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EXAMINATION POLICIES AND PROCEDURES*

For examinations at the Faculty of Engineering and Science, The Faculty of Medicine and The Technical Faculty of IT and Design

OBJECTIVE AND DEFINITION

The Examination Policies and Procedures are an addendum to the Joint Program Regulations and contain rules for examinations under the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design.

TABLE OF CONTENTS

EXAMINATION POLICIES AND PROCEDURES*	1
OBJECTIVE AND DEFINITION	1
TABLE OF CONTENTS	1
CONTENT	3
1. Holding and Taking Examinations	3
1.1. Scheduling and announcement of time and place for examinations	3
1.2. Prerequisites for taking examinations	4
1.3. Absence from examinations etc.	4
2. Exam Registration and Withdrawal	4
2.1. Registration for program activities and examinations	4
2.2. Withdrawal of exam registration	5
2.3. Exemptions	6
3. Rules for Conducting Examinations Etc.	6
3.1. Oral examinations	6
3.2. Written examinations with invigilation	7
3.3. Aids and equipment for the exam	8
3.4. Special circumstances	8

*This is a translation of the Danish version of "Eksamensordningen". In case of any discrepancies, the Danish version prevails.

3.5. Academic dishonesty	8
3.6. Expulsion from an examination	9
4. Types of Examinations	9
4.1. Examinations in course and Case modules	9
4.2. Examinations in project modules	10
4.2.1. Oral examination	11
4.2.2. Assessment	11
4.2.3. Individual examination	12
4.3. Substitution of a stipulated examination format	12
5. Learning Objectives, Examination Assignments and Examination Papers	12
5.1. Learning objectives	12
5.2. Formulation of the examination assignment	12
5.3. Releasing examination assignments and examination papers	12
6. Internal and External Examinations	13
6.1. Internal and external examinations	13
6.2. Designation of examiners and external examiners	13
6.3. Duties of the external examiner	13
7. Assessment and Grading	14
7.1. Disagreement over the assessment	14
7.2. Announcement of the assessment	14
8. Re-exams and make-up exams	15
8.1. Number of examination attempts etc.	15
8.2. Holding and taking re-exams and make-up exams	16
8.3. Documented illness and make-up examinations	16
8.4. Re-examination and re-assessment following an appeal	16
8.5. Re-exam or make-up examination in project modules	17
8.6. Particularly for re-exams in Master's (Kandidat) Theses	18
8.7. Re-exam or make-up examination in courses	18
Conducting Examinations Abroad or As Video Conferences	19
9.1. Exams abroad	19
9.2. Exams as video conferences	19
10. Issuing Diplomas Etc.	19
10.1. Issuing diplomas	19
10.2. Issuing documentation for partial completion of a program	19
11. Appeal and Exemption	19
ORIGIN, BACKGROUND AND HISTORY	20
OVERALL FRAMEWORK	20
CONTACT/RESPONSIBILITY	20

CONTENT

1. HOLDING AND TAKING EXAMINATIONS

The Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design at Aalborg University (hereinafter AAU) conduct examinations in order to assess whether and to what extent the student’s qualifications comply with the description of the knowledge, skills and competencies stipulated in the program’s curriculum.

A program activity typically concludes with one or more examinations that are a direct extension of the program activity. This is designated as an ordinary examination. The ordinary examination can also be an assessment during the course. If the content and the working method justify it, a module can be assessed entirely or partially by a requirement of class participation. If the study board wants to use this latter form of assessment, this must be specified as an assessment option in the program’s curriculum.

Furthermore, examinations can be held for a program activity in the time period outside the ordinary examination periods for students who have such requirements according to the provisions in Chapter 8. These exams are designated as re-exams, re-exams following an appeal, and make-up exams.

Students are obligated to keep themselves informed as to the formats of examinations, announcements and other information concerning the holding of examinations, etc.

1.1. Scheduling and announcement of time and place for examinations

Exams are normally held at the end of the semester within the following examination periods:

Examination period	Ordinary exams	Re-exams Make-up exams
Summer exams	June	August
Winter exams	January	February

The study board schedules and announces the date for an exam no later than 4 weeks prior to ordinary exams and no later than 2 weeks prior to re-exams and make-up exams.

At the same time as this, the following are announced:

- 1) The date on which the assessment will be disclosed (cf. Section 7.2)
- 2) The necessary aids and equipment as well as those permitted (cf. Section 3.3)

The exam format, location and starting time of the examination are announced no later than 2 weeks before the examination is to be held. If an exam format (for a re-exam and a make-up exam) other than that of the ordinary exam is chosen, this must be announced no later than 2 weeks before the re-exam is to be held.

1.2. Prerequisites for taking examinations

A student can take an exam if the student is registered for the exam and is not on leave of absence at the time of the exam.¹ Taking an exam can also be subject to whether the student fulfills or has fulfilled certain prerequisites in connection with the specific program activity. A number of such prerequisites can be attached to the same examination and these can be, for example:

- participation in instruction, seminars, an internship or the like
- handing in of written assignments or the like
- completion of certain – or all – program activities

The prerequisites for taking a specific exam must be met and approved by the study board, and the prerequisites must be specified in the curriculum.

If the student fails to fulfill the prerequisites for taking an exam then the student has used an examination attempt. If an exam submission is refused by the the program secretary in that it has not met these conditions, the student receives an administrative assessment of “not assessed.” If an exam submission is refused by the assessors, the student must be registered with the lowest possible grade (i.e., either “-3” or “fail”).

