by an invigilator. It is forbidden for several students to go to the toilet at the same time. Toilet visits will not be allowed at all during the first 30 minutes of the examination. Toilet visits during an examination with proctoring (c) will not be allowed.
- 3 Students are allowed to bring a closable drink bottle. The invigilator has the right to check drink bottles brought by the students for the presence of any non-permitted information. It is not permitted to bring food into the examination classroom.
- 4 Students may only use the answer sheets and note paper supplied by the invigilator during the examination. In the case of an examination with proctoring (c), the student must hold the papers up to the camera, clearly and for a sufficient length of time, prior to and after the examination (if permitted, during the examination).
- 5 Student will be required to write their names and ID codes on all the examination answer sheets they use. During the examination and if possible, the invigilator will check that they do so by means of the identity document placed on the desk.
- 6 Incidents or suspicions of academic dishonesty will be recorded by the invigilator in the official report on the examination and the invigilator will confiscate any items of evidence. In the case of digital examinations with proctoring (c), the note will be recorded in the proctoring system. Follow-up steps are the same for all forms of examination (a, b and c). In all cases though, the student will be permitted to finish the examination.
- 7 Additional provisions for remote digital examinations:
 - i. Students make sure they are in a quiet environment, where they can sit undisturbed and do the examination alone, preferably at a desk or table.
 - ii. Students leave their sound on at all times.
 - iii. Students hold up all permitted materials, if any (textbook, calculator, etc.), to the camera before starting the examination.

- iv. Earphones (all types) are not allowed.
- v. Students must not go out of sight of the camera for any reason. This is seen as a suspicion of academic dishonesty.
- vi. With reference to iv and v, the students should make sure their face and ears are not covered during the exam.
- vii. Students are not allowed to engage in any form of communication, unless this is with BUAs or with technical support staff of the online invigilation system.
- viii. Students are to regard this examination as a public event and will be dressed appropriately while taking the examination.
- ix. The board of examiners will have the right to declare the examination invalid if there are any actual or suspected irregularities.
- x. The examination has a maximum duration of 120 minutes.

Article 7 Materials permitted in examinations

- 1 Students have to bring their writing instruments and, if necessary, correction tape to the examination. If there are any specific requirements in this area, these will be communicated in advance.
- 2 Only those materials and writing instruments (including correction tape) stated on the examination cover page, may be placed on the desks and used by students during the examination. The materials permitted (such as calculator and reference works) will always be announced in advance. If it concerns a proctoring-based examination, the student will hold up all these materials to the camera prior to the examination.
- 3 All items that are not specified on the examination cover page¹ should be placed outside the student's reach². If there are any electronic devices among these items, these must be switched off.
- 4 Reference works, such as lecture notes or textbooks, may only contain notes if this has been specified so by the examiner on the examination cover page.
- 5 In digital examinations (b, c), the use of a spelling checker (in all necessary languages) will be permitted during all examinations.
- 6 After noticing that a non-permitted item is used (or is within the student's reach), the invigilator will make a record of this in the official report on the examination, and the item in question must be handed over to the invigilator (a, b). In the case of an examination with online invigilation (c), a digital note will be made in the review report by the invigilators remotely. The use of a non-permitted item (or having a non-permitted item within reach) by a student will be reported as a suspicion of academic dishonesty to the board of examiners. The student will be allowed, though, to finish the examination.
- 7 After the examination, the board of examiners will decide on any disciplinary measures to be imposed on the student because of the suspicion of academic dishonesty mentioned in section 6.

Article 8 End of the examination

- 1 The invigilator will announce when there are 15 minutes of the examination remaining. In the case of a remote digital examination (c), the student can keep track of time in the online invigilation system.

¹ Just think of mobile phone, diary, pencil case, wallet, calculator, a second computer screen, etc.

² 'Outside the student's reach' means outside the student's immediate vicinity. The invigilator of the examination concerned will provide instructions as to where these items should be placed in the examination classroom.

