

EXAM RULES

Zealand Academy of Technologies and Business

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This document contains the overall exam rules applying to students at Zealand

Programme-specific exam rules are described in the curriculums for the programmes in question

Indhold

| | |
|--|---|
| Exam rules for Zealand | 3 |
| Legal framework | 3 |
| Head of exams | 3 |
| Scope of application | 3 |
| Exam rules – before, during and after the exam | 3 |
| Before the exam | 3 |
| Registration | 3 |
| Deregistration | 4 |
| Timetable | 4 |
| Arrive early | 4 |
| Illness/absence | 4 |
| Exam language | 4 |
| Exam aids | 5 |
| Don't forget your photo ID | 5 |
| Special conditions | 5 |
| Written assignments etc. | 5 |
| During the exam | 5 |
| Exams are open to the public | 5 |
| Illness | 5 |
| Cheating, plagiarism and expulsion from the exam | 6 |
| Audio and image recordings | 6 |
| Use of PC at written exams | 6 |
| Rules for electronic submission in Wiseflow after the written exam | 6 |
| Submission of assignments, reports etc. in Wiseflow | 7 |
| Special rules for written exams | 7 |
| After the exam | 7 |
| Assessment/result of the exam | 7 |
| Re-examination due to illness or failed exam | 7 |
| Number of exam attempts | 8 |
| Complaints | 8 |
| Appeal of complaint decision | 8 |

Exam rules for Zealand

The exam rules contain the overall guidelines for the professional bachelor, business academy and academy programme exams at Zealand.

The purpose of these rules is to ensure that the student is well informed of the current laws and rules applying to exams.

The purpose of tests and exams is to assess if – and to what extent – your knowledge and qualifications comply with the objectives and requirements that are set for the study programme and its elements.

For further information on the temporal placement of exams during the programme, exam forms etc., see the regulations for the exams in the curriculum for each programme.

Legal framework

Exams taking place at Zealand are conducted in full compliance with the following legal framework:

- Ministerial Order no. 18 of 9 January 2020 on examinations in professionally oriented higher education programmes (Exam Order) - (in Danish: "[Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser \(eksamensbekendtgørelsen\)](#)")
- Ministerial Order no. 114 of 3 February 2015 on the grading scale and other forms of assessment of education programmes offered under the Ministry of Higher Education and Science (In Danish: "[Bekendtgørelse om karakterskala og anden bedømmelse ved uddannelser på Uddannelses- og Forskningsministeriets område](#)").

Head of exams

The respective head of studies is the head of exams. However, the head of studies may for some exams appoint one or more heads of exams to manage all questions as regards the exams.

Scope of application

These exam rules apply to all tests and exams taking place in connection with the professional bachelor (PBA), business academy (AK) and academy programmes (AU) under the auspices of Zealand.

Exam rules – before, during and after the exam

Before the exam

Registration

When starting a semester, you are automatically registered for the exams and tests taking place during the semester in question, including re-examinations (due to illness or failed exams).

If you fail the exam or fall ill, you must take a re-examination, which usually takes place shortly after the ordinary exam. In such case, you are automatically registered for the re-examination.

Before you can take an exam, you must have met the requirements during the semester as regards passing mandatory study activities, assignments, participation in the teaching etc. (the curriculum describes whether there are any exam prerequisites for your study programme). If these prerequisites are not met, or if you are absent at the exam/fail to submit your exam paper before the deadline, this counts as a used exam attempt.

It is **your own responsibility** to keep track of the exam dates, which will be available on Wiseflow.

Deregistration

It is not possible to deregister from exams or re-examinations (due to illness or failed exams).

Timetable

About 1 week prior to your oral exam, you will find the timetable on Wiseflow containing practical information such as:

- Date and time for the exam, including the estimated time for re-examinations
- Rooms
- Type of exam
- Name of the examiner and external examiner
- Contact information for the Planning Team (Study Administration).

It is **your own responsibility** to keep track of your exams and assignments.

Arrive early

Arrive early at the exam well ahead the scheduled time. At written exams, you must arrive at your location no later than 30 minutes before the exam starts. At oral exams, you must show up no later than 1 hour before the exam as your exam may start earlier than expected.

If you are late for your exam, you may be excluded from the exam. Please note that absence will count as a used exam attempt (for further information, see “Re-examination due to illness or failed exam” below). If you have a good reason for being late, the head of exam (at written exams) may decide whether to let you in or not. In such case, you will not be granted additional time for your exam.

Similarly, the examiner at an oral exam may decide whether you can be examined at a later time during the exam in question (on the same day).

If you submit a report/product later than the fixed deadline, you will be excluded from the exam in question. Please note that too late submission of a report/product will count as a used exam attempt. This also applies to submission of written assignments or other products which are used as a basis for the exam but are not included in the assessment.