1.3. Absence from examinations etc.

1.3.1. Absence from an examination

If a student is registered for an exam and is absent, the student is registered as “absent” which counts as an examination attempt, and the student may not take a re-exam in the same exam period. The study board may grant an exemption from this in case of unusual circumstances or when special circumstances relating to the near completion of the program apply.

Documented illness (cf. Section 8.3) and valid withdrawal of registration (cf. Section 2.2) are considered valid reasons for absence. Late arrival to an exam is handled as specified under Sections 3.1 and 3.2.

For week-long assignments, oral exams with preparation, and the like, the exam begins by distributing the material that is to be the basis for the exam.

For project exams, the student has taken the exam if the student has submitted a project report regardless of whether the student is absent from the oral exam. In such a case, the student is registered with the lowest possible grade (“-3” or “fail”).

1.3.2. On time submission of a paper

The study board can, upon application, grant an exemption from the stipulated deadline if there are special circumstances.²

2. EXAM REGISTRATION AND WITHDRAWAL

2.1. Registration for program activities and examinations

Registration for a program activity extends automatically to registration for that activity's ordinary exam(s). Registration for a program activity is done by the student via the STADS self-service system. Exam registration may be subject to approved compulsory elements specified in the curriculum, for example clinical placements or other skills-based elements.

If the student does not pass the exam on the first attempt, the student handles the registration for a second exam attempt. In such a case, the student may register for a re-exam in the same exam period or register for a subsequent ordinary exam. When registering for a third exam attempt, the student handles the registration and normally may only register for an ordinary exam. The study board may grant an exemption from this.

Registration for a re-exam is done with the program secretary. Registration for a re-exam must take place no later than 12.00 noon five working days before the exam is to be held (for project exams, bachelor's projects and master's theses, the start time of the exam is considered to be the time for submitting the written report).

For students in the first year of study of a bachelor's or a bachelor of engineering program registration is handled by the university for the first and second semesters. For students in a master's program who only need to pass the master's thesis, registration for the thesis semester is also done by the university (if the student has not registered themselves). Students who are absent from or do not pass the master's thesis are automatically registered for the re-exam. The rules on this are described in more detail in Section 8.6.

A student who has leave from the program cannot register for or take any type of exam during the leave period. The Danish Agency for Science and Higher Education may grant an exemption from this if there are special circumstances.

Once the period of leave has ended, the student can take the exams and tests in the program where the student has had leave.

2.2. Withdrawal of exam registration

For students who are enrolled in a fulltime program it is possible to withdraw their exam registration from the first exam attempt if this is done before the expiration of the registration period outside the normal deadline³ (except for students in the first year of a bachelor's or bachelor of engineering program and for students who only lack the thesis semester of the master's program. For the registration period outside the normal deadline, registration is considered binding and the module can thereafter not be replaced by other elements regardless of whether it is an elective or compulsory module.

Students in the first year of study in a bachelor's or bachelor of engineering program and students who are registered for the thesis semester of the master's program cannot withdraw their registration for the first exam attempt.

The study board may grant an exemption from the rules on registration and withdrawal of registration if the student is an elite athlete, if the student has a disability or if there are special circumstances (cf. Section 2.3).

For students who must make a second and third examination attempt and for students under the Part-time Order withdrawal of exam registration can take place no later than 12.00 noon five working days before the day the exam is to be held (for project exams, bachelor's projects and master's theses the

¹ Upon application, the Danish Agency for Science and Higher Education may grant an exemption from the latter if there are special circumstances.

² This includes documented illness.

³ The registration period for the fall semester is 15 May - 1 June with registration after the normal deadline being 15 Sept. - 1 Oct. The registration period for the spring semester is 1 Nov. - 1 Dec. with registration after the normal deadline being 15 Feb. - March 1.

start time of the exam is considered to be the time for submitting the written report). Students who are registered for the thesis semester are exempted from this rule since they are automatically registered and cannot withdraw their registration for the second and third exam attempts.

Withdrawal of registration does not apply to exams where assessment is made on the basis of class participation, etc.

Withdrawal of registration must be submitted in writing to the program secretary.⁴ There can be no withdrawal from an oral exam based on written material once the written material has been submitted.

2.3. Exemptions

The study board, upon application, may exempt the student from the rules for registration or withdrawal of registration if the student is an elite athlete, if the student has a disability or if there are special circumstances.

Under normal circumstances, an exemption cannot be granted after the time the examination should have commenced.

With submission of the project report bachelor's project, or master's thesis the study board can grant an exemption from the submission deadline instead of withdrawing the exam student's registration. The study board can grant this type of exemption if there are special circumstances and the study board also determines that an extension of the deadline is more appropriate than withdrawal of the exam registration.

If an exemption is to be granted according to the above provisions, notification of the exemption is also submitted to the head of study, the programme secretary, and the faculty who then handles the registration or withdrawal of registration on behalf of the student.

3. RULES FOR CONDUCTING EXAMINATIONS ETC.

3.1. Oral examinations

The student must bring a valid student ID and it must be presented on demand.

Students must arrive a half-hour before the exam is to begin. In the case of late arrival, the student can be given the option to take the exam at a later time if the head of study⁵ specifically judges the delay to be reasonable.

3.1.1. Access to the examination room

Oral exams are public; see however the exceptions below.

A paper written by several students in a course module can be followed up with either a group or an individual oral examination.

⁴ Students who must make a third examination attempt in a prerequisite subject cannot withdraw their registration for the exam.

⁵ or the person whom the head of study has authorized

Clinical exams with patient participation are only public with the patient's permission.

