

Model Regulations of the Board of Examiners

Rules & Guidelines pursuant to art. 7.12, paragraph 4 of the Higher Education and Research Act

These Regulations take effect on 1 September 2016.

Adopted by the board of examiners for the Liberal Arts & Sciences study programmes at Utrecht University College, on August 28 2015.

The examination regulations contain the rules of the board of examiners pertaining to the proper procedure during the interim examinations and the guidelines for assessment. These regulations cannot be viewed separately from the provisions and rules of the Higher Education and Research Act, the Education and Examination Regulations (EER) and the Students' Charter. The EER contain the programme-specific rights and obligations of students on the one hand, and Utrecht University on the other. The (general university) Students' Charter contains the rights and obligations which apply to all students.

Article 7.12. Board of Examiners

1. Each study programme or group of study programmes at the institution will have a Board of Examiners.
2. The Board of Examiners is the body that assesses, in an objective and expert manner, whether a student satisfies the requirements set in the teaching and examinations regulations in relation to the knowledge, insight and skills necessary to obtain a degree.

Article 7.12a. Appointment and composition of the Board of Examiners

1. The Board of the institution will set up the Board of Examiners and appoint its members on the basis of their expertise in the field of the study programme or group of study programmes concerned. At least one member will be associated as a lecturer with the study programme or one of the study programmes that make up the group of study programmes.
2. The Board of the institution will ensure sufficient guarantees of the impartial, expert functioning of the Board of Examiners.
3. Before appointing a member, the Board of the institution will hear the members of the Board of Examiners concerned.

Article 7.12b. Tasks and authorities Board of Examiners

1. Alongside the tasks and authorities laid down in Articles 7.11 and 7.12, second paragraph, the Board of Examiners will have the following tasks and authorities:
 - a. to ensure the quality of the examinations, without prejudice to Article 7.12c,
 - b. the adoption of guidelines and instructions within the context of the teaching and examinations regulations referred to in Article 7.13, in order to assess and record the results of examinations,
 - c. the granting of permission by the most appropriate Board of Examinations to a student to follow a study programme compiled by that student, as referred to in Article 7.3d, the examinations following which lead to the obtaining of a degree, whereby the Board of Examinations will also indicate to which study programme by this institution the study programme is considered to belong for the purposes of the application of this law, and
 - d. the granting of exemptions from taking one or more examinations.
2. In the event that a student or *extraneus* is guilty of fraud, the Board of Examiners may deny the person concerned the right to take one or more examinations to be specified by the Board of Examiners, during a period of no more than one year, to be determined by the Board of Examiners. In the case of serious fraud, the Board of the institution may, at the suggestion of the Board of Examiners, permanently terminate the registration for the study programme of the person concerned.
3. The Board of Examiners will draw up rules on the implementation of the tasks and authorities referred to in the first paragraph, items a, b and d, and the second paragraph, and on the measures it may take in this regard. The Board of Examiners may, subject to conditions it may set, determine that not every part of an examination need be successfully passed in order to successfully pass the examination as a whole.
4. In the event that a student submits a request or complaint to the Board of Examiners concerning an examiner who is a member of the Board of Examiners, the examiner in question will not take any part in the processing of this request or complaint.
5. Each year, the Board of Examiners will draw up a report on its work. The Board of Examinations will submit this report to the Board of the institution or the Dean.

Article 7.12c. Examiners

1. The Board of Examiners will appoint examiners to take the various parts of the examinations and to determine the results of these.
2. The examiners will provide the Board of Examiners with the information it requires.

PARAGRAPH 1 – GENERAL STIPULATIONS

art. 1 – scope of application

These Regulations apply to the interim and final examinations of the study programme Liberal Arts & Sciences at University College Utrecht.

The terms defined in the Education and Examination Regulations of this study programme also apply to these Regulations.

art. 2 – board of examiners

1. The board of examiners will appoint a member from its ranks who is charged with managing the daily course of affairs of the board of examiners.
2. The board of examiners will take decisions by an ordinary majority of votes. If the votes are equal, the student or his or her request is rejected.
3. The board of examiners must take a decision within six weeks of receipt of an application.
4. Decisions taken by a Board of Examiners will be recorded in minutes. These minutes will be approved, at least by or on behalf of the chair.
5. Each year, the Board of examiners will draw up a report on its work in each academic year and provide this report to the Dean no later than on the 1st December following the academic year in question.
6. The Board of Examiners will be supported in its work by an official secretary. This official secretary will not sit on the Board of Examiners. The official secretary will ensure:
 - a. preparation, convocation and keeping of minutes at the meetings;
 - b. monitoring of the implementation of decisions taken;
 - c. communication of decisions taken to students and other interested parties;
 - d. drawing up regular reports;
 - e. archiving requests processed, objections and decisions taken.

art. 3 - standards

In its decisions, the Board of Examiners will be guided by the following standards:

- a. the retention of quality criteria in an examination or test;
- b. efficiency requirements, expressed inter alia in efforts to:
 - limit as far as possible loss of time for students, who can thereby make rapid progress which their studies;
- c. protecting students from themselves in the event that they wish to take on an excessive study load;
- d. leniency in relation to students who, through factors outside their control, have experienced delays in the progress of their studies.

art. 4 - examiners

1. Members of the academic staff who are charged with teaching a course will be responsible as examiners for the testing of the course. The board of examiners may appoint other members of the academic staff and experts outside the study programme as examiners.
2. The Board of Examiners may withdraw the appointment as an examiner in the event that the examiner fails to comply with the applicable legislation or regulations or guidelines of the Board of Examiners, or if the competence of the examiner in the area of examinations (creating, invigilating, assessing thereof) repeatedly proves to be of insufficient quality.

