

Examination Regulations at UNIS

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1. Terminology

Coursework requirement	Teaching activities such as exercises, reports, journals, compulsory instruction etc. that do not form part of the basis for calculation of the grade, but which must be approved in order for the student to have the right to sit the examination
Part of an examination	A test where the grade forms part of the basis of calculation for the final grade
Examination / assessment	A formal test of the student's knowledge and skills, during and/or at the end of a course
Extraordinary examination	An examination that UNIS may hold in special circumstances for students who cannot wait to the next ordinary examination, and who do not meet the requirements to participate in a rescheduled or re-sit examination
Home examination	An examination that is implemented without supervision, where the candidates have a stipulated time in which to answer a question on a given or optional topic individually or in groups, and where all examination support material is permitted
Re-sit examination	An examination that may be arranged for students who received "fail" in the last ordinary examination
Examiner	Anyone who participates in the assessment of the student's performance in an examination, test, assignment or other form of assessment, cf. Section 3-9 of the Act relating to universities and university colleges, providing the assessment is in accordance with the current national grading scales
Assessment guidelines	A written account of the academic basis on which the examination shall be assessed. The assessment guidelines shall

contain an outline of the elements that shall be included in the examination answer, and to which elements special emphasis shall be attached during the assessment, in the light of the syllabus, learning outcome descriptors and teaching activities

Special adaptation	Individual adaptation of an examination with the purpose of compensating the disadvantage a disability causes the student in an examination situation without weakening the academic requirements demanded for the study in question
Re-scheduled examination	An examination arranged for students who were ill or had other approved absence during the last ordinary examination

2. Right to sit an examination

In order to have the right to sit an examination, the student must fulfil the following requirements:

- a. be admitted to the relevant course, and
- b. have paid the semester fee and registered for the semester (have a confirmed individual education plan); in accordance with the regulations at the Norwegian university where the student is registered
- c. have participated in, and received approval for, any compulsory instruction in accordance with the course description,
- d. have fulfilled any compulsory coursework requirements stipulated in the course description

3. Annulment of registration for examination / withdrawal before an examination

A course shall normally be completed in the semester the student attends the teaching in the course in accordance with the course description.

The deadline for annulling a registration for an examination is 14 days before the earliest of

- a. the date of the final examination, or
- b. the submission deadline for the first part of the examination

If a student fails to attend an examination without annulling his/her registration for the examination by the withdrawal deadline, this shall be registered as failure to attend the examination.

Annulment of registration for an examination is achieved by contacting the examination coordinator at UNIS.

4. Special adaptation during an examination

If owing to illness, disability or injury a student has difficulty implementing an examination in the normal manner, and has been granted dispensation for special adaptations during examinations from his/her home institution, this dispensation will also apply for examinations implemented at UNIS.

An application for special adaptation during an examination, as well as dispensation from the student's home institution, must be submitted to the Department of Academic Affairs no later than three weeks before the date of the examination in question.

Candidates who wish to breast feed their baby during an examination can receive additional time equivalent to the time spent breast feeding. Documentation from a doctor / health nurse must be presented no later than three weeks before the date of the examination in question.

Students with acute special needs will to the extent possible receive adapted assessment in accordance with the guidelines applicable for their home institution. An application containing sufficient documentation must be submitted to the Department of Academic Affairs as soon as the acute situation has arisen.

5. Language of instruction and examination

English is the language of instruction and examination. This may be changed on application.

Examination question papers are provided in English. The person with course responsibility determines whether the exam shall be written in English or whether it may also be written in Norwegian, Swedish or Danish. This shall be evident in the course description.

6. Permitted examination support material

Permitted examination support material is stated in the course description by the course responsible person. A general dictionary from English to mother tongue is always permitted.

7. Assessment terms

The following assessment terms shall be used:

- a. pass/fail, or
- b. a graded scale of five marks from A to E for pass and F for fail

The above-mentioned letter grades (from A-F) have the following designations and general qualitative descriptions:

Symbol	Designation	General, qualitative descriptions of the assessment criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of

		independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a high degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with some significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum academic criteria. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

The grade scale pass/fail shall be an independent assessment term not connected with the graded scale from A-F.

8. Weighting and average grades

The calculation of the average grade in a course occurs in accordance with the predetermined weightings for each part of the examination. The weighting shall be stated in the course description as a fraction or percentage of the combined grade.

An average grade is a combined grade for a course or course group. The following method of calculation shall be utilised:

Each letter is replaced by its numerical equivalent, i.e. A=5, B=4, C=3, D=2, E=1. For each examination the numerical equivalent shall be multiplied by the weighting of the examination in question and the products shall then be added up. The product sum shall then be rounded up or down to the nearest whole number in accordance with conventional rounding. The average grade is the letter with the numerical equivalent of the product sum after rounding.

Instead of determining the average grade using the above-mentioned method, in the event of portfolio assessments and other continuous assessment, the total number of points may be set in the form of a percentage stipulation for each of the works. When all the works are completed, a final points total is set, which is then converted to a combined grade in accordance with the predetermined weighting for each of the works.

