

# Rules and Guidelines of the Examination Board of the Tilburg School of Social and Behavioral Sciences programs, 2020–2021

## With Addendum Guidelines Covid 19, 7 October 2020

### *Article 1 Applicability*

These rules apply to the examinations and final examinations of all Bachelor's and Master's programs of the Tilburg School of Social and Behavioral Sciences, referred to hereafter as: the programs.

### *Article 2 Definitions*

In these Rules and Guidelines, the following definitions apply:

1. the Act: the Dutch Higher Education and Research Act (*WHW: Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*);
2. final examination: the total of successfully taken examinations of all courses that make up the program concerned, possibly supplemented by an assessment of the knowledge, insight, and skills of the examinee by examiners assigned by the Examination Board;
3. examination: a part of the final examination through which the knowledge, insight, and/or skills of the examinee with regard to a certain part of the program is assessed. An examination can consist of multiple tests;
4. test: a part of an examination;
5. thesis: part of the degree program as specified in the relevant Education and Examination Regulations;
6. EER: Education and Examination Regulations of the relevant program
7. examinee: the person subject to an examination or the final examination;
8. student: the person who is enrolled at the university to attend courses and/or take the final examinations and the examinations of one or more degree programs;
9. Examination Board: a board appointed by the Executive Board as referred to in Article 7.12 of the Act that bears, amongst others, specific responsibility for safeguarding the quality of examinations and the final examination;
10. UTQ: University Teaching Qualification (*Basiskwalificatie Onderwijs*), a quality mark for lecturers in university education obtained after successfully completing a specific program;
11. examiner: a staff member appointed by the Examination Board in charge of lecturing at the Department concerned or an appointed specialist from outside the university, with regard to administering and assessing examinations as referred to in Article 7.12c of the Act. Any lecturer appointed by Tilburg University is also an examiner for the course as mentioned in the Course Catalog on the understanding that the course coordinator concerned has the final responsibility regarding administering and assessing the examinations involved. The course coordinator must at least have obtained the UTQ, unless he or she is not obligated to obtain this qualification;
12. Course coordinator: examiner who bears the final responsibility with regard to administering and assessing the examinations for a specific course and who is named as such in the Course Catalog;

### *Article 3 Composition of the Examination Board and appointment of its members*

1. The Tilburg School of Social and Behavioral Sciences has two Examination Boards: one for the psychology programs and one for the social sciences programs. Where these Rules and Guidelines refer to "Examination Board" (singular), the provision applies to both Examination Boards.
2. The appointment of members of the Examination Board is based upon their expertise with regard to the applicable program or group of programs. At least one member is associated to the program as a lecturer or to one of the program belonging the group of programs. Prior to

the appointment of a new member, the Executive Board will consult the members of the Examination Board.

3. Unless the chairperson and vice-chairperson have been assigned by the Executive Board, The Examination Board appoints a chairperson and vice chairperson from its midst.

#### *Article 4 Decision-making of the Examination Board*

1. In case the Examination Board has to decide on policy matters, the Examination Board must decide by a majority of votes present. In the event of an equal number of votes, the chairperson, or in his or her absence, the vice-chairperson, shall have the casting vote. Decisions will be recorded in the minutes of the relevant meeting.
2. In addition to the provisions of paragraph 1, the decision to change the Rules and Guidelines must include a hearing of all members of the Examination Board, either verbally or in writing.
3. Each examiner is deemed to be familiar with the Rules and Guidelines of the Examination Board, as well as with specific guidelines regarding assessment policy and assessment quality. The latter guidelines are communicated by the Examination Board by means of a handbook on the webpage for lecturers.
4. In case of changes in the policy of the Examination Board, examiners will be informed by means of the newsletter.

#### *Article 5 Day-to-day affairs*

The chairperson of the Examination Board, or in his/her absence the vice-chairperson, is responsible for the Examination Board's day-to-day affairs.

#### *Article 6 Annual Report*

The Examination Board annually writes a report of its activities. The Board provides this report to the Executive Board or the Dean.

#### *Article 7 Time limits for written requests*

1. The Examination Board decides on a written request within 30 working days after receiving the request.
2. Regarding a request for admission to a Master's or pre-Master's program, the Examination Board decides within 30 working days, starting from the moment a request is complete.

