

# Exam prep for exchange students

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## WHAT WILL WE DISCUSS?

- Exam schedule
- How to register for exams and resits
- House rules for exams
- Special facilities
- Digital assessments
- What to do when you're unable to go to your exam?
- Reserving a study workplace
- Checklist for (re-)examination
- How to stay fit and avoid stress
- Questions?

## EXAM SCHEDULE

- The dates for the written exams can be found in the personal timetable. This will indicate what time the room opens and what time the exam actually starts.
- The deadlines for other assignments can be found in the course manual.
- In principle, the dates of the resits are known before the first examinations have taken place.
  - Please note: there is an exception for the resits of period 2. These dates are published at the same time as the timetable of period 3.
- Do you have questions about the timetable? Please send an e-mail to [stip@let.ru.nl](mailto:stip@let.ru.nl).

## HOW TO REGISTER FOR EXAMS AND RESITS

- You are automatically registered for the first exam opportunity of the course. So if you are registered for the course, you do not need to register for the exam separately.
- If a resit is necessary, please register for your resit(s) via [the form on our website](#).
  - Note: if you passed the first exam opportunity, you are not allowed to take a resit in order to get a higher grade.
- If you are unable or not wanting to take the exam or resit you are registered for, please deregister via [the form on our website](#).
- Both registration and deregistration for an exam/resit need to be done **at least 7 full working days** before the day on which the exam takes place.
- Always check Osiris, to verify that you are registered for an exam. While registration is automatic in some cases, you remain **personally responsible** for verifying that you have been properly registered. If your name is not on the candidate list, you will not be allowed to sit the examination.
- If you are using a special facility (such as extra examination time), you should **always verify** that you have been properly registered for this facility.
- Any problems with registration should be reported immediately to the Student Information Point of the faculty that is administering your exam.

# HOUSE RULES FOR EXAMS

## In the examination hall

### *Storage of coats/bags in or around exam halls*

- For exams in the sports halls of the Radboud Sports Centre, there will be wardrobe racks in the front-end of the hall where you can store any items not allowed in the exam halls.
- For exams in the Grotius building, Linnaeus building and Lecture Hall Complex, there will be lockers near the great examination halls where you can store your belongings.
- For exams in the Comenius building, you can store your belongings in the locker linked to your seating code.
- In all other exam halls, the coats, bags and the like can be placed in accordance with the invigilator's instructions.

### *Other rules and important issues*

- No talking is permitted around the exam halls.
- Look up your desk number on the candidate list that is posted outside the examination hall. Should there be no candidate list, take the seat allocated to you by the invigilator. For exams in the Comenius building, you can find your desk via [your personal seating code](#).
- If you bring any **equipment** into the examination hall (such as a watch, laptop, tablet, telephone, and any other device (including smart devices) and/or wearables), then you are obliged to switch this off completely (this does not mean flight mode) and store it away properly. Please note: failure to switch off and/or store equipment away properly can result in a notification of cheating. This does not apply to any equipment that has been officially approved as an examination-related facility. Details of such equipment are always listed on the front page of the examination sheet.
- Please note that no watches may be worn during the examination. A clock is available in every examination hall.
- For exams in the Comenius building, you should store all your belongings in your locker except for your ID, your student card, and possible approved examination-related facilities or consumptions.

# HOUSE RULES FOR EXAMS

## *Entering and leaving the examination hall*

- The hall will be open to candidates at least 15 minutes before the start of the examination.
- Latecomers are allowed in during the first 15 minutes of the examination, anyone arriving after this 15-minute period will not be permitted to enter the hall.
- Candidates are not permitted to leave the hall during the first 30 minutes of the examination.
- No toilet breaks are permitted during the first 30 minutes of the examination, candidates will subsequently be able to visit the toilet at the instruction of – and under the supervision of – an invigilator.

