



Examination Regulations for Written Examinations

These are examination regulations as referred to in WHW Article 7:12b Paragraph 3 in conjunction with 7:13.

As established in the Executive Board meeting on 15 October 2024.

Owner: Exam Centre

Notes regarding this document

Structure of the document

Part A Examination regulations for written examinations

Part B Additional provisions for staff involved (Exam Centre & invigilators)

Appendices:

1. Exam Centre Protocols
2. Invigilators' instructions 2024-2025

The additional provisions are a derivative of the examination regulations as stated in Part A. The purpose of Part B is to lay down clear frameworks for all staff involved including invigilators.

The main adjustments are:

- Students with support needs (previously: students with a functional limitation) are elaborated. Additional provisions are based on the 2023-2024 project Exams with support needs.
- Several aspects about the use of BYOD (Schoolyear) are clarified.
- Instead of 'examination coordinator', the term 'Exam Centre' is now used everywhere.

Part A

Examination regulations for analogue, digital and remote digital examinations

Artikel 1 Glossary

Attendance list	List showing the student details of students registered for an examination which serves to establish (1) student attendance at an examination and (2) student submission of the examination.
Board of Examiners	The body, as referred to in Article 7.12 Paragraphs 1 and 2 of the WHW, which objectively and expertly determines whether a student meets the conditions set by the TER with regard to knowledge, understanding and skills required to obtain a degree. Every programme or group of programmes at the institute has a Board of Examiners. More information can be found in the Regulations regarding Boards of Examiners.
BUas	Acronym for Breda University of Applied Sciences
BYOD (Bring Your Own Device)	Acronym which means that exams are taken on students' own laptops, usually in combination with a lockdown browser. BUas uses Schoology to create a secure examination environment on students' own laptops.
Examination	An examination, as referred to in Article 7.10(1) HRA, of the student's knowledge, understanding and skills, as well as the assessment of the results of that examination.
Exam Centre	BUas central service, positioned under the ER&IM (Education, Research & Information Management) service, under which all examinations, as defined under the term 'examination' in these regulations, are organised, formerly known as 'examination coordinator'. The Exam Centre's mission statement is as follows: <i>To inform, advise, support and train/instruct all stakeholders involved in order to implement and optimise the examination process.</i>
Examiner	Member of staff or experts from outside the institute, appointed by the Board of Examiners to conduct examinations and determine their results, as referred to in WHW Article 7.12c Paragraph 1.
Fraud	An act or omission thereof by the student that has the effect of making it wholly or partly impossible to produce an accurate judgement regarding the student's knowledge, understanding and skills
Invigilator	Supervisor for written exams. In remote digital examinations, this involves the 'reviewer' appointed by ProctorExam. In all examination situations, these are the people who maintain order during an examination and pass on any suspicion of fraud to the Exam Centre, either via an official report or digitally via ProctorExam.
LMS / Brightspace	The learning management system, called Brightspace. The web-based application in which, among other things, informative documents are published, assignments are submitted and reference material can be found.
Official report	A written testimony by the invigilator reporting on the main circumstances and facts that occurred during a written examination.
Osiris	The Student Information System.
ProctorExam	A digital surveillance programme (web-based). This is to replace 'regular' invigilators and can be used remotely.
Proof of identity	Passport, driving licence or identity card.

ReadSpeaker	Text-to-speech software. This is built into the TestVision testing programme, among other things.
Schoolyear – secure examination environment	An application which creates a secure testing environment on students' own laptops (also see 'BYOD'). This application forms, as it were, a secure shell around our test application (also see 'TestVision').
Student	The person registered at Breda University of Applied Sciences, as referred to in WHW Article 7.32.
Support need	Students with specific support needs who are hindered by this during their studies.
TestVision	The web-based programme used to take digital exams. It contains the examination questions and also allows students to see which aids, if any, they are allowed to use during an examination. Other applications include HogeschoolTaal, SAP, SPSS, R-studio, etc.