The study board can limit access to the examination room for adequate space reasons or in cases where consideration of the student or any signed agreements on confidentiality call for this.

Individuals can be denied access to the examination room or be removed from the room if it is deemed necessary to ensure the necessary quiet and order. Likewise, the student may be removed from the examination room if it is deemed necessary with regard to completing the exam or to other examinees. The student will then have used an examination attempt. See also Section 3.6.

3.1.2. Participants in the examination and the grading process

The examination is conducted by an examiner who has taught the students in the relevant module. If there is more than one such examiner, the examiners jointly decide who will conduct the exam.

Assessors (examiners and/or external examiners) may all actively contribute during the examination.⁶ Only the examinees and the designated assessors may actively participate in the examination. External parties, such as internship supervisors from companies, may not participate in the examination and grading process.

During the grading process only the assessors may be present. The head of study may decide, however, that future examiners may observe the grading process, with respect to qualifying the person(s) concerned as an examiner in the future.

3.1.3. Audio recording of oral examinations

Audio and/or video recording is not permitted during an exam unless the recording is part of the exam itself. The recording is then done by AAU.

3.2. Written examinations with invigilation

The student must bring a valid student ID and it must be presented upon entry to the exam room.

In order to ensure that the exam starts on time, the student must arrive a half-hour before the exam is to begin. With regard to the duration of the examination, the clock starts when all the examinees that have arrived on time have been given the exam assignment.

A student who has arrived late only has access to the exam room if the person responsible for the course specifically deems the delay to be reasonable and has ruled out that this student has had access to information about the exam. Students will not be allowed entry to the exam room later than a half-hour after the exam has begun; extra time for the exam is not normally allowed in the case of late arrival.

On account of late arrivals, those students who do not wish to take the exam are permitted to first leave the room a half-hour after the exam has begun.

Out of consideration for other students, and in order to prevent academic dishonesty, a student may not disturb or address other students during the examination. Students must not leave their place without first checking with an invigilator or leave the exam room (to use the washroom, or the like) without being accompanied by a guard.

⁶ For more detailed definitions of examiner, external examiner and assessor, see Section 6.1.

If doubt arises about an exam assignment, including that which is due to an error in the assignment, students can have extra time for their paper according to the judgment of the person responsible for the exam. The same applies if a disturbance occurs.

3.3. Aids and equipment for the exam

Announcement of the aids and equipment for the exam – those necessary as well as those permitted – must occur no later than the announcement of the time the exam is to be held. Unless the study board has drawn up general rules regarding the use of a personal computer or similar electronic equipment during an exam, the extent to which a personal computer can be used during the exam must also be communicated at this time.

3.4. Special circumstances

The study board, upon application, can arrange special exam conditions for students with physical or mental disabilities,⁷ students with a native language other than Danish and students with comparable difficulties. This presumes that the study board deems, for the specific examination, that this is necessary in order to ensure that such students are on equal footing with others in the exam situation. It is also a condition that this offer does not result in lowering the level of the examination.

In some cases the study board may determine that the disability is such that the student must be offered special exam conditions for all exams in the program. The study board's exemption must specify whether this applies to particular exams (and if so, which ones) or whether this applies to all exams in the program.

If the student documents a relevant, specific disability, and spelling and proficiency in writing are not a significant part of the exam's objective, the study board, upon application, may exempt the student from the curriculum's requirement that an assessment of spelling and proficiency in writing also enters into the assessment of an exam paper.

Unless otherwise indicated in the curriculum, or unless special circumstances exist, the application for special conditions must be in the hands of the study board no later than six weeks before the exam is to be held.

Students with physical or mental disabilities may also apply for special pedagogical support from the SU Office. If the student receives aids through the special pedagogical support system that are to be used for one or more exams, students must apply to the study board for an exemption to use the aids. For example, this can relate to using computers with assistive technology equipment or books that are loaded onto a digital medium.

3.5. Academic dishonesty

Academic dishonesty includes, among other things, cases where the examinee, during an exam:

- obtains or gives another examinee unauthorized help in taking an exam
- uses aids and equipment that are not permitted
- uses falsified data or submits another's work as his/her own work (plagiarism) or
- uses his/her own previously assessed work without reference (self-plagiarism).

⁷ This would include, for example, dyslexia.

Additionally, cases where an examinee attempts to influence the assessment or change the basis of the assessment after the exam, including by continuing an answer after the examination has been concluded, are also considered to be academic dishonesty.

It also constitutes academic dishonesty or attempted academic dishonesty if the examinee's technical equipment communicates or attempts to communicate with equipment not authorized for the exam without there being explicit permission for this. Prior to the start of the exam, the examinee should therefore ensure that electronic equipment is turned off as necessary. A description of what is considered academic dishonesty in relation to written on-site exams can be found in the Rules on the Monitoring of Written On-site Exams at Aalborg University. Further information can be found [here](#).

Cases of academic dishonesty are handled in accordance with AAU's disciplinary rules. Further information can be found [here](#).

3.6. Expulsion from an examination

Expulsion from an exam may take place in cases where academic dishonesty or a breach of examination rules has been determined. Expulsion may take place prospectively or retroactively and means that the student has used an examination attempt and does not receive an assessment of his/her performance.

The head of study, the person authorized by the head of study, or the assessors in agreement are authorized to expel a student from the exam while the exam is in progress. In such cases, a decision must then be made based on the disciplinary rules where the merits of the expulsion are evaluated.

The head of study is authorized to review expulsions retroactively. If the circumstances are extraordinary, the Rector, upon request, can decide whether the review of the case is transferred to the Rector.