- 2 When the student has finished the examination, they will make this known to the invigilator by raising their hand and they will be required to wait for the invigilator's instructions. In this respect, article 6 section 1 should be taken into account (a, b).
- 3 When examination papers are handed in (a, b):
 - i. the invigilator will again check the name on the examination papers used by means of the student's identity document.
 - ii. the student will hand in all examination documents, including any note paper. This also holds true if the student did not answer a single question or make a single assignment. Examination question sheets may only be taken home if this is stated so on the examination cover page. The note paper handed in will not be considered in establishing the student's result for the examination.
 - iii. the student will sign the attendance list, to indicate that the examination documents have been handed in.
- 4 After handing in the examination papers (a), the student will be required to leave the classroom. The student will be required to make sure that they cause as little inconvenience as possible to the other candidates, both inside and outside the examination classroom. The student will only be allowed to switch on their electronic devices (including mobile communication devices) after they have left the classroom.
- 5 In the case of a digital on-campus examination (b), the student will be required – after they have finished or after the examination time has ended – to close the computer program concerned and wait for the invigilator's instructions. If a USB stick provided by BUAs was used, this stick has to be handed in.
- 6 In the case of an examination in combination with proctoring (c), students will first be required to hand in their examination papers as specified in the digital instructions, before turning off the proctoring program. If this is done the other way around, the examination may be declared invalid.
- 7 The recordings of a proctoring-based examination (c) will be saved for a limited period of time in the online invigilation program, as described in the privacy statement. The retention terms depend, among other things, on the colour codes attached to the recordings by the online invigilation program.

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| green | There are no comments, the recordings are deleted, immediately and automatically. |
| orange | There are comments: these will be reviewed by the examination coordinator and deleted within two days if there is no suspicion of academic dishonesty. If academic dishonesty is suspected, the recordings will be forwarded to the board of examiners for assessment and they will be saved until the decision regarding this matter, to be made by the board of examiners, is final and conclusive. |
| rood | There is a strong suspicion of academic dishonesty. The recordings will be saved for the investigation until the decision regarding this matter, to be made by the board of examiners, is final and conclusive. |

Part B Additional provisions for staff involved

Part B contains additional provisions for staff members who are involved in the examination regulations.

- Exam Centre
- Examination coordinator
- Invigilator

The additional provisions have been derived from the examination regulations as set out in part A. The aim of part B is to establish clear BUas-wide parameters for all staff members involved, including invigilators.

Additional provisions for the Exam Centre

Article 1 General provisions

- 1 The regulations for written examinations make up the guiding principle for the additional provisions for the Exam Centre.
- 2 The Exam Centre will decide internally who will be the examination coordinator (the point of contact) for the examinations. The invigilator knows how the examination coordinator can be reached before, during and after the examination.
- 3 The examination coordinator is authorised to make decisions on the admissibility of students as referred to in article 4 of the examination regulations.
- 4 As for administering the examination, the examiner appointed for this purpose by the board of examiners will be authorised to do so. Throughout the period of time during which the examination is being administered, the examiner will be required to be available. In any case, the examiner and the examination coordinator of the Exam Centre will have to make contact and availability arrangements between themselves for the full duration of the examination.
- 5 There must be sufficient space between the desks and/or the candidates in an examination classroom. The guiding principle is a distance of 90 cm.² If multiple versions of an examination (or different examinations) are used in one classroom, the distance may be smaller, but never smaller than 60 cm.
- 6 An official report will be made of each examination. In this report, the invigilator will record any unusual incidents or special circumstances that occurred during the examination. After the examination, the official report will be submitted to the Exam Centre. In the case of a remote digital examination (c), the official report will be replaced by a report from the digital invigilation program, and if this report contains any irregularities, it will be shared with the board of examiners.
- 7 All students who indicated in advance (via the student counsellor) that they wish to make use of extra facilities because of their functional limitation will be grouped together during the examination as much as possible. The invigilator present will receive a form on which it is indicated which student uses which facilities. The invigilator will submit the facilities form together with the attendance list (signed by the students) and the examination papers to the Exam Centre. In the case of a remote digital examination (c), the facilities are automatically granted through the system.
- 8 The examination regulations also apply to evening and weekend examinations.