Article 2 General provisions

- 1 The student taking part in an examination is obliged to follow all instructions of the organisation. If the student does not comply with those instructions, this will be noted by the invigilator on site.
- 2 Following the findings of the invigilator, the Board of Examiners may impose sanctions on the student concerned (see the 'TER'). The Board of Examiners has the right to declare examinations invalid if irregularities are suspected.
- 3 For administering the examination, the examiner appointed to this end by the Board of Examiners is authorised. The examiner must be available during the period in which the examination is being held. In any case, the examiner and the Exam Centre must ensure that they can be reached during the examination.
- 4 Students shall ensure that they are present at the room no later than 15 minutes before the published start time of the examination. This is so that the process of identification, logging in to the laptop, and the test application can be started in time.
- 5 During the examination, silence should be observed in the room. No form of communication is allowed except with the on-site invigilator or on-site staff member of the Exam Centre. Students should follow the instructions given by the invigilator or staff member.
- 6 Except with the express permission of the invigilator, it is not allowed to exchange aids, other objects or information between students during the examination.
- 7 Students with support needs may use additional facilities at an examination if they have been granted in advance and recorded in Osiris by the student counsellor. These facilities are listed by the Exam Centre on the attendance list and applied in the test application if necessary.

Article 3 Registration for the examination

- 1 Students wishing to take part in an examination, regardless of its form, must be registered for this exam via Osiris. For each first opportunity, the student is registered centrally. For every occasion other than the first, the student must register himself. For rules regarding the registration for exams and resits, please refer to the TER.
- 2 It is the student's responsibility to check their registration for an examination in Osiris well in advance of the examination.

Article 4 Validity of participation in examination

- 1 The student shall be present 15 minutes before the start of the examination. The only exception to this are the provisions of Article 4 paragraph 3 and 5 of the examination regulations.
- 2 Only the student who is registered for the examination will be admitted to the examination. The student's name on the attendance list is proof of registration.
- 3 If the student believes that they have registered but are not admitted, they will be referred to an Exam Centre staff member. The Exam Centre staff member gives verbal permission to the invigilator for the student to take part in the examination if, after checking in Osiris, it appears that the student has indeed registered. In all cases, in order to be admitted to the examination, article 5 section 3 must be taken into account.
- 4 Students wishing to take part in an examination must be able to identify themselves by means of legally permissible identification (passport, driving licence or identity card). This identification must be presented to the invigilator before the start of the examination and must be visible to the invigilator on the table throughout the examination. When handing in a paper examination, the invigilator may ask to show the identification document. The student who cannot provide identification will not be admitted to the examination. For identification purposes a copy, photo, scan or the like of the identification document can never be used. The proof of identity must not have expired more than five years ago.
- 5 Students who unexpectedly cannot identify themselves, because of loss or theft of their proof of identity, may obtain permission from the Exam Centre to take part in an examination. For this purpose, at least half an hour before the start of the examination, a 'declaration of loss' from the municipality must be shown to the Exam Centre. If the student's identity can be confirmed, the Exam Centre will grant the student access to the room.

Article 5 Commencement of the examination

- 1 The examination starts after the legality of participation of all students has been established and when the invigilator indicates that students can start the examination. The examination will not start before the scheduled start time of the examination.
- 2 In a BYOD (Bring Your Own Device) examination, the student shall bring a charged laptop. If the laptop is not compatible with our test application, the invigilator will facilitate a BUAs laptop.
- 3 There is a clock in the examination room. The time on this clock is the time used for the start of the examination. From the start of the examination, the time within the test application applies.
- 4 No student will be admitted after the start of the examination, unless the student has been given express verbal permission to do so on the basis of article 4 section 3 or section 5. This admission is only possible within 30 minutes of the start of the examination.
- 5 The student may not enter the examination room until the invigilator indicates to do so.

Article 6 During the examination

- 1 During the first 30 minutes of the examination, students may not leave the room.

- 2 Use of the toilet is allowed only in very exceptional cases and only under the supervision of an invigilator. Multiple students are not allowed to go to the toilet at the same time. Toilet visits are not allowed during the first 30 minutes of the examination.
- 3 Students are allowed to bring a sealable bottle with something to drink. The invigilator has the right to check this bottle for the presence of unauthorised information. Bringing food is not permitted.
- 4 Only the examination and draft paper provided by the invigilator may be used by the student during the examination.
- 5 The student's name and ID code must be written on all paper used by the student. If necessary, the invigilator will check this during the examination on the basis of the ID code on the table.
- 6 If fraud is suspected, the invigilator will make a record of this and confiscate any supporting documents. The student will be allowed to complete the examination.