If a student is expelled from an exam, any assessment will be annulled and the student receives an administrative assessment of "not assessed."

4. TYPES OF EXAMINATIONS

With the determination of the format of the examination the study board must ensure

- 1) that an individual assessment of the student's performance is made,
- 2) that it is possible to assess to what extent the student fulfils the module's learning objectives,
- 3) that the examination's format is in agreement with the course's other didactic variables⁸
- 4) that the examination's content corresponds with the allotted examination time.

Unless otherwise indicated in the curriculum, the exam is based on the evaluation criteria as they appear in an addendum to the Joint Program Regulations.

4.1. Examinations in course and Case modules

Examinations in course modules can be individual exams, group exams or a combination thereof.

If the format of the examination in a course module is not further stipulated in the curriculum, the person responsible for the course notifies the students and the study board as to the format and the duration of the examination, no later than two weeks after the start of the course. The study board can require the

⁸ That is, content, presentation media, forms of instruction, etc. (cf. the Joint Programme Regulations).

person responsible for the course to use a particular format for the examination. The selection of an examination format must comply with the guidelines set out below as well as any additional provisions in the curriculum for the individual program.

Examinations in courses can be written or oral or a combination thereof and it is possible to perform assessment during the course. All types of exams must be precisely described and accessible for the specific semester in addition to what is stated in the curriculum.

With oral exams at least two assessors always participate.

With week-long assignments, oral exams with preparation and the like, the exam begins with distribution of the material that serves as the basis for the exam. If assessment is to be made on the basis of written assignments, week-long assignments, mini-projects and the like, the failure to satisfy any formal requirements or failure to submit on time means that student is registered as "absent" and has used an examination attempt. Failure to meet any formal requirements means that the student receives the administrative assessment "not assessed".

Assessment of the extent to which the student's qualifications comply with the course learning objectives can take place during the course and is based on class participation and, for example, handing in notes, working documents and the like. The assessment can possibly include individual written assignments, oral performance or exercises connected to the course sessions. Currently valid guidelines must be precisely described for the specific module in the description of the semester.

Exams based on class participation are evaluated as Pass/Fail and the student registered at the start of the module is always given an assessment.

Course modules with oral exams can be assessed in connection with exams in project modules if the course module supports the project module, with approval from the study board.

4.2. Examinations in project modules⁹

As a basis for the examination, each project group jointly prepares a project report where the individual examinee's contribution is not indicated. The report contains an account of the project work's issues, results and use of theory and methods. The study board can approve a format of reporting other than a project report, such as a scientific article, through a general rule in the curriculum, or based on prior application.

Final project reports¹⁰ must provide a summary in a foreign language. If the project report is written in a foreign language, the summary may be written in Danish.

It is a prerequisite for taking an exam that the project report is submitted on time to the program secretary or submitted in the digital exam system and that any formal requirements are met. If the project report is not submitted on time or the currently valid formal requirements are not met, the student has used an examination attempt.

⁹ Unless otherwise stipulated in the curriculum for the individual program, examinations in projects will take place in accordance with the regulations in the present section.

¹⁰ That is, the bachelor's project (in both the bachelor's programs and bachelor of engineering programs), master's thesis and master's (continuing education) project.

If the project report is not submitted or if the project report is submitted after the submission deadline, the student is registered as “absent.” If the project report does meet the currently valid formal requirements, the student is registered as “not assessed”.

If the examination is in connection with a master’s thesis, the thesis must be placed in the last year of study in the master’s program. The study board may specify in the curriculum that the thesis is written in the last semester of the program.

4.2.1. Oral examination

The following parties are involved in the examination:

- Examinees
- Examiners
- External examiners, if any

The project exam is held simultaneously for the students who have jointly prepared the project report.

The point of departure for the examination is the project report and the examination consists of a joint presentation, a joint discussion and individually oriented questions. The questions must be based on the project report submitted by the group and must incorporate the central topics within the project module’s learning objectives.

The examination is normally conducted by the students’ main supervisor(s) (examiner). The assessors can all actively contribute during the examination.

Time allocations are as follows: for projects of 15 ECTS credits and over, 45 minutes per examinee for the examination and grading process with a maximum of five hours in total for the entire project group; for projects of less than 15 ECTS credits, 35 minutes per examinee with a maximum of four hours in total for the entire project group; for bachelor’s projects (both bachelor’s programs and bachelor of engineering programs), master’s theses, master’s (continuing education) projects, 60 minutes per examinee.

4.2.2. Assessment

Only the assessors can be present during the grading process. However, the head of study may decide that future examiners may observe the grading process.

An individual assessment of the student’s performance is made. This assessment must evaluate to what degree the student’s performance fulfills the project module’s learning objectives.

The assessment is made of the individual student based on the learning objective. The assessment must also be based on an overall evaluation of the project report,¹¹ the presentation, the joint discussion and the individually oriented questions. In order for the examinee to pass the exam, all these aspects must be satisfactory. The project report is thus part of the overall basis for the assessment, and is not given an independent grade.

When students have submitted a project report on time and in accordance with the formal requirements of the curriculum, the study board is obligated to hold an oral examination.

¹¹ Errata, physical models, and similar material made available at the examination are also considered part of the report.

When the assessment is made, each individual student is told his/her grade. The examinee has the right to be told his/her grade and the reasoning for it without the participation of the other examinees or the audience.

Subsequently, the entire project group receives feedback from the internal and external examiners on the project report, the presentation and the rest of the exam process.