#### *Article 8 Retention period for theses, internship reports, examinations, and tests*

1. Theses and internship reports that have been successfully passed must be kept for at least seven years. The retention period of seven years also applies to the assessment forms.
2. Questions, elaborations, and specification tables of written examinations and tests are kept for two years. After this period, the elaborations will be destroyed.

#### *Article 9 Determining the final result of an examination*

The Examination Board determines the result of the examination. Before the result of the examination is determined, the Examination Board itself or an expert appointed by the Board can make an inquiry into the knowledge of the student with regard to one or more of the courses or aspects of the program, if and in so far the results of the examinations in question give cause for this.

#### *Article 10 Awarding an academic distinction*

1. In case the examinee has performed "with honors" (*cum laude*) or "with distinction" (*met genoegen*) during the examination, an academic distinction (*judicium*) is awarded.
2. An examinee in a Bachelor's program has performed "with honors" if he or she has achieved an average grade (before rounding off) of at least 8.0 for all the courses of the final examination and a grade of at least 8.0 for his/her Bachelor's thesis. An examinee in a Master's program has performed "with honors" if he or she has achieved an average grade

(before rounding off) of at least 8.0 for all the courses of the final examination, with none of the individual grades lower than 7.0. In addition, a grade of at least 8.0 needs to be obtained for the Master's thesis, or in case of a Master's student Academic Teacher in Social Studies (*Leraar Voorbereidend Hoger Onderwijs in Maatschappijleer en Maatschappijwetenschappen*), for the course Advanced Didactic Traineeship (*Didactische verdiepingsstage*).

3. An examinee in a Bachelor's program has performed "with distinction" if he or she has achieved an average grade (before rounding off) of at least 7.5 for all the courses of the final examination and a grade of at least 7.5 for his/her Bachelor's thesis. An examinee in a Master's program has performed "with distinction" if he or she has achieved an average grade (before rounding off) of at least 7.5 for all the courses of the final examination. In addition, a grade of at least 7.5 needs to have been obtained for the Master's thesis, or in case of a Master's student Academic Teacher in Social Studies, for the course Advanced Didactic Traineeship.
4. In determining the average grade, the grades of the individual courses of the final examination are weighed according to their study load.
5. When issuing the certificate of a Bachelor's program, no academic distinction will be granted if the student has acquired exemptions for a total number of 60 ECTS credits or more. When issuing the certificate of the Master's program, no academic distinction will be granted if the ECTS credits of the Master's program.

#### *Article 11      Invigilation*

1. Part of the educational tasks of the Departments is the invigilation during written examinations.
2. Student-assistants will only act as invigilators in the presence of a full, associate, or assistant professor or non-tenured lecturer.
3. As a rule, the examinations are invigilated by one or more external invigilators at the responsibility of the examiner who is in charge of that part of the examination.
4. Invigilators act as representatives of the Examination Board or the examiner in question.
5. The invigilation during examinations can be further specified in the invigilation regulations of the program concerned.

#### *Article 12      Rules for the examinee during an examination*

1. In order to participate in an examination, examinees should be present at the time and place as stated on the notification of the examination.
2. Examinees who are not present at the start of the examination may still participate in the examination if they arrive no more than thirty minutes after the start of the examination or test, with due observance of the normal, scheduled end-time. Examinees who arrive later than half an hour after the start of the examination will be excluded and will not be admitted to the examination or test.
3. The examinee is required to take the seat assigned to him or her as indicated on the notification of the examination, with the exception of those cases in which the invigilator gives other instructions.
4. The examinee is not allowed to leave the examination room until thirty minutes after the start of a examination.
5. The examinee is obliged to present identification by means of his or her Tilburg University card, driver's license, passport, ID card, or public transport chip card upon request of or on behalf of the Examination Board. In case of a written examination or test, the examinee must sign the attendance list.
6. During the examination or test, the examinee is not allowed to have any books, notes, digital resources, or other matters with him/her, as referred to in Article 13, paragraph 2 under a, unless the Examination Board or the examiner has decided otherwise. Cell phones and other electronic communication devices must be turned off and out of reach. Watches must also be out of reach.
7. Besides stationery, the examinee is not allowed to have any other materials, as referred to in Article 13, paragraph 2, under a, on the table during the examination or test, other than that

which has been handed to him (including scrap paper), unless the Examination Board or the examiner has decided otherwise.