Artikel 2 Examination aids

- 1 In the case of a digital examination on campus (BYOD), a student should bring their own charged laptop. If the student's laptop is not compatible with the software, the student can indicate this to the invigilator who has spare laptops available.
- 2 In case of a paper-based examination, the student must provide their own writing utensils. If there are specific requirements, this will be communicated in advance.
- 3 Only aids and writing materials listed on the instruction page or the examination cover sheet may be left on the table and used during the examination. The permitted aids (such as a calculator and reference material) are announced in advance, and the student is responsible for bringing them.
- 4 All items not listed on the instruction page or the examination cover sheet¹ should also be out of the student's reach². If these include electronically controlled devices, these should also be switched off.
- 5 The use of an automated spell check is not permitted during examinations.
- 6 Upon discovery of the use (or having within reach) of an unauthorised aid, a note will be made by the invigilator in the official report and the aid must be put away as directed by the invigilator. The use (or having within reach) of an unauthorised aid will be reported to the Board of Examiners as suspected fraud. The student will still be allowed to finish the examination.
- 7 After the examination, the Board of Examiners determines whether the suspicion of fraud referred to in section 7 results in a sanction.

Article 8 End of the examination

- 1 In the case of a paper-based examination, the invigilator will signal when the last 15 minutes of examination time have started. Similarly, a student can indicate within the TestVision test

¹ These include mobile phone, watch, pouch, wallet, calculator, a second computer screen, etc.

² Out of the student's reach means not in the student's immediate vicinity. The invigilator of the relevant examination will indicate where in the examination room these items should be placed.

- application when (and if) digital notification of the expiration of the examination time should be provided.
- 2 When the student has finished the examination, they shall make this known to the invigilator by raising their hand and wait for instructions from the invigilator. Article 6 section 1 should be taken into account.
 - 3 On completion of the examination:
 - i. In the case of paper-based examinations, the invigilator again checks the name on any examination paper used against the identification document;
 - ii. all examination documents, including any draft paper, must be handed in by the student. This applies even if no answers or notes have been written. The draft paper must also be handed in, although it will not be used in determining the mark/result.
 - iii. the student signs the attendance list as a sign that the examination has been completed.
 - 4 After handing in the examination documents, the student is required to leave the room. The student must ensure that they cause as little nuisance as possible, inside and outside of the examination room, to the other participants. The student may only switch on their electronic equipment (including mobile communication devices) after leaving the room.

Article 9 Additional provisions regarding digital remote examination (via online proctoring)

- 1 The student provides a quiet environment, to take the examination undisturbed and by themselves, preferably at a desk or table.
- 2 The student starts the application 15 minutes before the start to go through all the preceding checks.
- 3 The student shows legally permissible identification during start-up. Here, unnecessary details (such as BSN) are covered for the camera².
- 4 During the examination, both an Exam Centre staff member and a ProctorExam support staff member can be reached via Support Chat.
- 5 The student shows any authorised aids (book, calculator, etc.) to the camera before starting the examination.
- 6 Headphones and earphones (all types) are not allowed. Students will leave their sound on.
- 7 The student must not go out of view of the camera for any reason (i.e. going to the toilet is not allowed). This is seen as suspected fraud.
- 8 The examination has a maximum duration of 120 minutes.
- 9 Students are not allowed to have any form of communication unless it is with BUAs or with the support staff member of the online proctoring application.
- 10 A student should consider this examination as a public performance and will take their examination in appropriate attire.
- 11 Students should first submit their examinations in the specified manner and only then shut down ProctorExam. If this is done the other way round, the examination may be declared invalid.

² For up-to-date AVG guidelines, please refer to the Exam Centre website. This can be accessed via the BUAs Portal - Education - Exam Centre

- 12 The Board of Examiners has the right to declare the examination invalid if there are irregularities or suspicion thereof.
- 13 The footage recorded during the examination by ProctorExam will be retained in the online proctoring program to a limited extent as described in the privacy statement. The retention periods depend, among other things, on the colour code assigned to the footage by the online proctoring program.
- green** There are no comments, the footage is automatically deleted immediately.
- orange** There are comments: these are reviewed by an Exam Centre staff member and removed within two days if fraud is not suspected. If fraud is suspected, the footage will be sent to the Board of Examiners for assessment and are kept until the decision, to be taken by the Board of Examiners, is final.
- Red** There is a strong suspicion of fraud. The footage will be kept for the purpose of the fraud investigation until the decision, to be taken by the Board of Examiners, is final.