# HOUSE RULES FOR EXAMS

## *Verification of identity and registration*

- Candidates will only be permitted to sit an examination if they can present a valid ID. The accepted means of identification are a passport, identity card, residence permit, and driving license.
- If your identity card has expired or has been lost or stolen, you have to bring a proof of report/appointment, made at the municipality, to show to your faculty's STIP. You can only participate in an exam if you report an expired or missing identity card at STIP at least one working day before your exam. You cannot participate if you report it on the day of your exam.
- In Hall 1, Hall 2, the Jan Massink hall, and in the case of all digital examinations, this verification procedure will be carried out after the examination has started. To this end, you must place your identification document on your desk. In the case of all other examinations, the candidates' identity and registration will be verified at the entrance.
- When making a digital exam it is necessary to log in with your Radboud account. Make sure you know these by heart.

# HOUSE RULES FOR EXAMS

## ***During the examination***

- The cheating regulation applies. Details of this regulation can be found on [our website](#).
- You are required to obey the rules or an invigilator's instructions. Failure to do so will always result in a notification of cheating.
- You are permitted to eat and drink during the examination. However, you are not permitted to disturb your fellow students while doing so.

## ***Handing in the examination materials***

- Be sure to fill in your name and/or student number wherever you are required to do so.
- You are obliged to hand in all of the materials that were issued to you.

## ***Other questions?***

Check out the FAQ about exam regulations [here](#).



## SPECIAL FACILITIES

- If you requested special facilities during the application process for your exchange in Osiris, you should have been in contact with a study advisor already.
- If not, please contact [internationaloffice@let.ru.nl](mailto:internationaloffice@let.ru.nl). Always send us your Inclusive Learning Plan (ILP) or other document(s) stating your diagnosis and/or which facilities you are using in your home university.

### Have you been granted a provision?

- Once they have been granted, you can add the facilities to your examination registration. If you were already registered for an examination and the provision was not granted until later, you will have to deregister from the examination (not for the course!), re-enrol before the registration deadline, and add the facilities to your exam registration. If you need help with this, please contact your study advisor.

## DIGITAL EXAMS/ASSESSMENTS

- A written test can be taken on paper or on the computer. In the latter case, we speak of digital testing. **Cirrus** is the digital testing programme used throughout the university.
- A digital assessment is presented and completed on a Chromebox or Chromebook that is available for you at the exam location.
- Information on digital testing with Cirrus can be found on [this page](#), for information on other forms of digital testing please contact the lecturer.
- Take the [generic demo exam](#) to prepare for a digital exam. This will make you accustomed to the RU testing software.

**Take a look at the video on digital assessments:**

<https://www.ru.nl/facultyofarts/stip/study-information/courses-exams/digital-assessment/>

Click [here](#) for the manuals about Cirrus

## WHAT TO DO WHEN YOU'RE UNABLE TO COME TO YOUR EXAM?

- If you are unexpectedly unable to sit an exam, you must deregister at least one week before the exam via Osiris. Failure to de-register in time will result in an 'ND' (niet deelgenomen = no show).
- If you become ill within five working days prior to the exam, please contact the Student Information Point (STIP) of the faculty that is administering your exam.

# CHECKLIST FOR (RE-)EXAMINATION

## Prior to the exam

- Are you registered for the exam or resit?
- When using special facilities: are these linked to the course(s)?

## Day of the exam

- Check the time and location of your exam or resit in your timetable
- Bring your identity card or passport and student card
- Be on time (doors close 15 minutes after the start of the exam)
- You are not allowed to leave the room for the first 30 minutes

## After the exam

- The marking period for exams and papers is 15 working days

## NEED A STUDY WORKPLACE?

You can reserve a study workplace for yourself or a group via [face.ru.nl](https://face.ru.nl)

## HOW TO STAY FIT AND AVOID STRESS

The exam period can be stressful! Keep these tips in mind to stay fit and avoid stress:

- Eat healthy and balanced; cut back on alcohol during the exam period.
- Take breaks! Do something that you like during your break; unrelated to studying.
- Keep a regular sleep schedule; it will boost your concentration and physical and emotional fitness.
- Exercise! It reduces stress and helps your brain process information during hours of studying.
- Keep in touch! Meet up with friends and fellow students during your study breaks.

Take a look at our [Student Support](#) website to find out what support that we offer. Take a look at [this page](#) to find an overview of courses, webinars, training session and workshops that can help you improve your academic experience.

# Questions?

Find our online FAQ here!

Contact us via [internationaloffice@let.ru.nl](mailto:internationaloffice@let.ru.nl) for any further questions.