4.2.3. Individual examination

For final assignments (Bachelor's projects and Master's theses), the student may choose to do the assignment individually. Regardless of whether the final assignment is done in a group, the student may choose to be examined individually where there is an oral defense.

Students who desire an individual examination must communicate this to the program secretary no later than six weeks prior to submitting the written project report.

4.3. Substitution of a stipulated examination format

The study board, upon application, may approve that examinations stipulated in the curriculum can be replaced by submission of a paper, the length and level of which are assessed in relation to the scope and level of the examination. It is not possible for a final assignment (Bachelor's project, Master's thesis) to be replaced by a substitute assignment.

5. LEARNING OBJECTIVES, EXAMINATION ASSIGNMENTS AND EXAMINATION PAPERS

5.1. Learning objectives

Assessment of the student's performance is made on the basis of the knowledge, skills and competencies for the module as defined in the curriculum.

5.2. Formulation of the examination assignment

Assignments for a written examination with invigilation are formulated in accordance with the instructions of the study board and are submitted to the program secretary no later than 14 days before the examination is to be held. The exam assignment must be submitted to the external examiner for comment before it is submitted to the program secretary. If assessment is internal or the exam is assessed by only one assessor, the exam assignment must be reviewed by a relevant colleague at AAU.

Along with the examination assignment, the program secretary must be informed of the name and telephone number of the person designated by the study board as responsible for the examination. The person responsible for the exam must be available by telephone during the entire exam so that any questions that may arise about the assignment can be quickly resolved.

The text of the assignment must include information about the aids, permitted and necessary, as well as precise information about the nature and number of attachments.

5.3. Releasing examination assignments and examination papers

The student has the right to obtain a copy of both the examination assignment and his/her own exam paper. This takes place in accordance with the study board's rules on this. The university is obligated to

hand over the assessors' notes in connection with reviewing exam complaints if the complainant requests access to the documents. The assessors can also agree to individual or joint feedback on the exam but are not obligated to do this.

6. INTERNAL AND EXTERNAL EXAMINATIONS

6.1. Internal and external examinations

Examinations are either internal or external. An internal exam is an exam that is assessed by one or more teachers (examiners) designated by the study board from among the teachers at AAU. An external exam is an exam that is assessed by one or more examiners and one or more external examiners appointed by the Danish Agency for Science and Higher Education. Both examiners and external examiners are designated as assessors.

6.2. Designation of examiners and external examiners

External examiners are appointed by the chair of the relevant corps of external examiners on the recommendation of the study board. Aalborg University must not use external examiners who are employed or who have been employed within the last two years at Aalborg University

For an internal exam in a project, in addition to the examiner(s) who have supervised the students in the semester in question, at least one additional examiner is designated who has not taught the student in the semester in question.¹²

Assessors must have access to the material that is necessary for them to be able to discharge their duties. The material can be, for example:

- The curriculum, any excerpts of it, the Examination Policies and Procedures, and other semester regulations
- Recommended literature, if any
- Project reports, examination assignments and any corrective guideline from written examinations
- Examinees' papers from written examinations
- Questions prepared in advance for use during an oral examination

Assessors must be notified that they have been assigned the task of examiner or external examiner in enough time to have the opportunity to become familiar with the material relating to the exam. For exams based on a project report, the assessor, under normal circumstances, must have the report in hand no later than two weekends before the exam.

6.3. Duties of the external examiner¹³

The external examiner must ensure,

- that the requirements for the content of the examination comply with the objectives, competences and other requirements stipulated for the program (including in the program's ministerial order and curriculum)
- that questions prepared in advance are comprehensive
- that the examination is carried out in accordance with the currently valid rules

¹² The study board can grant an exemption from this rule.

¹³ For an internal exam, these duties rest with the designated examiner(s).

- that the students receive uniform and fair treatment and their performances receive a reliable assessment in accordance with the rules on grading in the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education, including rules stipulated on this in the program's curriculum and other rules on the program.

7. ASSESSMENT AND GRADING

The assessment is given by the examiners, or, if there are several assessors, following a discussion among these.

Each assessor must make notes during the grading process on their evaluation of the performance and on the determination of the grade for use in any appeal. The notes must be kept for at least one year, and in addition to this, until any appeal is closed.¹⁴ The assessors must keep the student's exam paper for at least one year.

Once an examination has commenced, an assessment is given unless the exam is interrupted by illness, which justifies a make-up exam. If an exam is interrupted by an expulsion, the result "not assessed" is registered and the student has used an examination attempt.

In order to pass an examination, it is required that the student achieve a grade of at least 02 or the assessment "Pass."

7.1. Disagreement over the assessment

7.1.1. Disagreement over grading according to the 7-point scale

If after a discussion the assessors are in disagreement over a grade, the internal and any external examiners each give a grade. If there are several internal and external examiners, then the groups each give one grade. The grade for the examination is an average of these grades rounded off to the closest grade in the grade scale. If the average lies between two grades, the final grade is the closest higher grade—if the external examiner has given the highest grade, and otherwise the closest lower grade.

If there is disagreement over a grade within the internal examiner group or within the external examiner group, each internal or external examiner gives a grade. The grade for each group is the average of the grades given within the group rounded off to the closest grade in the grade scale. If the average lies between two grades, it is rounded up to the closest higher grade.

7.1.2. Disagreement over assessment as "Pass" or "Fail"

If at least half of the assessors assess the performance as "Pass," this is the result, unless one or more external examiners take part and these all assess the performance as "Fail."

7.2. Announcement of the assessment

The result of the examination must be disclosed, i.e., communicated to the student.