PARAGRAPH 2 – ORGANISATION OF TESTS AND GOOD PROCEDURE

art. 5 – times of interim examinations

1. All interim examinations must be announced in a course schedule published before the start of the course in Osiris or on Workspace.
2. Changes to times set may be made only in cases of force majeure.
3. Oral interim examinations are to be administered by two examiners or audio recorded in fall.

art. 6 – withdrawal from interim examinations

1. If the student fails to appear at the interim examination without a valid reason, the student will get an F for the exam.

art. 7 – order during a final or interim examination

1. The examiner must see to it that an adequate number of invigilators (may not be students) are appointed for the written interim examinations, who see to it that the examination runs properly.
2. The student must be able to identify himself/herself on request by or on behalf of the board of examiners by his or her student card and a valid proof of identity. Admission to the interim examination may be denied if the student is unable to identify himself/herself.
3. The student must follow instructions of the board of examiners, or the examiner or invigilator, which are given before, during and after the interim examination.
4. Should the student fail to follow one or more instructions as referred to in the third paragraph, he or she may be excluded by the board of examiners or examiner from further participation in the interim examination in question. As a consequence of the exclusion an F will be given.
5. The duration of an interim examination must be such that students reasonably have enough time to answer the questions.
6. If a student is prevented by force majeure from being present, the board of examiners, or examiner, will decide whether he or she can still be admitted to the interim examination.
7. Students may not leave the room where the interim examination is being administered within 30 minutes of the start of the examination.
8. After the participants have left the room, no more latecomers will be admitted to the interim examination.
9. The examiner must make clear in advance what materials the student is allowed to bring in and not to bring in (text book, class notes, calculator, laptop, tablet, phone) and confirm and check this at the start of the exam.
10. Students who prove to be in possession of mobile phones or other electronic devices during the interim examination will be excluded from further participation in that interim examination and receive an F for misconduct.
11. Classroom set-up must be organized such that students do not have a view on each other's work (spreading, anti-peak screens, different exams for students sitting next to each other)
12. The examiner is encouraged to walk through the examination room from time to time to verify if conditions under 1. and 2. are in place.
13. The examiner must point out in advance in which way the students can consult her/him in case of unclarity about the exam.
14. The examiner must make clear before the start of the exam that students who leave the classroom (e.g. for bathroom visit, unless with medical indication preferably guided if needed) are not allowed to re-enter.
15. The examiner must always be physically present in class during the exam and not engage in other activities (grading, reading, work on computer,...) than proctoring the exam.
16. The examiner gives a clear instruction on the procedure of handing in the work in an orderly fashion when either the student has finished it or the time of the exam has elapsed and maintains this procedure.

PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS

art. 8 – questions and assignments

1. The board of examiners must see to it that written interim examinations are to be marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. If more than one examiner is involved in the marking of an interim examination, the board of examiners must see to it that all examiners mark it on the basis of the same standards.
3. The manner of marking must be such that the student can check how the result of his or her interim examination was reached.

art. 9 – assessment of thesis, research assignments, theses

1. The Board of Examiners will ensure that the assessment criteria for the papers, and theses are announced in advance and are included in the course or thesis manual.
2. In practical exercises, if several students contribute to the result of a single project, the board of examiners will use the following guidelines:
 - agreements on the division of tasks among the students who are to perform the work must be set out in writing by the examiner(s) responsible prior to the start of the work;
 - students will be assessed individually on the basis of the work they have performed.
3. A thesis must be marked by two examiners.
4. The examiners will provide insight, using an assessment form, into the way in which the final assessment has been reached.

art. 10 – subsequent discussion

1. During a period of 30 days, starting on the day after the results of a written interim examination were announced, the student may request the examiner to hold a discussion. The discussion will be held at a place and time determined by the examiner.

PARAGRAPH 4 – ASSURING THE QUALITY OF EXAMINATION

art. 11 – assuring the quality of testing

The Board of Examiners will ensure that:

- a. an examinations policy/plan is in place, and that this is implemented
- b. examinations are created in line with the learning aims and final terms of the course in question

art. 12 – determination of the quality of testing

1. The testing panel is charged with the provision of analysis and advice in relation to the quality of the examinations. To this end, it will test the quality of individual examinations on the basis of random samples – and following complaints, evaluation of results, pass rates and such like – in relation to the validity (they measure knowledge, skills and competences) and reliability (are they consistent and accurate) and will inform the Board of Examiners of this.
2. The Board of Examiners may grant the testing panel an assignment to provide information, undertake research and make proposals concerning the organisation of the examinations. The testing panel is obliged to perform these assignments. The testing panel is responsible in relation to the performance of these assignments to the Board of Examiners.

art. 13 – assuring the quality of examinations (final level for the graduates)

The Board of Examiners will ensure that:

- a. the final qualifications for the course as described in the Education and Examinations Regulations are translated into testable learning aims for each course

- b. there is a systematic investigation of whether there is sufficient connection between the course aims and the final terms, or the sum of the learning aims for each course corresponds to the final qualifications for that course.

PARAGRAPH 5 – EXEMPTIONS

art. 14 – exemption

1. Students wishing to receive one or more exemptions, must submit a request with grounds to the Board of Examiners. The request must be signed and contain:
 - the student's name, address and student number
 - a description of the grounds on which the exemption is being sought
 - for which course(s) the exemption is being sought
 - an authenticated copy of the student's diploma, examination results or proof of examinations previously taken
 - and/or a description of the knowledge and experience the student has obtained outside of higher education, accompanied by the relevant documents showing this.
2. The Board of Examiners will submit the request for advice to the examiner(s) charged with the teaching of the course(s) for which the exemption is being sought. (or fellows, or heads?)
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request on whether the exemption will be granted.