8. The examinee is obliged to follow any instructions of the Examination Board or the examiner that have been published before the start of the final examination, examination, or test, as well as instructions given during or directly after the final examination, examination, or test. In any case, invigilators have the authority to give instructions and execute checks in order to ensure the smooth running of the examination or test.
9. During an examination or test, the examinee should only make use of his own capabilities and, if applicable, literature that has been specifically allowed by the Examination Board or the examiner to be used during the examination or test. The use of a dictionary is never permitted, unless stipulated otherwise by or on behalf of the Examination Board. Any actions that are contrary to the foregoing, such as copying from fellow-students, carrying prohibited notes or literature, or giving information to fellow-students or provoking such, are strictly forbidden.
10. If so instructed by the invigilator, the examinee is obliged to hand over any materials as referred to in paragraphs 6, 7, and 9. These materials will be returned to the examinee as soon as possible, after having been examined by the invigilator and if necessary having been photocopied. In special circumstances, the invigilator can keep the materials until the Examination Board has come to a decision, in accordance with Article 15 of these Rules and Guidelines.
11. In order to check if plagiarism and/or fraud has occurred the examiner can oblige an examinee to hand in a paper, thesis, report of a traineeship, or any other written assignment electronically as well.
12. After completion of the examination or test or after the examination period has elapsed, the examinee must hand in the assignments, together with the answer sheet and, if applicable, any scrap paper. Examinees are not permitted to take such papers with them. Any exceptions to this rule are indicated on the front sheet of the examination.

#### *Article 13      Fraud*

1. Fraud is defined as any act, whether purposeful or proceeding from negligence, conducted by an examinee that results in any kind of impediment in assessing the examinee's knowledge, insight, and/or abilities.
2. Acts deemed to constitute fraud include:
  - a. At the time of an examination, having available the use or consultation of any written material, electronic device, or any other medium whatsoever that have similar characteristics or an equivalent function that has not been expressly permitted during an examination;
  - b. During an exam, looking at and/or copying fellow examinees' work or exchanging information with them in any way whatsoever, whether inside or outside the examination room;
  - c. At the time of an examination, misrepresenting oneself as another person or allowing another person to take the examination in place of the examinee;
  - d. Substituting the question and/or answer forms that are provided for the purpose of the examination or exchanging these forms with others;
  - e. At any time prior to an exam, possession of and/or provision to one or more fellow examinees of questions, information, or answers pertaining to the examination in question or of any other information that has been prohibited by the Examination Board or the examiner;
  - f. Making any changes to the examination subsequent to its submission;
  - g. With respect to a thesis or other project, the incorporation of any data, text, arguments, or ideas that are not one's own; that is: commit plagiarism; this will be the case if, for example:
    - parts of the work of others are copied literally or are paraphrased inadequately, and/or;
    - parts of the work of others are paraphrased without indicating that it concerns the opinion or ideas of another person, and/or;
    - elaborated ideas or findings of others are presented as one's own ideas or findings.
  - h. With respect to research as carried out in connection with any project, including the

thesis, purposeful manipulation or misrepresentation of research findings, with the intention of deception. This is amongst others the case if:

- data used in the research are twisted, made up, or selectively presented in an irresponsible way;
  - opinions, interpretations, and conclusions of others are purposely presented in a twisted manner.
- i. Enabling or inducing fellow students or examinees at any time to commit fraud.
  - j. Using one's own existing work or part of one's own existing work already done for another course, without the permission of the examiner;
  - k. Registering for or participating in an examination or test from which the examinee has been barred by the Examination Board for fraud;
3. If plagiarism is discovered in group work, the plagiarism will be attributed to each of the group members equally. The burden of disproving plagiarism rests on each of the group members individually.

#### *Article 14 Anti-Plagiarism Software*

1. The Tilburg School of Social and Behavioral Sciences uses the anti-plagiarism software. With a view to checking for plagiarism and/or cheating, the examiner may require the examinee to submit a written paper electronically as well.
2. The papers that have been checked by means of the anti-plagiarism software are stored in a database. This database is the property of Tilburg University and is updated by Ephorus to include the documents added by Tilburg University.
3. The database referred to in paragraph 2 is a so-called 'closed' database, which can only be consulted based on another document. Lecturers and staff of Tilburg University who have obtained permission for this purpose from the University because of their position may submit papers for checking.