Article 10 Additional provisions regarding students with support needs

- 1 Students studying with a support need and needing facilities are to contact a student counsellor for approval. The guideline for this is annually by 1 October. If the provision is determined later, the student counsellor will consult with Exam Centre as to when the provision can take effect.
- 2 During a first opportunity, students with support needs are placed in a separate room where all students have extra time. During a resit, students may be placed in a classroom where there are also students without extra time. This will only occur when there are 30 students or less participating in the examination.
- 3 Students will bring their own aids, if any, during the examination, unless otherwise agreed. In the case of speech software (Readspeaker), students should bring their own headphones/earphones. Headphones/earphones should always be wired, headphones/earphones with bluetooth are not allowed.
- 4 In the case of extra examination time, this amounts to 30% of the total examination time and never more than one hour extra.

Part B Additional provisions for employees involved

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

- Exam Centre
- Invigilator

The additional provisions are a derivative of the examination regulations as stated in Part A. The purpose of part B is to lay down clear frameworks for all staff involved at Breda University of Applied Sciences, including invigilators.

Additional provisions for the Exam Centre

Article 1 General provisions

- 1 The guiding principle of the additional provisions for the Exam Centre are the examination regulations for written examinations.
- 2 The Exam Centre staff are the exam coordinators, in other words, the point of contact for examinations. The invigilator can reach the exam coordinator by phone or Whatsapp at any time.
- 3 The Exam Centre is authorised to make decisions regarding the admissibility of students as described in article 4 of the examination regulations.
- 4 For administering the examination, the examiner appointed for this purpose by the Board of Examiners is authorised. The examiner must be available during the period in which the examination is being held. In any case, the examiner and the Exam Centre must ensure that they can be reached during the examination.
- 5 In an examination room, sufficient distance should be ensured between tables and/or students. As a rule, a distance of 90 cm should be kept between them.
There are two exceptions to this:
 - a. Multiple versions of an examination (or several examinations) are used in one classroom
 - b. It concerns a classroom with partitions between the tables

In the case of a or b, the distance between tables and/or students may be smaller.
- 6 An official report is drawn up per classroom and per examination. The invigilator records any issues that occur during the examination. After the examination, the report is handed in to the Exam Centre.
- 7 All students who have indicated to the student counsellor in advance that they wish to use additional facilities due to support needs will be placed together as far as possible during the examination. The invigilator is provided with information on which student is making use of which facilities.

Article 2 Invigilators

- 1 The Exam Centre discusses with the employment agency the requirements for the qualifications of invigilators. The guiding principles for this are; being able to manage the group, affinity with digital applications, and knowledge of the English language.
- 2 Invigilators are scheduled for the duration of an examination plus 45 minutes (30 minutes before the start and 15 minutes after an examination ends).
- 3 Invigilators are assigned to each examination room. In principle, this involves one invigilator for every 30 students.

Article 3 Before the start of the examination

- 1 The Exam Centre is responsible for providing and distributing all examination materials, such as test applications, draft paper and, if necessary, laptops. Exceptions include

headphones/earphones (for students with support needs) and materials indicated by a lecturer (e.g. in the case of an open book examination).

- 2 If an invigilator is not present or not present on time, the Exam Centre will take action.
- 3 The Exam Centre phone number is provided on the folder containing the examinations.

Article 4 Completion and aftercare

- 1 From the invigilator the Exam Centre receives all examination documents taken by the invigilator, the attendance list and the official report. The Exam Centre checks the completeness and ensures that all documents are carefully and securely stored.
- 2 In digital examinations, the examinations are carefully and securely stored digitally by the test application.

Additional provisions for the invigilator

Article 1 General provisions

- 1 The guiding principles of the additional provisions for the invigilator are the examination regulations for written examinations.
- 2 Before, during and after the examination, the invigilator is responsible for maintaining order in the room. The invigilator shall avoid unnecessary communication with students and/or other invigilators.
- 3 The invigilator actively supervises students taking part in the examination. It is therefore not permitted to read, use or work with electronic devices while invigilating. The invigilator tries to, through dress and behaviour, avoid unnecessary disruptions.
- 4 The invigilator, as well as students, may bring a bottle of water. Food is not allowed.
- 5 Before and during the examination, the invigilator should remain in the classroom so that the examination and/or laptops are not left unattended.
- 6 In the case of questions, ambiguities or any other situation not provided for in the examination regulations, the invigilator should contact the Exam Centre directly. If necessary, the invigilator should use their own mobile phone for this purpose.
- 7 The student shall follow the invigilator's instructions. If instructions are not followed, the invigilator shall record this as thoroughly as possible in the official report. The Board of Examiners will subsequently decide on a possible sanction.
- 8 The invigilator will not enter into discussion with the student. If necessary, the student will be referred to the Exam Centre, which in turn may refer the student to the Board of Examiners. Referral to the Exam Centre is also done if, after repeated warnings, the student does not comply with the invigilator's directives.
- 9 In the official report, the invigilator states the details of any matters that occurred during the examination. At the end of the examination, the invigilator signs the record.
- 10 Depending on the instructions on the examination folder, all communication with students should be in Dutch or English.

