

Regulations of the Board of Examiners

2019-2020

**(Rules & Guidelines pursuant to Section 7.12 (b) (3) of
the Higher Education and Research Act)**

Regulations adopted by the Board of Examiners for the bachelor study programmes Interdisciplinary Social Science, Cultural Anthropology and Development Sociology, Educational Sciences, Pedagogical Sciences, Psychology en Sociology and the master study programmes Interdisciplinary Social Science, Cultural Anthropology, Educational Sciences, Pedagogical Sciences, Psychology, Sociology, Cultural Anthropology: Sociocultural Transformation, Development and Socialisation in Childhood and Adolescence, Educational Sciences: Learning in Interaction, Methodology and Statistics for the Behavioural, Biomedical and Social Sciences, Migration, Ethnic Relations and Multiculturalism, Social and Health Psychology en Sociology and Social Research at Utrecht University.

These Regulations take effect on 1 September 2019.

Preamble

The Faculty of Social and Behavioural Sciences has three Boards of Examiners: one board for Bachelor's programmes, one board for one-year Master's programmes and a board for two-year Master's programmes.

Each degree programme that falls under a particular Board of Examiners shall be represented by at least one representative. This so-called 'core representative' is charged with looking after the day-to-day business of the Board of Examiners as it pertains to the degree programme he or she represents. Requests are submitted to the Board of Examiners centrally and are dealt with by the different core representatives.

The chairpersons of the three Boards of Examiners consult regularly, during which the examination policies of the three boards are aligned.

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PARAGRAPH 1 – GENERAL STIPULATIONS

art. 1.1 – scope of application

These Regulations apply to the tests and examinations of the following study programmes at Utrecht University:

Bachelor study programmes:

- 1 Interdisciplinary Social Science
- 2 Cultural Anthropology and Development Sociology
- 3 Educational Sciences
- 4 Pedagogical Sciences
- 5 Psychology
- 6 Sociology

Master study programmes:

- 1 Interdisciplinary Social Science
- 2 Cultural Anthropology
- 4 Educational Sciences
- 5 Pedagogical Sciences
- 6 Psychology
- 7 Sociology
- 8 Cultural Anthropology: Sociocultural Transformation
- 9 Development and Socialisation in Childhood and Adolescence
- 10 Educational Sciences: Learning in Interaction
- 11 Methodology and Statistics for the Behavioural, Biomedical and Social Sciences
- 12 Migration, Ethnic Relations and Multiculturalism
- 13 Social and Health Psychology
- 14 Sociology and Social Research

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

art. 1.2 – 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 chair and all members of the Board of Examiners are authorised signatories. The Board of Examiners may authorise the official secretary to communicate and sign off decisions of the Board of Examiners on its behalf. For this purpose the Board of Examiners will give the official secretary written authorisation, containing the frameworks and general instructions relating to exercising the delegated authority.
4. The Board of Examiners must take a decision within six weeks of receipt of an application.
5. Minutes will be drawn up of a meeting of the Board of Examiners. These minutes will be approved by or on behalf of the chair.
6. The Board of Examiners will be supported in its work by an official secretary. The official secretary will not sit on the Board of Examiners.

art. 1.3 – 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;
- 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. 1.4 - examiners

1. The Board of Examiners will appoint members of the academic staff charged with teaching a course as examiners. The Board of Examiners may furthermore appoint other members of the academic staff and experts outside the study programme as examiners. The examiners are responsible for the testing of the course.
2. The Board of Examiners ensures that the examiner carries out their work satisfactorily and 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 concerning the making, administering or marking of tests repeatedly proves to be of insufficient quality.
3. The Board of Examiners will register all examiners so that it is known which persons are authorised to administer examinations and to determine the results thereof.

Art. 1.5 – invigilators

1. A person who is not an examiner is authorised to take part in the invigilation of written or digital tests.
2. The examiner is present at the written or digital test. The examiner must ensure that sufficient invigilators are appointed for the test, who see to it that the test proceeds in an orderly fashion.
3. The following may act as an invigilator: the examiner, colleague teachers, research assistants, other employees of the Faculty of Social and Behavioural Sciences and invigilators from the 65plus Employment Agency.