9. Several forms of assessment / parts of an examination

In courses where there are several examination parts, the student must pass all parts of the examination in order to pass the course.

10. Assessment

For the final examination in a course, there shall be a minimum of two examiners, one of which shall be external, cf. Section 11.

An assessment record shall be completed for all assessments, also in the case of re-assessment of examination grades. All examiners shall sign the record by hand.

The examination result shall be available within three weeks of the latest of

- a. the date of the final examination, or
- b. the submission date for the last part of the examination,

unless for special reasons more time is required, cf. Section 3-9 (4) of the Act relating to universities and university colleges.

11. External examiner and qualification requirements

UNIS appoints external examiners based on recommendations from the academic departments, cf. Section 3-9 (2) of the Act relating to universities and university colleges. The appointments are for a period of three years.

The external examiner shall not be employed in a full-time or part-time position at UNIS during the term of appointment. Further, the person in question shall not have functioned as a guest lecturer at the same academic department within this period.

An external examiner must be qualified for employment as (minimum) Assistant Professor at a university/university college or other research institution. For examination of courses in the instruction component of PhD programmes, the external examiner must hold a PhD or equivalent. In special circumstances, the external examiner may be qualified to examine within a specific area through relevant work experience.

12. Announcement of examination results

Only the candidate number and grade appear on the announcement of examination results. The announcement is via e-mail to the relevant students. The result lists are sent to the Norwegian universities, which are responsible for publishing the individual student's result on StudentWeb.

The e-mail containing the examination results shall also provide information about access to a re-sit examination, access to sit the same examination, the right to request an explanation of the grade, the right to appeal against the grade and the right to complain of procedural errors in connection with examinations. Further, the e-mail shall provide information about

the deadlines that apply for explanations and appeals, the basis for calculating the deadline, to whom the student shall enquire to receive the explanation and to lodge the appeal, and that the students have the right to receive a copy of their answer paper if they have not already received this.

13. Terminated examination / withdrawal during an examination

Students who attend a supervised written examination, but who will nonetheless not submit their answer paper, must complete a withdrawal form before they leave the examination venue. A terminated examination counts as one examination attempt, cf. Section 19. If a student passes part of an examination, it will be valid as outlined in paragraph 2 of Section 19.

Any candidate who submits a blank answer paper, or a paper which clearly does not constitute an academic attempt, is also regarded as having withdrawn from the examination.

Once a candidate has submitted his/her answer paper, he/she cannot avoid having their paper assessed.

14. Acute illness and other special reasons for absence from examinations

In the event that a student may not attend an examination owing to acute illness or other special reasons, he/she has the right to sit a rescheduled examination cf. Section 16 providing a medical certificate / documentation is submitted to the Department of Academic Affairs no later than two days after the first examination for which the certificate / documentation applies.

A student who becomes ill during an examination must submit a withdrawal form, seek medical attention as soon as practically possible and submit a medical certificate no later than two days after the examination. In the event that it is not possible to obtain a medical certificate within two days of the first examination for which the certificate applies, the student must notify the Department of Academic Affairs within the stipulated deadline. The medical certificate shall contain details of which examination(s) it applies for, along with the duration of the period of illness.

For home examinations and similar examination forms of several days' duration, in special circumstances a limited number of additional examination days may be granted if the candidate documents unforeseen problems of a medical nature, death in the immediate family or other similar misfortunate circumstances that have occurred during the examination period. When the stipulated examination time is more than two weeks, the submission deadline may be extended by up to two days. If the stipulated examination time is of a shorter duration, the submission deadline may be extended by one day. Students who still do not manage to complete the examination in spite of the extra time have the right to a re-scheduled examination in accordance with Section 16.

Approved absence from an examination in accordance with the requirements outlined in Section 14 does not count as one examination attempt, cf. Section 19.

15. Absence during a group examination

A student who is participating in a group examination and is absent in accordance with Section 14 shall be regarded as not having participated in the examination. If the group originally comprised up to four people, a new submission deadline or examination time will be determined for the remaining group members. If the group comprised five or more people, the group examination will be implemented for the remaining group members in accordance with the stipulated rules concerning scope, submission deadline and examination time.

If the group work becomes significantly different than anticipated because of conditions outlined in the first paragraph, the lecturer or each of the candidates may request that a new examination question paper be set. If agreement is not reached, a final decision on the matter will be made by UNIS's Managing Director. If the group is not given a new examination question paper, it may be determined that the group is given a reasonable extended deadline to complete the assignment.

If more than one candidate in a group is absent or withdraws, an assessment will be made on a case by case basis about whether the rest of the group shall complete the examination or not. Consideration must be given to the contributions or expected contributions of the absent members and the remaining members' possibilities for completing the examination. The stipulations in the second paragraph then apply accordingly.