Unless the assessment is told to the student immediately following the examination, the date for when the assessment will be disclosed must be communicated at the same time as the announcement of the date the exam is to be held (cf. Section 1.1).

¹⁴ The notes are regarded as personal documents that are not attached to a case and are not encompassed by administrative law or public law regulations regarding right of access to documents. However, there is nothing that hinders assessors from providing the student with the notes on their own initiative.

The time period for communication of the assessment must lie within the following time limits:

- 1) For oral exams, the assessment is given immediately after the exam is held¹⁵
- 2) For written exams, the assessment must be communicated to the student no later than 20 working days after the exam is held. If the exam is in the Digital Exam system the assessors must register the assessment no later than 20 working days after the exam is held. If the exam is not in the Digital Exam system, the assessment must be made available no later than 15 working days after the exam is held.
- 3) For assessments during a course, the assessment must be given no later than 15 working days after the course ends if the exam is not in the Digital Exam system. If the exam is in the Digital Exam system, the assessment must be registered no later than 20 working days after the course ends.

The assessment is personal. Students thus have the right to receive an assessment of an oral performance without the participation of the other examinees or the audience. In cases where the assessment is not communicated immediately after the exam, students are informed via the STADS self-service system.

8. RE-EXAMS AND MAKE-UP EXAMS

Re-exams, re-exams (omprøve) and/or make-up examinations (sygeeksamen) in a program activity are held for students who require this in accordance with the provisions in Sections 8.2 or 8.4. Make-up exams are held as a rule at the same time as re-exams.

A re-exam (reeksamen) is an exam in a program activity held due to the student having taken and failed an exam.

A make-up exam (sygeeksamen) is an exam in a program activity for students that were unable to participate in the activity's ordinary exam due to documented illness in the time period for the ordinary exam.

A re-exam (omprøve) is understood as an extraordinary examination in a program activity held due to the fact that the university identified errors or omissions in connection with holding an exam and corrected the error or omission by holding a new exam.

For the third attempt on internal examinations that are assessed solely by one internal examiner, the student is entitled, upon written request to the study board, to have more than one assessor participate. If the student wishes to make use of this option for additional assessors, the student must submit a request to the study board at the same time as registering for the third exam attempt.

8.1. Number of examination attempts etc.

Examinations that have been passed cannot be re-taken unless it is a re-exam (omprøve). Students cannot take exams for modules that are credit-transferred.

A student has the right to a total of three examination attempts. The study board, upon application, can permit additional examination attempts if there are special circumstances. A lack of academic aptitude must not be included in the study board's evaluation of whether there are special circumstances.

At the request of the study board, the faculty terminates the enrollment of the student who is unable to continue the program due to the fact that s/he has exhausted all examination attempts.

¹⁵ It is thus not possible to hold further examinations before the first assessment is given.

8.2. Holding and taking re-exams and make-up exams

Students who have taken but not passed the ordinary exam must register for a re-exam themselves. The exception to this is students in the thesis semester of the master's program who have not passed the first exam attempt; in this case registration for the re-exam is done by the university.

If the student is absent from the first exam attempt the student cannot register for the second exam attempt as a re-exam in the same examination period. The student may only register for the next ordinary exam.¹⁶ The study board may grant an exemption from this if there are unusual circumstances or when special circumstances relating to the near completion of the program apply

The date the re-exam and/or make-up exam is to be held, as well as the location and the starting time for the exam, is announced in accordance with the provisions in Section 1.1. Students who are entitled to take the re-exam or make-up exam must have this possibility. To the extent possible, re-exams and make-up exams are held within the following time limits, though earliest 14 days after the student has received the assessment of the ordinary exam:

- 1) For ordinary exams held during the spring semester (summer exam): No later than August
- 2) For ordinary exams held during the fall semester (winter exam): No later than February

8.3. Documented illness and make-up examinations

In the case of illness, the program secretary must be contacted as quickly as possible.

For absence due to illness, the student is registered as "absent" unless a doctor's certificate, that documents that the student was ill at the time the exam was held, is submitted to the program secretary. The same applies if it was necessary for the student to leave an examination room due to illness during the exam and is entitled to a make-up exam.

In general, the doctor's certificate may only be accepted as documentation of a valid reason for absence if the student has consulted with the doctor no later than the actual day of the exam. The study board can address the content of the doctor's certificate when the study board evaluates whether the student should be given an exemption. Any expenses for obtaining the certificate are paid by the student.

The doctor's certificate must be submitted to the program secretary no later than two weeks after the exam is held. When the program secretary receives the doctor's certificate it is sent immediately to the faculty who, with submission of the doctor's certificate on time, registers the absent student as "ill" and the absence thus does not count as an examination attempt.

If the program secretary is in doubt as to whether the student's documentation of illness is acceptable, the program secretary contacts the study board. In such cases, the study board decides whether the student's documentation is adequate and on that basis whether the student is registered as "ill."

Make-up examinations are held under the conditions that apply for re-exams.

8.4. Re-examination and re-assessment following an appeal

A re-examination following an appeal is understood as an extraordinary holding of an examination (i.e., outside the ordinary exam periods) in a program activity where holding the exam is due to the student having been offered a re-exam in connection with a complaint or an appeal, or is due to an exam, in connection with a complaint or an appeal or because of an error or omission in an exam, is annulled and a re-exam is arranged.

The dean's office may review a case concerning errors and omissions in connection with an examination on its own initiative. In this context, the faculty can offer an extraordinary re-examination to all students whose exam suffers from the error or omission. The specific circumstances for taking any re-examination will appear in the faculty's decision.