PARAGRAPH 2 – ORGANISATION OF TESTS AND PROPER PROCEDURE

art. 2.1 – times of tests

1. Written tests are to be administered at times set by the Board of Examiners at least two months before the start of the test.
2. In setting the times of the tests, the Board of Examiners must prevent any overlap of tests as far as possible.
3. Changes to times set may be made only in cases of force majeure.
4. If possible, oral tests are to be administered by the examiner(s) in question at a time set after consulting with the student.
5. The times of written resit tests will be determined and announced at least two weeks in advance. At least five working days will pass between the announcement of the results and the resit test.

art. 2.2 – order during a written or digital test

1. The examiner bears final responsibility for the invigilation. The specific rules that apply during the test are set out on the cover sheet of the test paper. The invigilators follow the examiner's instructions.
2. The student must identify himself/herself on request by or on behalf of the Board of Examiners by a valid proof of identity. Admission to the test will be denied if the student is unable to identify himself/herself.
3. The student must follow instructions of the examiner or invigilator, which are given before, during and after the test.
4. During the test the invigilator regularly walks passed the desks and checks that students are adhering to the rules.
5. Bags must remain closed on the floor until the test paper has been handed in.
6. Jackets must be hung in the cloakroom or kept under the chair until the test paper has been handed in.
7. It is not permitted to have any electronic equipment (including mobile phones and smart devices) within reach during the test. An exception to this point can be made only when this is explicitly mentioned on the cover sheet of the test paper.
8. After the first half hour, it is possible to visit the toilet, but only with the permission of the invigilator.
9. The examiner and the invigilator ensure that there is as little (noise) interference as possible during the test.
10. 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 examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test.
11. Latecomers will be admitted to a test 15 minutes at most after the start of the test. If a student is prevented by force majeure from being present within this time limit, the examiner will decide whether he or she can still be admitted to the test.
12. Students may not leave the room where the test is being administered within 30 minutes of the start of the test.
13. After the participants have left the room, no more latecomers will be admitted to the test.
14. When students come to hand in their work, the invigilator collects the written work, including non-completed questions.
15. The student receives a confirmation of receipt as proof of having handed in their work.
16. In the event of a fire or another emergency, it is the duty of the examiner and the invigilator to guide the group of examinees outside via the nearest exit.

art. 2.3 – fraud

1. Should an invigilator ascertain fraud, or an attempt to commit fraud, they will inform the student and the examiner of this and take possession of the evidence. The student will be given the chance to complete their work.
2. The procedure is as follows:
 - a. The examiner completes an 'exam incident report' (see the Appendix).
 - b. The examiner submits the 'exam incident report' along with the evidence to the Board of Examiners.
 - c. The Board of Examiners handles the matter further.

PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS

Art. 3.1 – marking of test

1. The Board of Examiners will ensure that written tests are to be marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in reaching the end result is laid down in the academic programme catalogue or in the course manual.
3. If more than one evaluator is involved in the marking of a test, the examiner must ensure that all evaluators mark it on the basis of the same standards.
4. The manner of marking must be such that the student can check how the result of his or her test was reached.
5. If in the case of practical exercises several students contribute towards a single joint project, the following rules apply:
 - a. the guideline for the individual or collective marking of group work must be established beforehand by the lecturer and notified to the student;
 - a. the supervisor will regularly satisfy himself or herself that all students make a proportional contribution to the end product;
 - b. students may be marked individually on the basis of the work they have performed.
6. The last mark given will apply in assessing the result of a test/course.

Art. 3.2 – assessment of thesis, research assignments, undergraduate theses

1. The examiner will ensure that the assessment criteria for the thesis, research assignments and undergraduate theses are laid down and that these are included in the course or thesis manual.
2. If in the case of practical exercises several students contribute towards a single joint project, the examiner will use the following guidelines:
 - a. agreements on the division of tasks among the students who are to perform the work must be set out in writing by or on behalf of the examiner responsible prior to the start of the work;
 - b. students will be marked individually on the basis of the work they have performed.
3. The assessment of the thesis is performed by two evaluators. The first evaluator assesses the final product and gives it a numerical mark with written explanation. The second evaluator assesses the final product and gives it a numerical mark with written explanation. The first and the second evaluators deliberate and finalise the mark. If the first and the second evaluators do not come to an agreement, the Board of Examiners will appoint a third evaluator, who will provide a binding final assessment.
4. The evaluators will provide an explanation, using a marking form, of the manner in which the final mark has been reached.

Art. 3.3 – subsequent discussion

1. As soon as possible after the result of an oral test is made known, if a student so requests or on the initiative of the examiner a subsequent discussion will be held between the examiner and the student, in which the examiner will give reasons for the decision.

2. During a period of 30 days, starting on the day after the results of a written test were made known, the student may request a discussion with the examiner. The discussion will be held at a place and time determined by the examiner.
3. If a collective discussion is organized, the student can submit a request as referred to in the second paragraph only if he or she was present at the collective discussion and he or she gives reasons for that request, or if he or she was prevented by force majeure from attending the collective discussion.
4. The provisions of the preceding paragraph will apply by analogy if the examiner offers the student the opportunity to compare his or her answers with model answers.