Article 2 Invigilators (a, b)

- 1 Invigilators will be scheduled for the entire duration of an examination plus 45 minutes (30 minutes before the start and 15 minutes after the end of an examination).
- 2 Invigilators will be assigned per examination classroom. In principle, this concerns one invigilator for every 25 students. In those cases where the number of students is significantly lower than the aforementioned 25, one invigilator may suffice, provided that an extra invigilator (or examination coordinator) is available on call.

² As long as the Covid measures are in effect, this distance will be at least 150 cm.

Article 3 Prior to the examination

- 1 The Exam Centre is responsible for gathering together and providing all required examination documents, digital or otherwise (cover page stating materials permitted, examination question sheets, examination answer sheets, and note paper, if any), as well as the instructions for the invigilator (if any), the official report form, the attendance list, and laptops (if any) including accessories. This also applies to any additional facilities for students with a functional limitation.
- 2 If an invigilator arrives late or not at all, the Exam Centre will take action.
- 3 The phone number of the Exam Centre is stated on the examination envelope. In the case of remote examinations (c), students can contact the Exam Centre via a chat option.

Article 4 Finalisation and aftercare

- 1 The Exam Centre will receive from the invigilator all examination documents collected by the invigilator, the attendance list, and the official report. The Exam Centre will check all these items for completeness and will make sure that all documents are stored carefully and securely.
- 2 In the case of digital on-campus (b) examinations, the Exam Centre will make sure that the laptops are stored securely after the examination.
- 3 In the case of all digital examinations (b, c), the examinations will be stored digitally - carefully and securely - by the digital testing program.

Additional provisions for examination coordinators

Article 1 General provisions

- 1 The regulations for written examinations make up the guiding principle for the additional provisions for examination coordinators.
- 2 The examination coordinator is a staff member of the Exam Centre and is authorised to make decisions as specified in the examination regulations.
- 3 Before, during and after the examination, the examination coordinator will be available (by telephone at least) to the invigilator for questions and support.
- 4 As for administering the examination, the examiner appointed for this purpose by the board of examiners will be authorised to do so. Throughout the period of time during which the examination is being administered, the examiner will be required to be available. In any case, the examiner and the examination coordinator will have to make contact and availability arrangements between themselves for the full duration of the examination.
- 5 Depending on the provisions of the TER, all communication with students prior to, during, and after the examination should be in Dutch or in English.

Article 2 Validity of participation in examinations

- 1 Students who want to take part in an examination have to comply with the following conditions:
 - i. the student is able to furnish legitimate proof of identity;
 - ii. the student is registered for the examination concerned in Osiris, and;
 - iii. the student is present in the classroom on time (before the examination start time).The only exception to these conditions is made up of the provisions of article 4 sections 2 and 4 of the examination regulations. Admission after the examination start time will only be possible during the first 30 minutes (a, b) or first 5 minutes (c) of the examination.
- 2 On the grounds of the provisions of article 4 sections 2 and 4 of the examination regulations, the examination coordinator may decide to grant the student permission to take part in the examination after all. This permission is granted in writing and has to be submitted to the invigilator, who will record it in the official report. In the case of an examination with online invigilation, the examination coordinator may decide to grant the student access to the examination.

Article 3 During the examination

Only by way of an exception and after permission from the invigilator, will students be allowed to temporarily leave their seats and the classroom in the case of an examination (a, b), escorted by a second invigilator or the examination coordinator.

If the student disappears from the camera's view during the examination, in the case of examinations in combination with online invigilation (c), this will be regarded as potential academic dishonesty and the examination may be declared invalid by the board of examiners.