16. Access to re-scheduled examination

Candidates who do not complete an examination in full or part and who meet the criteria detailed in Section 14 may sit a re-scheduled examination. The grounds of absence must be documented in accordance with Section 14.

Candidates who owing to specific reasons in connection with pregnancy, giving birth or caring for a child cannot sit an ordinary examination may also apply to sit a re-scheduled examination. Such circumstances must be documented by a medical certificate, birth certificate or similar.

Re-scheduled examinations shall be arranged as soon as practicably possible, and before the next ordinary examination in the course. For examinations with several parts, only the final examination may be given as a re-scheduled examination. Examination arrangements for re-scheduled examinations shall be the same as those for the ordinary examination.

The approval of compulsory coursework requirements and grades for examinations of parts of the course in question will remain valid in the case of a re-scheduled examination.

It is the student's responsibility to register for a re-scheduled examination by contacting the Department of Academic Affairs at UNIS. The registration deadline is three weeks after the ordinary examination.

In the event that a student does not attend a re-scheduled examination or withdraws during the examination, the student does not have the right to sit a new re-scheduled examination. A student who receives a grade of "fail" in a re-scheduled examination does not have the right to a re-sit examination.

17. Access to re-sit examinations

Students who do not pass the previous ordinary examination has the right to re-sit the examination. Candidates considered to have withdrawn from the examination in accordance with Section 13 do not have the right to re-sit the examination.

Re-sit examinations shall be arranged as soon as practicably possible, and before the next ordinary examination in the course. Examination arrangements for re-sit examinations shall be the same as those for the ordinary examination.

The approval of compulsory coursework requirements and grades for examinations of parts of the course in question will remain valid in the case of a re-sit examination

It is the student's responsibility to register for a re-sit examination by contacting the Department of Academic Affairs at UNIS. The registration deadline is three weeks after announcement of the result from the ordinary examination.

Re-scheduled examinations are not held in the event of absence owing to illness or other reasons at re-sit examinations. Students do not have the right to attend a re-sit examination in order to improve their grade for an examination they have already passed.

18. Access to extraordinary examinations

Application to sit an extraordinary examination must be sent to the Department of Academic Affairs.

Re-scheduled or re-sit examinations are not arranged in connection with extraordinary examinations.

19. Access to sit the same examination

A student may sit the same examination at UNIS up to three times. If a student has passed the same examination on more than one occasion, the best grade will apply.

The approval of compulsory coursework requirements and grades for parts of an examination in the form of work directly connected to the laboratory or field component of the course will remain valid for a period equivalent to three ordinary examination implementations in the course in question. Other parts of the examination, e.g. literature-based reports of a given or optional topic must be implemented again.

Students who want to sit the same examination must themselves register for the examination by contacting the Department of Academic Affairs at UNIS. The registration deadline is three weeks before the examination date.

20. Annulment of examination or test

The Appeals Committee at the Norwegian university where the student is registered may make decisions relating to the annulment of examinations or tests and expulsion and exclusion in the event of cheating or attempting to cheat pursuant to the provisions of Sections 4-7 and 4-8 of the Act relating to universities and university colleges.

21. Complaints against procedural errors in connection with examinations

A candidate who has taken an examination or test may complain against procedural errors pursuant to the provisions of Section 5-2 of the Act relating to universities and university colleges. Complaints are considered by UNIS as the first appeals body. If the complaint is upheld, the complaint shall be forwarded to the Appeals Committee at the University of Tromsø for a final decision.

22. Complaints regarding grades awarded – right to explanation

A candidate is entitled to an explanation of the grades awarded for his/her performances.

At oral examinations or assessments of practical skills, a request for such an explanation must be made immediately on notification of the grade. Requests for explanations of other assessments must be submitted within one week after notification of the grade. Requests for an explanation shall be sent to the Department of Academic Affairs, which obtains an explanation from the lecturer.

Explanations shall normally be given within two weeks after the candidate requests them. The explanation shall state the general principles on which the assessment was based and explain the assessment of the candidate's performance. Explanations may be given orally or in writing at the examiner's discretion.

If written guidelines for assessments have been issued, they shall be available to the candidates after the grades have been decided.

In the event of an appeal, the candidate's answer paper will be presented to a new examination commission, which reassesses the examination. The new examination commission shall undertake a completely new assessment and, in this manner, will not have access to information about the grade, explanations about the grade or the basis of the student's appeal. The new grading can be in favour or disfavour of the appealing party, or remain unchanged. Grades awarded following re-marking pursuant to this section can not be appealed against.

For examinations that comprise several parts, a candidate can not submit an appeal before the final grade for the course is announced. Upon appeal, all parts of the examination shall be reassessed.

Appeals can not be lodged against grades awarded for oral performance or the like which, owing to the nature of the test cannot be reviewed.

Appeals against grading of group examinations will only apply to the group members who lodge the appeal.

The deadline for appeals is three weeks of the announcement of the examination results. In the event of a request for an explanation of a grade, the deadline for appeals pursuant to this section is reckoned from the date when the candidate receives the explanation.