Art. 3.4 – recording the final results

The examiner will record the final results of a course unit in Osiris, with the assistance of the Osiris lecturer.

PARAGRAPH 4 – ASSURING THE QUALITY OF EXAMINATION

Art. 4.1 – assuring the quality of testing

The Board of Examiners will ensure that:

- a. a testing policy/testing plan is in place, and that this is implemented;
- b. tests are compiled in line with the learning objectives and final attainment levels for the course in question;
- c. uniform agreements are made on the way in which tests are compiled.

Art. 4.2 – determining the quality of testing

1. The testing panel is charged with providing analysis and advice concerning the quality of the tests. To this end, it will test the quality of individual tests on the basis of random samples – and following complaints, evaluation of results, pass rates and suchlike – 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 their findings.
2. The Board of Examiners may order the testing panel to provide information, undertake research and make proposals concerning the structure of the tests. The testing panel is obliged to follow these orders. The testing panel is responsible to the Board of Examiners for carrying out these orders.

Art. 4.3 – declaration of invalidity of test for all participants due to quality shortcomings

1. If it becomes apparent that the test has such serious quality shortcomings that it cannot be ascertained whether and to what extent the students have achieved the learning objectives of the course, by virtue of its quality assurance role pursuant to Section 7.12b (1)(a) of the Higher Education and Research Act the Board of Examiners may decide immediately that the test concerned is invalid, and that all participants must repeat the entire test as soon as possible. The Board of Examiners will set the date on which the test will be repeated. This date will be no later than two weeks after establishing the quality shortcomings, so that the participants will still be able to benefit from their preparations for the test.
2. Except in the event of fraud or plagiarism as referred to in Art. 5.14 (4) of the Education and Examination Regulations, the Board of Examiners may no longer declare a test invalid if the final test results have already been published.

Art. 4.4 – assuring the quality of examinations (final level of the graduates)

The Board of Examiners will ensure that:

- a. the exit qualifications for the course as described in the Education and Examination Regulations are translated into testable learning objectives for each course;
- b. it is systematically examined whether there is a sufficient connection between the course objectives and the final attainment levels, or the sum of the learning objectives for each course corresponds to the exit qualifications for that course.

Art. 4.5 – Board of Examiners’ own investigation to maintain quality of examination

1. A student has passed the examination if all parts of the examination programme have been successfully completed. Contrary to the above, the Board of Examiners may decide that in order to pass the examination the student must have complied with the requirements relating to the Board of Examiners’ own investigation as referred to in Section 7.10 (2) of the Higher Education and Research Act into the knowledge, understanding and competence of the student.
2. The Board of Examiners will only conduct such an investigation if it establishes that there are certain facts or circumstances that lead it to the conclusion that the Board of Examiners cannot vouch for the student having obtained the exit qualifications for the course (as referred to in Art. 3.2 of the Education and Examination Regulations).
3. If the Board of Examiners exercises its authority to conduct an investigation as referred to in the first paragraph, it will inform the student(s) concerned in writing of its decision, giving reasons and drawing the student’s attention to the option to submit an appeal to the Examination Appeals Board.

PARAGRAPH 5 – EXEMPTIONS

Art. 5.1 – 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 tests 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 charged with the coordination of the course for which the exemption is being sought.
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.

Art. 5.2 – approval of course units

1. Students wishing to include course units which require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations must submit a request, giving reasons, to the Board of Examiners. The request must be signed and contain:
 - the student's name, address and student number;
 - a description of the contents, level and assessment of the courses for which approval is being sought;
 - an indication of the way in which the student wishes to include the course(s) in the education programme.
2. The Board of Examiners will submit the request, if necessary, to the programme coordinator or a specialist lecturer for the course for advice.
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request.
4. If approval concerns course units outside UU, following their completion the student will submit a certified transcript or student progress monitoring summary. On this basis, the marks and study points will be entered in OSIRIS.

PARAGRAPH 6 – COMPLAINTS AND APPEALS

Art. 6.1 – Complaints about testing and marking

1. The first point of contact for students with a complaint about testing and marking is the examiner responsible for determining the result of the test. The examiner will endeavor to reach a solution in an informal manner.
2. 'Testing and marking' is understood to mean all situations where there is a formal assessment moment that leads to a mark or an alphanumerical result relating to learning objectives and exit qualifications that are laid down in the Education and Examination Regulations.
3. If the quality of the test is at issue and the complaint has implications for the result of the test, the examiner will ensure that a quality analysis is carried out to assess whether the test meets the general quality requirements as referred to in paragraph 4. In the case of wide-ranging complaints or complex issues concerning content, third parties will be consulted if necessary, such as a specialist lecturer, a testing expert or the faculty testing panel. The quality analysis will be conducted as soon as possible, preferably before the test results are published.
4. If the quality analysis reveals that the test does not meet one or more quality requirements, the examiner may decide to adjust the marks and the standard. If the final test result has already been published, the amended result may no longer be to the disadvantage of one or more students.
5. The Board of Examiners may make use of its statutory authority pursuant to Section 7.12b (1)(b) of the Higher Education and Research Act: *'to lay down guidelines and rules from within the framework of the Education and Examination Regulations, to assess and establish the result of tests and examinations'*. The examiner will observe the guidelines and rules laid down by the Board of Examiners.