Additional provisions for invigilators (a, b)

The provisions below do not apply in the case of remote digital examinations (c)

Article 1 General provisions

- 1 The regulations for written examinations make up the guiding principle for the additional provisions for invigilators.
- 2 Before, during, and after the examination, the invigilator will be responsible for maintaining order in the classroom. The invigilator avoids unnecessary communication with students and/or other invigilators.
- 3 The invigilator will actively oversee the students who are taking part in the examination. Therefore, invigilators are not allowed to read, make use of electronic devices, or work with electronic devices during an examination. By means of appropriate clothing and behaviour, the invigilator tries to avoid any unnecessary disturbances.
- 4 Invigilators may bring drinks into the examination classroom; food, however, will not be allowed.
- 5 Before, during, and after the examination, the invigilator will be required to stay in the classroom.
- 6 If there are any questions, doubts or other situations which are not provided for by the examination regulations, the invigilator will be required to contact the Exam Centre immediately. If necessary, invigilators will have to use their own mobile telephone to this end.
- 7 Students will be required to follow the invigilator's instructions. If any instructions are not followed, the invigilator will make a note of this in the official report. Afterwards, the board of examiners will decide on any disciplinary measures to be imposed.
- 8 The invigilator will not argue with any student. If necessary, the student is referred to the Exam Centre, which in turn can refer the student to the board of examiners. Students will also be referred to the Exam Centre if they fail to follow the invigilator's instructions after having been warned several times.
- 9 In the official report, the invigilator will record any unusual incidents or special circumstances that occurred during the examination. After the examination, the invigilator will sign the official report.
- 10 Depending on the instructions on the cover page of the examination question sheets, all communication with students should be in Dutch or in English.

Article 2 Prior to the examination

- 1 The invigilator will report to the Exam Centre no later than 30 minutes before the examination start time, in the case of an analogue examination (a). If it concerns a digital examination (b), and the invigilator is responsible for starting up the computers, the invigilator will report to the Exam Centre no later than 45 minutes before the examination start time.
- 2 One or more invigilators will be assigned to each classroom where the examination is going to take place. The guiding principle will be one invigilator for every 25 students.

- 3 In the instructions for the invigilator, the name of the examination coordinator for the examination is mentioned as well as how this person can be contacted (at least by telephone).
- 4 The invigilator will be responsible for taking to the classroom all documents which are relevant to the examination (such as the official report form, instructions for the invigilator (if any), the attendance list, the cover page stating the materials permitted, the examination question sheets, the examination answer sheets, and note paper). This also applies to any additional facilities for students with a functional limitation.
- 5 No later than 20 minutes before the examination start time, the invigilator has to be present in the classroom where the examination (a) is going to take place. If it concerns a digital on-campus examination (b), the invigilator has to be present no later than 35 minutes before the examination start time.

Article 3 Validity of participation in examinations

- 1 When a student enters the classroom (or by/outside the classroom door), the invigilator will first check whether the student's name is on the attendance list. Students who are not on the attendance list will not be admitted to the examination. If students claim that they are registered in Osiris, they are to report to the Exam Centre.
- 2 The invigilator will also verify the student's identity by means of a legitimate identification (passport, driving licence, ID card). Students who don't have a legitimate ID document with them will not be admitted to the examination.
- 3 If the student is on the attendance list and if the student is able furnish legitimate proof of identity, the invigilator will tick off the student's name on the attendance list. This also applies to the exception as referred to in article 3 sections 4 and 5 of these additional provisions. The student's name is ticked off as an indication that this student is present at the examination.
- 4 As a departure from article 3 sections 1 and 2 of these additional provisions, the examination coordinator may decide to give the student permission to take part in the examination anyway if there are compelling reasons to do so. This permission will be granted in writing and has to be submitted to the invigilator. The invigilator will make a note of this in the official report. In addition, the invigilator adds the student's name to the attendance list, if this student is not yet on the attendance list.
- 5 As a departure from article 3 section 2 of these additional provisions, the student may present a written permission statement, which has been issued by the Exam Centre. This permission will be valid for the remaining examination period. The invigilator will make a note of the permission statement presented by the student in the official report. The permission statement only needs to be shown to the invigilator, not handed over to him/her.
- 6 After the examination has started, students will no longer be admitted to the examination, save for the exceptions as referred to in article 3 sections 4 and 5 of these additional provisions. If these exceptions apply, admission will only be permitted during the first 30 minutes after the examination start time. The student will not be entitled to any extra time to complete the examination.
- 7 Students who are entitled to take part in the examination are listed in the attendance list. The invigilator will also receive an extra sheet indicating which students may be entitled to extra facilities.