Article 2 Before the start of the examination

- 1 The invigilator shall report to the Exam Centre no later than 30 minutes before the start of an examination. This is communicated by the employment agency as the start of the shift.
- 2 One (or more) invigilators are assigned per classroom where the examination will take place. The guiding principle is that there is one invigilator per 30 students.
- 3 The invigilator is responsible for bringing to the classroom all papers relevant to the examination (such as the official report, the attendance list for the examination, the cover sheet listing the authorised aids, and the examination documents). This also applies to extra aids for students with support needs.
- 4 No later than 20 minutes before the start of the examination, the invigilator should be present in the classroom where the examination will take place.

Article 3 Validity of participation in examination

- 1 Before entering the classroom (or at/in front of the door of the classroom), the invigilator first checks whether the student's name is on the attendance list. The student who is not on the attendance list will not be admitted to the examination. If the student claims to have registered in Osiris, they should report to the Exam Centre.
- 2 The invigilator also establishes the student's identity on the basis of legal proof of identity (passport, driving licence or identity card). Students not in possession of legal proof of identity will not be admitted to the examination. For more information see article 4 section 4.
- 3 If the student is on the attendance sheet and can produce a valid identification document, the invigilator will put a check on the attendance list behind the student's name. This also applies to the exception included in article 4 section 4 and section 5 of these additional provisions. The check mark is placed to indicate that the student is present at the examination.
- 4 Contrary to article 4 section 1 and section 2 of these additional provisions, the Exam Centre may decide to admit a student after all if there are reasons to do so. Such permission shall be communicated verbally by an Exam Centre staff member to the invigilator. The invigilator makes a note of this in the official report. In addition, the invigilator adds the student's name to the attendance list, if the student is not already on this attendance list.
- 5 After the start of the examination, no student shall be admitted to the examination, except for the exceptions mentioned in article 4 section 4 of these additional provisions. For these exceptions, admission is only possible in the first 30 minutes after the start of the examination.
- 6 The attendance list indicates which students are entitled to attend. The invigilator also receives an additional list indicating which students may be entitled to extra facilities.

Article 4 Start of the examination

- 1 Upon entering the classroom, the invigilator checks to see if the room is in order (are the tables in the right position, is the whiteboard empty).
- 2 The invigilator reminds students to put unauthorised aids, coats, bags, mobile phones and watches out of reach.
- 3 The invigilator will ensure that only the aids listed on the examination cover sheet and valid ID are on the table.
- 4 The examination starts after the invigilator has indicated that students may start, the signal for this is the provision of the examination password to students. The examination does not start before the scheduled start time of the examination.

Article 5 During the exam

- 1 Use of the toilet is allowed only in exceptional cases and only under the supervision of an invigilator. After permission to use the toilet has been granted by the invigilator, care will be taken during the visit to the toilet to ensure that no fraud is committed. The invigilator(s) will not allow several students to go to the toilet at the same time. The use of the toilet is only possible if several invigilators are present in the examination room or if an extra invigilator (or Exam Centre staff member) is available. Visiting the toilet during the first 30 minutes of the examination is not allowed.

- 2 If fraud is suspected or detected, the invigilator will write it down in the official report and confiscate any supporting documents (and/or unauthorised aids). The student will still be allowed to complete the examination.
- 3 If there are any emergencies³ during the examination, the invigilator should immediately contact the Exam Centre, which has a set list of protocols for these cases.

Article 6 Completion of the examination and after the examination

- 1 In the case of a paper-based examination, the invigilator will signal when the last 15 minutes of examination time have started. In digital exams, the student can set their own notification in the test application.
- 2 Upon completion of the examination, the student must hand in all examination documents including any draft paper (stating the student's name and number). This applies even if no work has been completed.
- 3 When handing in a paper examination, the invigilator checks the name on the examination paper used against the proof of identity. The student then signs the attendance list.
- 4 All examination documents, attendance list and official report must be handed in to the Exam Centre.

³ This could include medical emergencies, fire alarms, technical issues, etc.