#### *Article 15 Sanctions*

1. The examinee who does not comply with the stipulation of Article 12, paragraph 5 will be informed that no assessment of the examination will take place until the Examination Board has sufficiently established the examinee's identity. The examinee whose name does not appear on the attendance list provided by the Student Administration for the examination in question and who cannot produce an notification of the examination will be excluded from taking the examination.
2. If the examinee does not comply with the provisions as stipulated in Article 12, paragraph 3 through 10, the examiner or invigilator will inform him that an official report of the findings will be made. Furthermore, the examiner or invigilator will make note of this on the work of the examinee that has to be or has been handed in.
3. In case paragraph 2 of this Article applies, it will be brought to the attention of the examinee that his examination will not be assessed until the Examination Board has decided what the consequences of the findings will be.
4. In case Article 13, paragraph 2, under g or j applies, the grade will be withheld until it is concluded with certainty that no plagiarism, self-plagiarism, or fraud has been committed. The student may be requested to provide evidence of the originality of the work handed in by means of an oral explanation or a supplementary assignment.
5. If the examiner or invigilator observes any fact based on which a suspicion of fraud arises as referred to in Article 13, this will be presented to the Examination Board immediately.
6. The examiner or invigilator makes an official report for the Examination Board as soon as possible after the exam in question regarding the detected or suspected fraud using the appropriate form or otherwise. The examinee will be provided with a copy of the official report.
7. In case an examiner, after the publication of the grade for an examination, detects a fact based on which the suspicion of fraud as referred to in Article 13 becomes clear, this fact will be promptly brought to the attention of the Examination Board by means of a report of the findings. A copy of the report will be sent to the examinee.

8. Before taking a decision, the Examination Board gives the examinee and the invigilator or the examiner the opportunity to be heard by the Board. The examinee may (also) respond in writing to the written report.
9. If the examinee has acted in violation of Article 12, paragraphs 3, 4, 5, 6, and 7, the Examination Board can take the decision that the examinee's work will definitely not be assessed.
10. If the examinee has acted in violation of Article 12, paragraphs 8 or 10, and the Examination Board is of the opinion that the instructions have been given in all fairness, the Board can decide that the examinee's work will not be assessed.
11. If it has been sufficiently established that any form of fraud has taken place as referred to in Article 13, then the Examination Board shall also impose one or more of the following measures, depending on the seriousness of the fraud committed and giving due consideration to the principles of legal equality and proportionality:
  - a. In all cases, the examinee's work will be declared invalid;
  - b. Exclusion of the examinee from one or more examinations or final examination of the university for a period of at least three months and one year at the most, retroactively or not;
  - c. In the event of fraud committed in connection to a thesis, a new thesis must be written;
  - d. In case of fraud which was found after a result has been published, the examination concerned will be declared invalid retroactively, and examinations from which the examinee is retroactively excluded;
  - e. In case of serious fraud, the University's Executive Board can, based on a proposal of the Examination Board, decide to permanently end the enrollment of the examinee in his/her program.
12. In determining a sanction as referred to in paragraph 11 of this Article, the Examination Board can take any prior incidents of fraud committed by the examinee into consideration.
13. If the Examination Board is of the opinion that the candidate has not completed an examination or other study component independently, the Examination Board may decide not to assess the work in question.
14. The Examination Board announces its decision in writing and duly motivated to the examinee and the examiner even if no sanctions as referred to in paragraph 11 have been taken. The examinee will be informed of his/her right to appeal against the decision of the Examination Board at the Examination Appeals Board of the university within six weeks after he or she has received notice of the decision of the Examination Board.

*Article 16      Content of the examination*

1. The questions and assignments in the examination will not exceed the sources published in advance from which the subject matter has been derived. These sources are, in the main, announced prior to the start of the course given in preparation for the examination. One month prior to the examination at the latest, the precise description and content of the subject matter will be announced.
2. The examiner will provide the examinees with the opportunity to take note of sample questions and the model answers no later than one week prior to the examination.
3. The questions and assignments must represent the subject matter in a well-balanced way.
4. The examination must represent the learning goals of the program with respect to the content as well as the form.
5. The instruction as well as the questions and assignments of an examination must be clear and must contain sufficient indication as to the required details in the students' answers.
6. Ultimately, at the start of the course concerned, the examiner will publish the way in which the examination will be administered via the Course Catalog.
7. The student who has taken a course in the previous academic year and who has not been able to participate in one or more examinations due to special circumstances can request the Examination Board to be able to take the examination based on the subject matter of the previous year.