Article 4 Start of the examination

- 1 The invigilator will instruct the students to place their coats, bags, watches and any non-permitted materials/equipment outside their reach.
- 2 The invigilator will see to it that only the materials specified on the examination cover page and the legitimate identification document are placed on the students' desks.
- 3 The examination will not start until the invigilator tells the students they may start the examination. The examination will not start before the scheduled examination start time.

Article 5 During the examination

- 1 Toilet visits will only be allowed on a very exceptional basis, and only if the student is escorted by an invigilator. After giving a student permission to go to the toilet, the invigilator will also ensure that this student does not engage in any academic dishonesty while visiting the toilet. The invigilator will not allow several students to go to the toilet at the same time. Going to the toilet will only be possible if there is more than one invigilator in the examination classroom, and/or if an extra invigilator (or examination coordinator) is available. Toilet visits will not be allowed at all during the first 30 minutes of the examination.
- 2 Incidents or suspicions of academic dishonesty will be recorded by the invigilator in the official report on the examination and the invigilator will confiscate any items of evidence (and/or non-permitted materials). The student concerned will be allowed to finish the examination.

Article 6 Digital on-campus examinations (b)

The following additional provisions apply to digital on-campus examinations:

- 1 While the classroom is being prepared for the examination, no students must be present in the classroom.
- 2 The invigilator (or a staff member of the Exam Centre) will select the computer workstations in such a way that the students are seated as far away from each other as possible.
- 3 The invigilator (or a staff member of the Exam Centre) will log in by means of the login codes and passwords that were provided to them. Under no circumstances will the students log in themselves, nor will they have access to the codes / passwords. If a student logs out, then the examination for this student will be finished.
- 4 The keyboards of computers that are not used during the examination will be positioned perpendicular to the monitors. The invigilator will check if these computers are switched off.
- 5 After all the computers needed have been started up, the invigilator will tell the students that they are allowed to enter the classroom. A student may only take a seat behind a started-up computer. It is forbidden to use any of the other computers.
- 6 Students themselves will log in to their examinations. Students will receive the examination password at the examination start time.
- 7 In the case of a USB stick being provided by BUAs for the purpose of an examination, this is the only USB stick that the student may use. Other USB sticks will be prohibited. The USB stick that has been provided by BUAs must be handed in after examination.

Article 7 Finalisation and aftercare

- 1 The invigilator will announce when there are 15 minutes of the examination remaining.
- 2 When the student has finished the exam, they will make this known to the invigilator by raising their hand and they will be required to wait for the invigilator's instructions. The invigilator will determine which student is permitted to hand in their examination papers when. The invigilator will be required to make sure that this process occurs orderly, quietly and controllably.
- 3 The student will hand in all examination papers, including any note paper. This also holds true if the student did not answer a single question or make a single assignment.
- 4 When the examination papers are handed in, the invigilator will check the name written down on the examination answer sheets against the student's identity document. After that, the student will sign the attendance list.
- 5 The invigilator will record in the official report the time when the first student hands in their examination papers, and the time when the last student hands in their examination papers.
- 6 All examination documents, the attendance list and the official report are to be submitted to the Exam Centre. The Exam Centre will check these items for completeness.
- 7 The materials to be handed in after the examination has finished - in the case of a digital examination - are specified in the instructions for the invigilator.

Appendix 1: BUas Information Bulletin about Online Invigilation

Introduction

Since the beginning of the corona crisis Breda University of Applied Sciences rapidly switched to online education and testing. Lectures, meetings, coaching, and all other educational activities are conducted via MS Teams, the LMS and other online tools. All tests, assessments, assignments and exams within the programmes of BUas are also offered online whenever possible, at least until the end of this academic year.