Art. 6.2 – Appeal against decisions concerning testing and marking

1. Students may submit an appeal against the decisions of examiners or the Board of Examiners to the Examination Appeals Board within six weeks of publication of the mark/alphanumerical result. See <http://students.uu.nl/praktische-zaken/regelingen-en-procedures/klachten-bezwaar-en-beroep/college-van-beroep-voor-de-examens-cbe>
2. Art. 54 of the Administration and Management Regulations of UU stipulates that a formal complaint will not be dealt with if it concerns conduct against which the person involved may lodge an appeal. Since an appeal may be submitted to the Examination Appeals Board against decisions relating to testing and marking, complaints about testing will not be dealt with according to the formal complaints procedure of Utrecht University. This means that the complaints procedure described in Art. 6.1 is not formal in nature.

PARAGRAPH 7 – FINAL PROVISIONS

Art. 7.1 – annual report

1. The Board of Examiners will draw up an annual report of its activities for each academic year and will send this to the dean.
2. The annual report will contain the following parts:
 - a. composition of the Board of Examiners
 - b. monitoring of quality of the tests and examinations (final level of the graduates):
 - description of procedures and guidelines for marking and setting standards for tests; way in which it is ascertained that these are applied;
 - description of guidelines for marking and setting standards for research assignments and theses; way in which it is ascertained that these are applied;
 - way in which and number of times that the quality of the tests has been examined.
 - c. quantitative information, numbers:
 - diplomas awarded (plus number with distinction);
 - postponement of graduation;
 - requests for exemption or approval;
 - cases of fraud;
 - binding study advice.
 - d. Recommendations.

Art. 7.2 - amendments

1. Amendments to these regulations will be laid down by the Board of Examiners in a separate decision.
2. An amendment to these regulations does not relate to the current academic year, unless the interests of the students are not harmed as a result in all reasonableness.

Art. 7.3 – entering into force and publication

1. These regulations enter into force on 1 September 2019.
2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.

Annex 1:

Exam Incident Report

Course:

Date:

Student :

Student ID:

Examiner:

Incident Report Examiner:

Reaction of the student:

Enclosures:

Signature Examiner:

Signature Student:

Annex 2:

Authorisation Decree

Resolution on granting the authority to sign and executive authority to the official secretary of the Board of Examiners.

The undersigned:

The Boards of Examiners of the Faculty of Social and Behavioural Sciences of Utrecht University as represented by their chairs, Dr. Gerdien Steenbeek, Dr. Sibe Doosje and Prof. Dr. Herbert Hoijtink

Pursuant to the provisions in Articles 10:5 and 10:11 of the General Administrative Law Act

Have decided to:

- A. Grant authority to sign to those members of staff formally appointed as official secretary to the Boards of Examiners of the Faculty of Social and Behavioural Sciences for the signing of the following documents on behalf of the Board of Examiners:
 1. Concerning Binding Study Advice (BSA):
 - Letters for BSAs.
 2. Concerning exemptions:
 - granting of exemptions.
 3. Concerning elective subjects:
 - approval of free elective subjects.
 4. Concerning tests:
 - definitive tests (individual test dossier and meetings list), solely on the grounds of the conditions set out in writing by the Board of Examiners in the case of a provisional assessment;
 - graduation attestations;
 - requests for postponement of graduation pursuant to the Education and Examination Regulations (OER).
 5. Concerning other matters:
 - decisions regarding other requests.

- B. Authorise those members of staff who are formally appointed as official secretary to the Boards of Examiners of the Faculty of Social and Behavioural Sciences to carry out the following tasks on behalf of the Boards of Examiners of the faculty (executive authority):
 1. Handling of individual requests of students within the framework and procedures laid down by the Board of Examiners and the decisions made by the Board of Examiners;
 2. Checking and determination of the test, the result and the test date of the individual students who fulfil all the requirements set out in the OER and for the degree programmes offered by the Faculty and who are thereby eligible to receive a diploma for a given programme and the graduation attestations based on this.