Illness/absence

If you cannot take an exam due to illness, you must submit/send a medical certificate via Zealand's form, which is available on <https://www.zealand.dk/for-studerende/blanketter/blanket-syg/>, no later than 8 days after the exam date if you want the opportunity to take a re-examination due to illness. Please note that the medical certificate is obtained at your own expense.

You will be informed of the re-examination date via Wiseflow where you will find the deadlines for re-examination.

Absence from the exam without notification of illness and medical certificate will count as a used exam attempt.

Exam language

The exam language, including for written assignments, shall be Danish in cases where the programme is offered in Danish. For study programmes or single subjects offered in English or in another foreign language, the exam can be taken in that language. If any other rules apply to your study programme, this will be stated in the curriculum.

Exam aids

The aids allowed for each exam are listed in the curriculum.

Please pay special attention to IT-based aids. The practical rules will appear from the curriculum.

Don't forget your photo ID

At each exam, you must be able to document your identity with a photo ID (preferably your student card – but it could also be your driver's license or passport). The invigilators and the external examiner do not know you!

Special conditions

If you have any mental or physical disabilities or similar difficulties, or if your mother tongue is not Danish, you may apply to Zealand for taking the exam on special conditions.

If needed, Zealand may grant you special conditions to put you on an equal footing with other examinees. You must submit your application to the Study Counselling on studentcounselling@zealand.dk no later than two months prior to the exam.

Written assignments etc.

Several students may complete an assignment together, unless otherwise stated in the curriculum under each exam. Please note that if the assessment of a written assignment stands alone and is not followed up by an oral exam, it must be possible to identify each student's contribution to the assignment in order to assess the students individually.

All written assignments must be uploaded in Wiseflow before the deadline expires. See the sections below for more information on submission in Wiseflow.

During the exam

Exams are open to the public

An oral/practical exam is open to the public, meaning that others may attend your exam, or you are free to invite guests. If the exam is individual and based on a product prepared in a group, the other members of the group are not allowed to be present in the room until they are examined themselves.

Zealand may limit the access to the exam, e.g. in the interest of the examined student or for assignments that are subject to a confidentiality agreement with a company. The examiner may restrict the access to the exam room due to the lack of space and prevent certain individuals from attending the exam, if necessary, to maintain order.

Illness

If you fall ill during the exam, you must immediately inform the examiner or the invigilator, who will then inform the study administration. If the exam is interrupted due to illness, it will not count as a used exam attempt if you – no later than 8 days after the exam date – submit/send a medical certificate (at your own expense) to the study administration via Zealand's form which you find here: <https://www.zealand.dk/for-studerende/blanketter/blanket-syg/>. When the study administration has received your medical certificate, you will be registered for a re-examination due to illness. You will be informed of the re-examination date on Wiseflow where you find the deadlines for re-examination.

If the study administration has not received your medical certificate within the fixed deadline, the interrupted exam will count as a used exam attempt.

Cheating, plagiarism and expulsion from the exam

As a general rule, you may be expelled from an exam if you cheat or cause disruption at the exam.

You may also be expelled from an exam after the exam has taken place. Expulsion from an exam due to cheating/plagiarism means that any grade for the exam in question will be void, and that the student has used an exam attempt.

The examinee cannot take a re-examination but must take the next ordinary test when offered by the study programme.

Examples of cheating include:

- Illicitly gain help during the exam
- Illicitly help others during the exam
- To publish another person's work as the student's own work or to use the student's previously assessed work without clear reference to that (plagiarism, see the section below)
- To use aids that are not allowed for the exam in question.

Cheating under aggravating circumstances or several times may lead to the student being expelled from the programme for a short or a long period. Expulsion on account of cheating under aggravating circumstances is accompanied by a written warning that a recurrence may lead to permanent expulsion from the programme.

Plagiarism

Written examination papers, projects, reports etc. submitted in connection with the exam must be prepared by the student only.

If the student publishes another person's work as his/her own work or uses previously assessed materials without clear reference to that, it is regarded as plagiarism¹.

When a written assignment is individual, it is also regarded as plagiarism if the student uses parts of texts that were jointly written by a group of students and submitted in identical form in several assignments.

Plagiarism is categorised as cheating, and therefore, the consequences of plagiarising are as described above.

Audio and image recordings

No audio or image recordings must be made during the exam unless they are part of the exam. In such cases, the recordings are made by Zealand.

Use of PC at written exams

Zealand no longer provides PCs for exams. That means that you have to bring your own PC and an extension cord, which is connected to the power source installed in the exam room.