This rapid switch to online testing and online invigilation raised some urgent questions from lecturers, students, boards of examiners, and management. On this page, most of these questions are answered.

Why online invigilation? What is the importance to students and BUas?

The traditional operation of examination enables students to fully concentrate on their exams, and with invigilators in the same room to make sure no disturbances occur and that students live up to logical rules to rule out fraud. Both are important to safeguard the reliability and the value of the exams, which is crucial to both student and BUas.

In this coronavirus impacted situation, the current measures, issued by the Dutch government, make it impossible to take enough exams at the BUas campus. Online invigilation is, in our opinion, a good (temporary) alternative way to still perform examinations, and prevent study delays as much as possible. The online invigilation system BUas applies, ProctorExam, will take over the invigilation tasks for us. The system enables using webcam images and sound, analysed remotely by an invigilator of ProctorExam. Below, it will be explained exactly how ProctorExam works and how it is used by BUas.

Online invigilation due to national limitations and important priorities

BUas will prolong online education and examination – instead of on-campus education – until at least the end of this academic year. The latest measures of the Dutch government, the 1.5 metre guideline and the 'safety region organisation' (Veiligheidsregio) guidelines give little room for manoeuvre for physical on-campus presence for the rest of this academic year.

BUas can only use 20 to 25% of the total campus building capacity. The limited room which we are allowed, will be used for graduation sessions (defence presentations), for practical examinations (for our Hotel Management and Media domains) and for a strictly limited number of students who are allowed at the campus because of urgent and significant personal circumstances.

BUas wants to prevent study delays for students and to offer both international students (abroad) and national students the opportunity to perform their exams, at the same time. BUas is confident that we can almost entirely manage the original examinations schedule, which is important for both students and BUas.

Because of the limited campus capacity, and the travelling restrictions for students, and the aforementioned priorities, we can only organise this based on strict time slots and a flexible mindset of students and staff.

What are the BUas guiding principles for examinations and online invigilation?

For written exams, BUas has been using the option of online invigilation. The following principles have been considered:

- BUas wants to do its utmost to support students, and prevent delays in study progress, and to enable students to complete their degree programmes within the standard duration of studies.

Students are thus rewarded for having studied at home, having followed many classes and projects online.

- BUas is required to safeguard the reliability and validity of exams. Offering exams in the original way as much as possible, is the way to guarantee validity. Ruling out fraud is necessary to safeguard the reliability and value of exams. To ensure that these requirements are met, the BUas boards of examiners have been closely monitoring the Teaching and Examinations Regulations when these current forms of examination have been implemented.
- BUas wants to offer exams in their original form as much as possible because these are part of a well-designed testing programme, covering the required learning goals and competencies.
- For written exams that can be performed digitally, BUas applies TestVision testing software and MS Teams. TestVision, for example, is a testing system in which all questions are kept in a database and in which tests are being constructed. Students can take the exams on their laptops.
- The online invigilation platform should of course guarantee the privacy of students.

How is the privacy of students guaranteed?

The online invigilation platform which BUas selected, ProctorExam, supports all our requirements:

