



Guidelines for examinations in due process

The guidelines for examinations shall be implemented in all forms of examinations at the University of Borås unless otherwise stated. The responsibility for making the guidelines known to students, teachers and administrative staff lies with the Dean of Faculty.

The requirements for examinations

What is being assessed in the examination and the basis on which a teacher awards the different grades must be clear. Obligatory attendance must not be the sole criteria for a passing grade.

Examination obstacles

A student who feels that the university is responsible for the student's written test going missing, for having received incorrect information about the date or time of the examination or for being considered as not having fulfilled the necessary requirements for the examination must initially contact the course supervisor at his or her faculty.

If, the student feels unable to attend the examination due to specific circumstances, the student must contact the course supervisor without delay so that measures can be taken if necessary.

Coded tests

Coded tests/examinations are such tests and examinations in which the examinee is unknown to the examiner. A student who has not registered within the stated time period cannot count on the test or examination being anonymous. The authorized decision maker takes the decision to use coded tests.

Changing examiner

A student is entitled to change the examiner if he or she has failed twice in a test. As a student is only entitled to two sittings of obligatory practical work experience, a change of examiner must already be allowed after one sitting.

Normally the supervisor and the examiner for practical work experience and examination work must not be the same person. The request for a change of examiner is submitted in writing to the Student Centre. In these matters decisions are to be made by the appropriate decision-making body.

Times for examinations

If possible, examinations shall take place during normal working hours.

Identification

The examiner must be able to ensure that the correct student has sat the examination. Each course must contain forms of examinations in which the performance of the individual student is distinguishable.

Equal treatment

Students with disabilities may be entitled to an adapted examination, both in terms of the actual form of examination and in terms of access to the premises in which the examination takes place. The measures to be taken are decided by the faculty concerned together with the coordinator for students with disabilities and the student concerned.

Scheduling examinations on Saturdays and Sundays is not prohibited but consideration should be made to students who cannot sit examinations during certain religious holidays for religious reasons (Discrimination Act 2008:567).

Examination/re-examination

Each examination must be offered at least five (5) times, at least three (3) of these must be within a year if nothing else is stated in the course plan. This is also the case for courses no longer offered.

The student is entitled to two sessions of obligatory practical work experience.

As a general rule, students have the right to undergo an unlimited number of re-examinations in a course, as long as the course is offered. Chapter 6 section 21 of the Higher Education Ordinance states that it is possible to limit the number of examinations in a course as long as the student is given at least five opportunities per course. Thus, it is possible to limit the number of re-examinations if the examinations are financially or otherwise demanding for the university. If the number of examinations is limited, this shall be stated in the course plan. This also applies to cases where it is deemed necessary to limit the number of times an examination is given in the course of one year



A re-examination must normally be possible within eight weeks of the first examination. The student must be informed of the date for re-examination no later than at the first examination date.

The form of examination may differ at each examination but the requirement that the re-examination must be examined according to the same criteria must be fulfilled.

In the event that courses have changed, the re-examination should be based on the current course plan and course literature.

The student must be given the opportunity to sit re-examinations for all the courses offered and which the student has failed during the last academic year or term, at least once every academic year, these are known as “collective examinations”.

When is an exam considered to have taken place

A student who has participated in and received questions from an examination shall have his/her solutions evaluated and the results shall be recorded in Ladok accordingly.

Examination at another location/in another country

In the event of an examination at another location or in another country, the same rules as those for examinations at the University of Borås normally apply. In order for the examination to be held at another location, the guidelines must be adhered to and the due process applied shall be of the same level as that for an ordinary examination. Another condition for sitting the examination at another location is that it takes place on the same date and time as the ordinary examination sat at the University of Borås premises.

In the event of an examination being sat at another location, it must also be possible to send the examination in a manner that fulfils the requirements for due process. If the university finds this not to be the case, an examination at another location shall not be possible.

The guidelines for sitting an examination at another location can be found in the “Routines for examination at another location/in another country” (file 673-08-101).

Time for marking and awarding of grades

The time for marking is no more than three weeks or 15 working days after the examination unless the authorized decision maker decides otherwise. The grade awarded should be stated in the online student account “Mitt Konto” (“My Account”) within a week after the grade being awarded.

Submitting examinations

The form for submission and review of the tests/submissions that the examiner prescribes must be adhered to.

Explanation of examination results

Students have the right to receive feedback on their examination results. The type of response given is determined by the Dean of Faculty. When a decision on a general response procedure has been taken e.g. regarding the perusal of exams or answers, it has to be provided no later than 10 working days in advance of the next examination date.

In all other cases, the rules in §20 of the Swedish Law of Administration should be followed.

Handing out of tests

A student who considers requesting a reappraisal of the grade should ask for a copy of his or her exam rather than collecting the original examination paper. If a student, or other, requests a copy of another student’s examination paper, this shall be handed out (provided that the original examination paper has not been collected by the examinee).

Changing an awarded grade

The awarded grade cannot be appealed; however, an examiner can reappraise his or her decision and under certain circumstances decide to award a different grade.

The request from a student for a reappraisal of his or her awarded grade shall be made in writing and should be submitted within two weeks after the awarded grade has been published and must contain a detailed explanation of the request. The examiner must reappraise the awarded grade as quickly as possible, however no more than two weeks after the student submitted the request. The examiner’s decision must be in writing.