Rules for electronic submission in Wiseflow after the written exam

- Prior to the written exam, you will receive an email on your @edu.zealand.dk mail with a link to the written exam in Wiseflow. Upon your arrival to the exam room, you must log in to Wiseflow and submit your paper in the flow created for the exam in question. Your paper must be uploaded on Wiseflow **before** the exam deadline expires.

¹ For more information on plagiarism, see www.stopplagiat.nu

- The exam paper must be submitted in a PDF file format. Additional materials may be submitted in other formats as well.
- In case of technical problems in connection with the submission, you must contact the invigilator before the deadline expires.
- If the paper has not been submitted in the period where the exam flow is open, we regard the paper as **not submitted**. In such case, this will count as a used exam attempt.

Submission of assignments, reports etc. in Wiseflow

- Click on the exam flow in Wiseflow.
- If you submit the assignment alone, you click on the button "Upload fil" ("Upload file") and choose the file. Then click on "Aflever" ("Submit").
- If you submit the assignment as a group, you must tick off your own and your group mates' names first and then click on the button "Foretag aflevering på vegne af" (Submit assignment on behalf of) and choose the file.

Special rules for written exams

- Do not enter the exam room until the invigilators are present.
- Draft paper will be provided by Zealand, if needed. You are not allowed to use your own paper.
- During the exam, you must stay calm and not disturb the other examinees.
- If you have to leave the exam room during the exam, this must be done under supervision.
- If you have finished your exam paper, you are not allowed to leave your place until your paper has been uploaded successfully in Wiseflow.
- For the last 30 minutes of the exam, you must not leave the room, even though your paper has been submitted in Wiseflow.
- No exam papers or answers (including drafts) may be removed from the exam room until the exam is over.

After the exam

Assessment/result of the exam

The result of the exam is available in Wiseflow (under "Arkiv" ("Archive")) and on ums.zealand.dk (under "Karakterer" ("Grades")). For written exams, it may take up to 4 weeks until the result is available.

You **cannot** be informed of your results by contacting the Study Administration, Planning Team or other employees at Zealand.

If you hand in a blank paper at the exam, your paper will be awarded with the grade -3, and it will count as a used exam attempt. You will then be registered for re-examination.

Re-examination due to illness or failed exam

If you have failed an exam, you must take a re-examination. The re-examination date will appear on Wiseflow.

If you were ill at the exam, and you have submitted a medical certificate, you must take a re-examination due to illness, which – as a rule – will take place at the same time as the re-examination.

If the exam combines practical work and/or several test forms, it will appear from the curriculum which parts that must be re-taken in connection with the re-examination.

Absence from the exam without notification of illness or medical certificate will count as a used exam attempt.

In the curriculum you will find further information on rules for re-examination due to illness and failed exams.

Number of exam attempts

You have a total of three attempts for each exam². Only under exceptional circumstances, Zealand may grant more attempts.

If needed, you have to apply for exemption for an extra attempt to pass a given exam. Please contact the Study Counselling on studentcounselling@zealand.dk for further information.

Complaints

You may submit a complaint about the conditions concerning the exam. The complaint may concern the following:

1. The basis of the exam, including the exam question, assignments etc. as well as its relation to the objectives and requirements of the programme.
2. The exam process.
3. The assessment.

When complaining about an exam, the following guidelines must be observed:

- We must be in receipt of your complaint no later than two weeks after the grade was announced. If unusual circumstances apply, Zealand may grant an exemption from this deadline.
- The complaint must be written and justified and must be submitted via the online complaint form on www.zealand.dk/eksamensklager.
- The complaint must be personal, meaning that you can only complain about your own exam. If several students want to complain about the same aspect, each student must submit his/her own complaint.
- For the complaint procedure, you will receive a copy of the exam question and your written paper, if applicable.

Subsequently, the complaint will be treated in accordance with the rules for "Complaints about tests" (sections 44-49) in the Danish Ministerial Order no. 18 of 9 January 2020. See the Ministerial Order for further details or contact the head of studies.

Appeal of complaint decision

If you are not satisfied with the complaint response, you may appeal the adjudication. In such case, the following guidelines must be observed:

- We must be in receipt of your appeal no later than two weeks after you were informed of the adjudication. If unusual circumstances apply, Zealand may grant an exemption from this deadline.
- The appeal must be written and justified and must be submitted via the online complaint form on www.zealand.dk/eksamensklager.
- The appeal must be submitted to the study administration and addressed to the head of studies for the programme in question.

Subsequently, the appeal will be treated in accordance with the rules for "Appeal of adjudication" (sections 50-54) in the Ministerial Order no. 18 of 9 January 2020. See the Ministerial Order for further details or contact the head of studies.

In your curriculum you will find further information on complaints and appeals in section 9 "Other rules for the study programme".

² This does not apply to the study start test, where only two attempts are given. For further information, see your curriculum.