- It enables online invigilation, in a respectful and data-safe way. During the corona crisis, when you choose to take a digital exam, we base the processing of your data on the legitimate interests of BUas to offer the possibility to take exams in an alternative way. The purpose of processing your personal data is to help you take exams in an alternative way, and to help you stay on track with as little delay as possible. BUas wants to prevent study delay for its students as much as possible.
- The system will be recording students during the exam, using the webcam and the microphone. A student's behaviour will be processed, as well as the use of websites other than those allowed during the exam, to see if these have been used illegitimately.
- To establish the student's identity in advance, he/she will have to identify him/herself by showing the ID card, take a picture of him/herself and submit these. When showing the ID, the invigilator only needs to see the full name and photo and he/she must be able to establish whether it is a legal document. Students are therefore strongly advised to cover their social security number, place of issue, nationality and document number. They will also be requested to show the materials they are allowed to use during the exam.
- A 'room scan', and the use of a second camera, e.g. of a smartphone, are not applicable. A student will not have to show the room. He/she is advised to provide a neutral environment and put special or personal items out of sight.
- The recording of the exam will be analysed by an external proctor of ProctorExam. The use of an algorithm or 'machine learning' is not applicable. Only 'real people' carry out the online invigilation and they have been trained to analyse the recordings at a speed of 6 times the normal play mode. Within 48 hours after students have ended their exams, the recording will be proctored and sent to BUas. A report will be sent to BUas with a colour code. 'Green' means: no irregularities; 'orange' means: there are some irregularities that possibly need closer examination; 'red' means: the invigilator has seen behaviour that needs to be reviewed. Recordings with code 'green' are deleted from the server (based in Europe) immediately. Code 'orange' recordings will be reviewed by BUas as soon as possible, to decide if the deviant behaviour gives reason for further investigation. Code 'red' recordings will also be reviewed in order to make sure if code red was indeed applicable. 'Orange' and 'red' recordings will be deleted if BUas decides that there has been no fraud. Recordings where no fraud has been established are deleted within a maximum of 2 business days after they are received and analysed. The photo a student made to identify him/herself at the beginning of the exam will be deleted simultaneously with the recording of the exam.

- If fraud has been committed, those recordings will be saved by BUAs, only for as long as necessary, e.g. to serve as evidence in the case of an appeal.
- BUAs has made privacy agreements with ProctorExam in a processing agreement that is based on the GDPR. Therefore, ProctorExam is only allowed to process the data based on that agreement. The recordings and other personal data are processed confidentially. Sharing these recordings or any other personal data with third parties without the written consent of BUAs is strictly prohibited. The same strict privacy and confidentiality rules apply to all ProctorExam employees and sub-processors. The external proctors can be compared to the normal on-campus proctors (invigilators) during an on-campus exam. Both BUAs and Proctor Exam (and its sub-processors) have implemented technical and organisational data security in their systems to ensure that the processing of your data is being carried out safely.
- Only BUAs can decide if fraud has been committed and these decisions are always made by the board of examiners, not by a computer system or ProctorExam. So, no automated decision making is applicable. The TER is, as always, applicable.
- After submitting the test, and having performed the required ProctorExam actions, the student can shut down the web browser. After that moment nothing will be registered anymore.
- Student data, recorded by ProctorExam, will be exclusively available to the appointed ProctorExam and BUAs invigilators, and will be saved according to the period mentioned above, by ProctorExam and BUAs.
- The BUAs legal officer has assessed the privacy perspective of applying ProctorExam, and concluded that the use of ProctorExam is the best possible and acceptable way to perform online invigilation, taking applicable privacy regulations (GDPR/AVG) into account.
- The general privacy regulations of BUAs are, as always, applicable. In this document more in-depth information can be found on the rights regarding privacy matters, and how to file a complaint if needed.

How is the online invigilation being done?

The reviewing of the exam as explained above, and all additional actions, will mainly be done after the exam. ProctorExam generates a report for each candidate, which enables BUAs to investigate whether fraud was committed during the exam. The invigilator could, for instance, have noticed that a student left the place during the exam, or that he/she was doing a lot of talking, possibly indicating that somebody else was sitting next to the student. Recordings may show that web pages have been visited that were not allowed. If the BUAs examination staff, based on the report and considering the ProctorExam recordings, suspect that fraud was committed, the usual procedure via the board of examiners will apply. The board of examiners may also review these recordings, if applicable.

What if a student does not want to take the exam online?

Due to the current corona crisis and based on the government guidelines and measures, BUAs cannot organise exams in a normal way. BUAs has found an alternative for the on-campus exams, by organising digital exams and using online invigilation, which processing is based on the GDPR. However, students are not obligated to take the exams online if they do not want to. They can, as always, opt to perform exams next academic year, most probably leading to study delays. BUAs will do its utmost to prevent study delays as much as possible, but given the coronavirus circumstances, no other options will be available in the near future other than those offered now, using online invigilation.