Re-assessment means a re-evaluation of the case file, including the assignment, the answer to the assignment, the complaint, the statement of the original assessors, the complainant's statement, the complainant's comments and AAU's decision by new assessors, prompted by the student having been offered re-assessment of a written exam in connection with a complaint or an appeal.

If a student wishes to accept the offer of a re-examination or re-assessment following an appeal, s/he must submit an application to the study board before the expiration of the deadline stipulated in connection with the offer being given. The deadline is calculated from the time when the student has received the offer.

A re-examination or re-assessment in connection with an exam appeal can result in a lower or a higher grade than that which was given for the examination which the appeal concerns. Assessment following a re-assessment or re-examination cannot be brought before another administrative authority unless the appeal concerns legal issues. The study board is responsible for ensuring that a re-exam or re-assessment following an appeal is done as soon as possible.

8.5. Re-exam or make-up examination in project modules

A re-exam in a project module can take place in the following ways:

- a) The student is assessed according to the rules corresponding to those of the previous examination on the basis of the original project report.
- b) The student submits a project report that is revised and/or extended in relation to the original report. The revised project report is handed in before the expiration of a deadline agreed upon with the main supervisor. The student is assessed according to the rules corresponding to those of the previous examination, but on the basis of the new project report.
- c) The student is assessed on the basis of a new project.

Make-up examinations take place according to letter a. If the student does not submit the project report on time, the student is registered as absent. If this is a first exam attempt, the student cannot take the next re-exam (the exception to this is student in the thesis semester of the master's program).

If a re-exam is due to the fact that the student has not passed an exam, a short written statement must be prepared on the initiative of the main supervisor and sent to the student and the study board no later than eight days after the exam is held. The statement must include information on the reason that the student's performance could not be considered as fulfilling the objectives of the project, and a substantiated recommendation stating in which of the above ways the re-exam should take place. In connection with this, guidance is given to the student as to what improvements will lead to the student being able to fulfill the objectives of the project.

The study board makes a decision on the way the re-exam must take place. The decision is made on the basis of a recommendation from the main supervisor and a statement from the student obtained with at least one week's notice.

The time period for holding the exam is stipulated by the study board on recommendation from the main supervisor and the student with four weeks' notice. The deadline can be shorter than four weeks if this has been accepted by the student.

¹⁶ This does not apply to students who have not submitted the master's thesis on time. The rules for the re-exam for the master's thesis are specified in Section 8.6.

Particularly for master's theses, the student hands in a project report with a revised formulation of the subject matter within a deadline stipulated by the head of study after which an exam is held on the basis of the new project according to rules corresponding to those of the previous exam.¹⁷

A similar procedure is used with any additional re-exams.

8.6 Particularly for re-exams in Master's (Kandidat) Theses

If the student does not submit the master's thesis on time, the student uses one exam attempt and is automatically registered for the re-exam. The student submits a revised formulation of the subject matter in the same topic area that is approved by the head of study and the main supervisor. The revised formulation must be approved no later than 14 days after the submission deadline has expired.¹⁸ Hereafter the head of study sets a new submission deadline of three months from the date of approval for the revised formulation.¹⁹

If the student does not pass the master's thesis in connection with the oral exam, the student must submit a revised formulation of the subject matter within the same topic area that must be approved by the head of study and the main supervisor. The new deadline for the revised formulation is set by the head of study and must be within three months after the revised formulation is approved. The revised formulation must be approved no later than one month after the student has not passed the exam.

If the student does not submit a revised formulation on time, the student uses one exam attempt. In such a case, a new deadline of 14 days is set for submitting the revised formulation of the subject.²⁰

8.7. Re-exam or make-up examination in courses

The time period for a re-exam in a course is stipulated (cf. Section 8.2). The date the exam is to be held is communicated to the students in accordance with the provisions in Section 1.1. For both re-exams and make-up exams, the student must submit an individual, written registration to the program secretary.

The examiner may decide that a re-exam or make-up exam in a course can have a different exam format than the ordinary exam if the option is specified in the curriculum. If another exam format is selected, this must be communicated to the students no later than the announcement of the date the re-exam is to be held.

Students who must have their class participation evaluated a second time can demand to take an exam instead. Class participation that involves practical exercises, however, cannot be replaced with an examination. The study board must be notified no later than by the start of the course.

¹⁷ Procedure (a) can however be changed in connection with a make-up exam.

¹⁸ Procedure (a) can however be changed in connection with a make-up exam.

¹⁹ For the master's program in medicine the study board can specify a submission deadline between six weeks and three months.

²⁰ If the student has more exam attempts remaining.

CONDUCTING EXAMINATIONS ABROAD OR AS VIDEO CONFERENCES

9.1. Exams abroad

The study board can approve conducting examinations abroad when the student and the relevant examination site agree to this, and when it is substantiated that the student cannot take exams in Denmark due to practical or economic reasons.

An examination may only be held abroad if security measures in connection with conducting the examination correspond to those that apply in conducting examinations in Denmark. Thus, one or more invigilators must be designated who must be with the examinee throughout the exam and manage the practicalities of conducting the exam.

Unless the study board has stipulated other rules, the student must pay for the additional expenses connected with conducting the examination abroad. In this connection, it is ensured that the student has declared beforehand in writing that s/he is willing to pay the relevant expenses on the basis of the study board's reported estimate of the expected amount. The study board can make conducting the examination abroad conditional upon advance payment of the amount.