*Article 17 Examination arrangement for students with a disability*

1. Students with a disability can file a request for special examination arrangements through the University's Digital Registration Desk for Disabilities. Students are obliged to supply evidence of their specific disability.
2. Requests and items of evidence handed to the Digital Registration Desk for Disabilities are evaluated by the dean of students.
3. The dean of students has a mandate to decide on individual requests on behalf of the Examination Board, insofar the disability and the requested examination arrangement is specified in the protocol drawn up for that purpose.
4. A decision as specified in paragraph 3 is an intended decision. An intended decision automatically becomes a final decision 14 days after date unless the student concerned disagrees with the intended decision and files a motivated request in writing to reconsider the intended decision with the dean of students within the earlier mentioned period.
5. After receiving a request for reconsideration, the dean of students will take a final decision in consultation with the Examination Board within 4 weeks.
6. If the student's disability and/or the requested examination arrangement are not specified in the protocol laid down for that purpose, the dean of students will forward the request as soon as possible to the Examination Board, which will subsequently decide on the request.
7. Students can lodge an appeal against a final decision with the Examination Appeals Board within six weeks.

*Article 18 Extra examination opportunity before graduating*

1. In case it is likely that the student encounters a disproportionately large study delay, he/she will be given the opportunity by the Examination Board to participate in an extra examination provided that the delay is caused by the last course still to be completed from the mandatory program and the study load comprises no more than 6 ECTS credits. Barring special circumstances, all regular examination opportunities of the course must have been used, while no result may be below a grade 4.
2. Paragraph 1 is not applicable to courses from a pre-Master's program that comprises a study load of 30 credits, with the exception of the courses offered only once a year.
3. Paragraph 1 is also not applicable to minor courses and electives offered by any School other than the Tilburg School of Social and Behavioral Sciences.

*Article 19 Peer review*

1. The formulation of written tests and examinations is subject to peer review. The peer gives his/her opinion regarding the comprehensibility and quality of the content of the tests and examinations.
2. Sound recordings will be made of oral tests and examinations for the purpose of inspection, unless the student concerned objects to this.
3. With due regard for paragraph 2, oral examinations are conducted in the presence of a second examiner or a PhD candidate.

*Article 20 Guidelines regarding examinations*

1. For each new course, a specification table (test grid) for the examinations is made.
2. Each written test or examination must have assessment instructions, which must include a set of model answers and a detailed marking scheme, in order to ensure an unambiguous assessment.

*Article 21 Quality assurance*

1. The Examination Board is authorized to set up one or more assessment committees in order to carry out its task of ensuring the quality of examinations. In the following, the plural form of assessment committees is always used, but a single assessment committee is possible. When using "assessment committee," it can also be understood to refer to thesis committee.
2. The assessment committees have the task to examine and evaluate the study programs' examinations on validity, reliability, and transparency.
3. The assessment committees operate under the responsibility of the Examination Board. The Examination Board remains responsible at all times.

4. The requirements and conditions set by the HERA and these Rules and Guidelines for the members of the Examination Board apply mutatis mutandis to the appointment of members of the assessment committees.
5. The Examination Board is authorized to give instructions to the assessment committees. In particular, the Examination Board is authorized to instruct the assessment committees to provide information, conduct research, and make proposals regarding the improvement of the design of the assessment.
6. Further details regarding the working method of the assessment committees, the composition of these committees and other matters are laid down for the Psychology Examination Board in the document "Working method Assessment Committees and Thesis Committee by the TSB PSY Examination Committee."
7. Further details regarding the working method of the assessment committees, the composition of these committees, and other matters are laid down in an additional document for the Social Sciences Examination Board before the start of the academic year 2020–2021. As long as this document has not yet been adopted, the document referred to in paragraph 6 will be acted upon as much as possible.

*Article 22 Thesis Committee*

1. For the assessment of the thesis and the signing on behalf of the Examination Board of the Bachelor's or Master's programs, a Thesis Committee is composed, consisting of (at least) two examiners of the program in question.
2. Rules regarding the Thesis Committee and the assessment of the theses are included in the "Provisions regarding assessment theses", the regulations of which form an integral part of these Rules and Guidelines.

*Article 23 Assessment*

1. The examinee has passed the examination if for each course of the examination a final grade of at least a 6 has been obtained and if all obligations of the program have been met.
2. The final result of an examination that consists of multiple tests will be made up of the results of the individual tests. The examiners concerned determine the weight of the separate results of the tests and publish this in advance.
3. The assessment of an examination will be expressed in grades with intervals of 0.5. When calculating the mean overall grade, grades between 5 and 6 will be rounded up to a 6 if the grade equals a 5.5 or higher. All other mean grades between 5 and 6 will be rounded down to a 5. If a student has taken a course at another School, the student will be considered having passed that course if he or she can prove that the course is also passed according to the rules of the School concerned.
4. In the assessment of components of the examination, the grades have the following meaning: 10: excellent; 9: very good; 8: good; 7: amply sufficient; 6: sufficient; 5: insufficient; 4: very insufficient; 3: bad; 2: very bad; 1: extremely bad.
5. In certain cases the examiner, after consulting the Examination Board, can refrain from giving a grade and give an assessment in terms of sufficient/insufficient, pass/fail, or complied/not complied with the obligations.
6. Courses obtained at an international university in the academic year 2015/2016 or thereafter will be registered on the student's transcript with a "pass." These results will not be taken into consideration in determining whether academic distinction as referred to in Article 10 is to be awarded.
7. The assessment of written examinations will take place based on and in accordance with pre-established objective criteria, put down in writing in advance. If the assessment of tests is presented in scores instead of grades from 1 to 10, the cutting score for a pass must be indicated with the results.
8. No bonus points can be earned by attending certain lectures.
9. The assessment must be done in such a way that the examinee is able to check how the result of the examination was established.
10. In case the examination for a course is taken more than once by a student, the highest obtained grade counts, provided that the examination for a passed course may be retaken only once after obtaining a sufficient grade.

*Article 24 Standards*

When making decisions, the Examination Board uses the following standards as guidelines:

- a. the preservation of the requirements of quality and selection of each examination;
- b. requirements of efficiency, amongst others aimed at:
- c. limiting the loss of time for those students that make faster progress in their program;
- d. discontinuing the program in time by those students who will probably not pass an examination or final examination;
- e. protecting students from taking a study load that is too much for them;
- f. clemency towards students who, due to circumstances through no fault of their own, have encountered a study delay.

*Article 25 Registration desk for examiners*

Each examiner who is put under pressure by the management at any time during the examination process at the expense of the quality is supposed to report this to the chairperson or vice-chairperson of the Examination Board.

*Article 26 Amendments to the Rules and Guidelines*

Amendments to these Rules and Guidelines may not concern the present academic year, unless this does not unreasonably impair the interests of students.

*Article 27 General hardship clause*

1. In exceptional individual cases in which the application of these Rules and Regulations would lead to situations of extreme unfairness, the Examination Board is entitled to make an exception in favor of the student.
2. In cases not provided for by these Rules and Regulations, the Examination Board will decide.

*Article 28 Entry in force*

These Rules and Guidelines shall enter into force on September 1, 2020.

Adopted by the Examination Board of the Tilburg School of Social and Behavioral Sciences, 15<sup>th</sup> June 2020.