9.2. Exams as video conferences

The study board can approve conducting examinations as video conferences or using other technical measures. Security measures for conducting such exams that correspond to what is normally valid for conducting the exam must be ensured. The study board appoints or approves invigilators who must be with the student during the exam.

Assessors may stay other places than the student, but must conduct the examination and assessment in accordance with current rules in general.

10. ISSUING DIPLOMAS ETC.

10.1. Issuing diplomas

A diploma is issued in accordance with current rules if all examinations are passed. The final examination is used as the basis for issuing a diploma. The graduate must receive the diploma no later than two months after the last exam is concluded and the result disclosed. The month of July does not enter into the calculation of the two-month deadline.

10.2. Issuing documentation for partial completion of a program

If the student leaves a program without completing it, the faculty office, at the request of the student, issues documentation for the parts of the program that have been successfully completed including a statement of the assessment and the number of ECTS credits earned.

11. APPEAL AND EXEMPTION

To the extent that there are special circumstances and the exemption does not contravene or is not precluded by ministerial order, the study board may grant an exemption from the examination policy, upon a substantiated application in advance from the student.

An appeal regarding an internal or external examination is submitted to the faculty office by the student. The appeal must be in writing, with stated reasons and signed, and must be submitted no later than two weeks after the disclosure of the assessment. Information on the relevant rules in connection with examination appeals is stated in the Ministerial Order on University Examinations.

For further information, including information on what should be included in an application for exemption or an appeal see the Student Guidance [guidelines on exemptions and complaints](#).

ORIGIN, BACKGROUND AND HISTORY

The Examination Policies and Procedures of September 28, 2018 replace the Examination Policies and Procedures of May 1, 2017. The current provisions apply to all programs offered under the three faculties including the programs offered in accordance with the Ministerial Order on Part-time Degree Programmes at the Universities.

The provisions were approved by the deans for the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design and take effect September 28, 2018.

OVERALL FRAMEWORK

The Examination Policies and Procedures were prepared in accordance with the current ministerial orders for university and profession-oriented higher education programs and the internal program regulations of Aalborg University.

CONTACT/RESPONSIBILITY

The Examination Policies and Procedures were prepared by Education and Programs at the Faculty Office for the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design.

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APPENDIX

APPENDIX 1: CHANGES TO THE EXAMINATION POLICIES AND PROCEDURES

24 October 2007: Changes were made to the Examination Policies and Procedures with reference to AAU's organization into main areas and faculties; see the foreword to the Framework Provisions. In addition, Chapter 2 on registration and withdrawal of registration was changed since the faculties, as a result of the new Ministerial Order on University Examinations, have implemented automatic exam registration in connection with the students' semester registration, beginning with the autumn 2007 semester. Small corrections were also made in Chapter 4 on types of examinations.

8 January 2008: In Chapter 2 concerning registration for and withdrawal from tests, footnote 2 has been added and footnote 3 has been changed. In Chapter 3 concerning conduct of examinations, the first sentence in the second paragraph in Section 3.3 and footnote 12 has been changed. In Chapter 10 concerning the issuance of diplomas etc., footnote 44 has been deleted (October 24th, 2007).

17 January 2008: Footnotes 27 and 29 have been added.

8 December 2008: Significant linguistic corrections have been made. In addition, Section 3.1.3 on audio recording of oral examinations has been revised. Section 4.2 on examinations in projects has also been revised.

20 December 2010: Substantive clarifications have been made. Likewise, it was made clear that two assessors always participate in oral exams, and that the project report is part of the overall basis for assessment with project exams. The sections on audio recording of oral exams (3.1.3.) re-examination and re-assessment (8.4.) etc. have also been revised cf. the Examination Order.

21 November 2012: The Examination Policies and Procedures were revised as a result of the reintroduction of group exams (cf. Ministerial Order No. 666 of 24 June 2012). Changes were also made in Section 4.1 on exams in course modules, and generally a number of substantive clarifications and corrections were made.

23 November 2012: A typographical error was corrected such that for projects of 15 ECTS credits and over, a maximum of five hours in total is allocated for the entire project group.

22 April 2013: A number of linguistic and substantive clarifications and corrections were made.

August 2014: Changes with regard to the new examination order. In addition, the deadlines for assessment were changed, rules for issuing diplomas were reduced, and who can serve as assessors was clarified.

31 August 2015: Interim arrangements with respect to the Study Progress Reform were deleted. In addition, linguistic corrections and clarifications were made.

15 November 2016: New rules on registration for program activities and exams and new rules on leave were implemented in the Examination Policies and Procedures. The section on aids and special circumstances was divided into two separate sections. The section on special circumstances was expanded. New deadlines for submission of assessment: for exams in the Digital Exam system, the deadline for assessor was extended from 15 working days to 20 working days. Tighter rules on long final projects: the must be either 45, 50 or 60 ECTS credits and the remaining ECTS credits must be specified in the program's curriculum. The rules on the choice of external examiners and the duties of external examiners were updated so that they comply with the new Ministerial Order on University Examinations and Grading.

1 May 2017: Change from two to three faculties. Modification to the new central rules on registering for program activities and exams; clarification of the roles of the program secretary and study board regarding evaluation of illness; standardization of the rules on the use of "not assessed", lowest possible grade and "absent" in relation to new guidelines for administrative assessments.

28 September 2018: Reference to the rules concerning ITX Flex, individual language- and content-related clarifications and corrections. New rules regarding individual examination were added. New practice regarding handing over of assessor notes was added. Rules for reexamination for master's theses

were clarified. It was clarified that the prerequisites for taking exams must be indicated in the curriculum.
Individual language-related clarifications.