# **Addendum Tilburg University General Guidelines due to COVID-19 – October 7, 2020**

## *Article 1 Examinations during COVID-19 simultaneously on-campus and online*

1. As a rule, examinations other than 'take-home examinations' are taken on-campus (including external locations named by the Executive Board) if possible within Government Instructions on Public Health. All examinations other than 'take home examinations' will as an alternative also be offered online (online proctored or not) at the same day and the same time (simultaneously) for those students that as a result of Government Instructions on Public Health or other special personal circumstances are not able to participate in the examination on-campus.
2. The following applies to exams that take place on campus:
  - a. Wearing a mouth mask in the examination room is allowed and may be compulsory for reasons of public health;
  - b. Students must follow the instructions of the hosts/women and invigilators regarding the placement of coats and bags during the examination (different for each examination location);
  - c. Seating will be released, and students will be seated in the first available seat, following the instructions of the hosts and invigilators;
  - d. Students who exhibit health problems during the exam may be asked by the hosts and invigilators to leave the exam room;
  - e. Students who are not enrolled in an exam may be asked by the hosts and invigilators to leave the examination room immediately.
3. Students may not use their phone while taking the examination for any reason, unless the published rules on the examination (as included on the cover page) specifically allow for this or if they use their phone to contact the TiU Service Desk.
4. Unless an oral examination is conducted by two examiners, a (sound) recording will be made of the online oral (partial) examination and until 30 days after the date of the examination. If the Examination Board suspects (identity) fraud, the Proctored Data which has been collected via the Test system can be retained for the period necessary to reach a final decision on the legitimacy of the result of an examination (including the period in which legal proceedings take place).

## *Article 2 Regulations relating to campus examinations*

- I. When an examination is scheduled on campus, the student is generally expected to take the examination on campus, in the presence of a proctor.

An exception applies to students in the following categories:

- A. Students abroad as a result of travel restrictions related to COVID-19;
- B. Students who belong to the at-risk groups for COVID-19 and, therefore, cannot come to the campus;
- C. Students who have persons within their households who belong to the at-risk groups for COVID-19 and, therefore, cannot come to campus;
- D. Students who are not allowed to come to campus because they are in self-quarantine because they themselves or persons from their households have tested positive for COVID-19 or have symptoms that may indicate COVID-19.

These students are given the opportunity to make the exam online at the scheduled time using online surveillance. Category A to C students will be asked once in the first semester to sign up for this via the available web form. This registration will be maintained throughout the first semester. Category D students are asked to register as soon as possible but at least 1 hour prior to the exam via the available web form when it is clear that they cannot take the exam on campus due to self-quarantine. The exact procedures for both notifications will be communicated as soon as possible.

- II. When an examination is administered online, the student is generally expected to take the examination online. This may mean that the examination is proctored online or, in the case of an

oral examination, recorded if the Examination Board deems this necessary to establish the student's identity or to prevent fraud.

For students for whom this leads to concerns regarding willingness (in connection with privacy objections) or being able (in connection with special personal or technical circumstances) to participate in these online examinations, the following regulations have been drawn up.

A. Technical circumstances: Students who believe they do not have the right hardware, Wi-Fi/G4, internet connection etc. or who do not have a quiet home situation can announce this at the time of registration or at least 5 working days before the examination via the available web form. In consultation with the student, it will be examined whether—within the government measures and practical feasibility—a possible technical or other practical solution is possible to still be able to take part in the planned examination. However, in view of the restrictions mentioned, the possibilities are limited and a solution is not available (in a timely manner) in all cases.

B. Privacy concerns regarding online proctored exams: Students who, at the latest upon registration or at least 5 working days before the examination, indicate via the available web form that they object to an online-proctored examination for reasons of privacy cannot be obliged to participate in an online proctored examination. In doing so, they will state their name, student number, course code, course name, and the exam date and time. If capacity permits, they will be invited for a physically proctored examination on campus. If the number of registrations exceeds the available capacity, this means that all students who have registered for this reason will be referred to a next examination opportunity. As a result, there is a chance that a student who does not wish to take the examination for this reason will suffer study delays.

C. Special personal circumstances: Students with (a) a serious disability or (b) a very special home situation that makes online examination impossible are known to the dean of students. If this is not yet known to the dean of students, the student is requested make themselves known via the available web form. In consultation between the Examination Board and the dean of students, it will be determined whether, how, and when examination can and will take place.

For students in categories A and C, an individual solution will be sought whereby the examination can preferably still be taken online, for example by giving the student in question the opportunity to participate digitally on campus. For students in category B, 100 places per examination block/time are reserved on campus to take the examination on paper with physical proctoring.

### *Article 3 Dress Code*

During online examinations students should:

- a. wear clothing that does not cover the face completely or with only the eyes uncovered;
- b. wear clothing that make identification possible;
- c. wear clothing that complies with general rules of decency (genitals and upper torso must be covered);
- d. wear clothing without racist, discriminatory, serious offensive or obscene wordings and/or motives, or other words or images that reasonably do not comply with Tilburg University's general rules of behavior (Code of Conduct).