

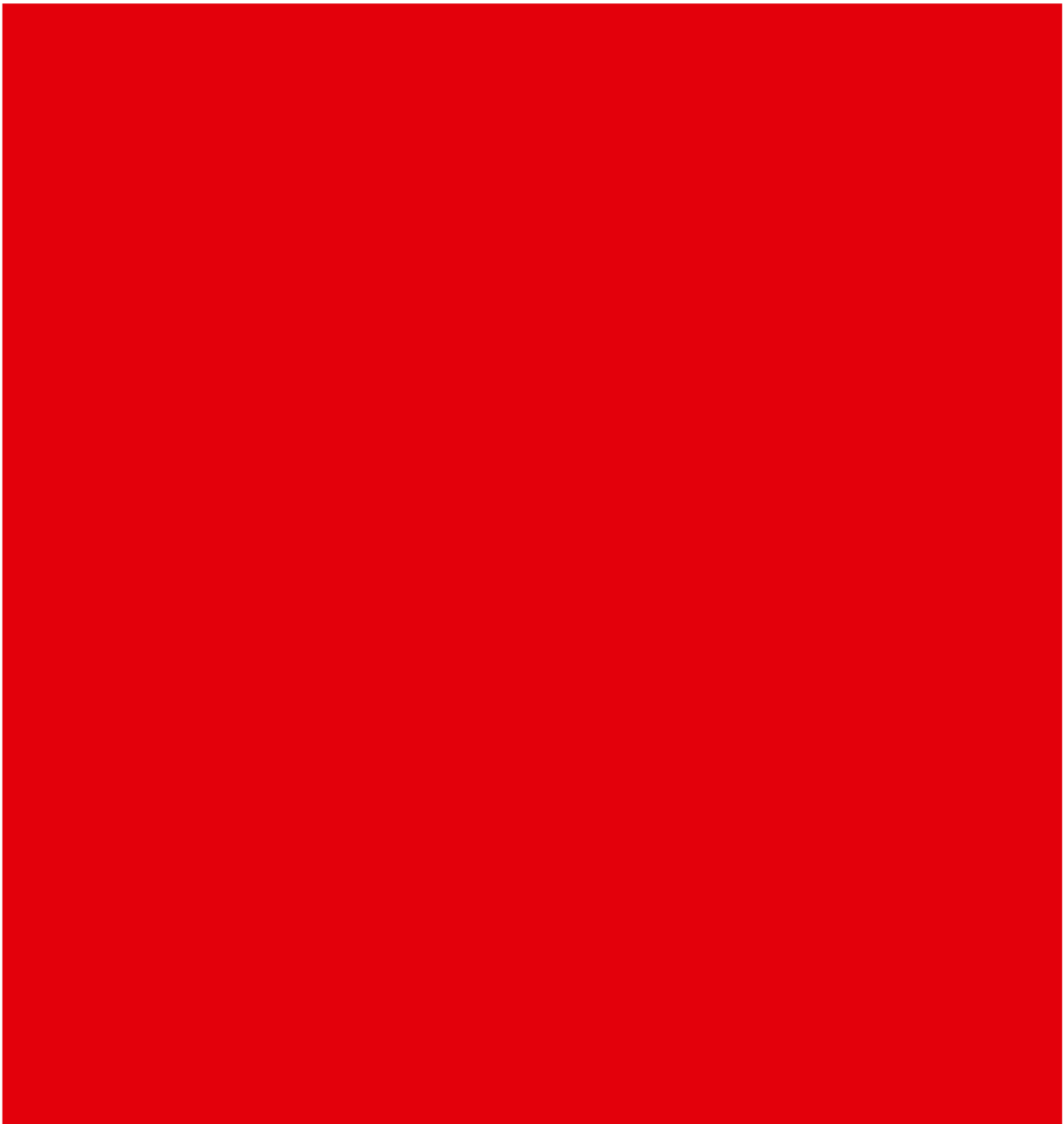
Radboud Universiteit



Faculty of Social Science

# Rules and Regulations Examination Board 2023-2024

## Behavioural Science



## Table of contents

<b>1 RULES AND REGULATIONS EXAMINATION BOARD</b> .....	3
Article 1. Scope .....	3
Article 2. Definitions .....	3
Article 3. Composition and procedures of the Examination Board .....	3
Article 4. Performance of duties of the Examination Board .....	4
Article 5. Specific duties of the examiner .....	4
Article 6. Proceedings of examinations .....	5
Article 7. Procedure for exemption and integration of study units in the examination programme .....	6
Article 8. Determination of examination results .....	7
Article 9. Distinction awarding procedure .....	7
Article 10. Unforeseen circumstances and hardship clause .....	7
Article 11. Objection procedure for examination components .....	7
Article 12. Complaints procedure .....	8
Article 13. Amendments of these R&R .....	8
Article 14. Coming into effect .....	8
<b>Appendix 1 Regulations on Fraud Radboud University</b> .....	9
<b>Appendix 2 Regulations on Examination Rooms Radboud University</b> .....	12

# 1 RULES AND REGULATIONS EXAMINATION BOARD

## Article 1. Scope

The following is in regard to the regulations introduced by the Examination Board for the Research Master's degree programme in Behavioural Science to ensure a smooth procedure during all examinations and related units of study.

## Article 2. Definitions

Any terms used in the present regulations have the same meanings given to them in the regulations applicable by or by virtue of the Higher Education and Research Act (hereafter WHW -Wet Hoger onderwijs en Wetenschappelijk onderzoek-), [the Radboud University Structure Regulations](#) and [the Radboud University Educational Quality Assurance Handbook](#).

The following definitions apply in these R&R:

1. Education and examination regulations: the education and examination regulations of the programme mentioned in article 1 established by the dean of the faculty, hereinafter referred to as the EER.
2. Examination Board: the Examination Board of the programme mentioned in article 1 of this regulation.
3. Examiner: the person designated by the Examination Board to administer interim examinations and establish their result (WHW 7.12c).
4. Study units: the components of the study programme (WHW 7.3) (also referred to as courses or subjects) as laid down in the Bachelor's EER 9.3 - 9.5 and in the Master EER 9.4, of which the examination must be passed in order to obtain the Bachelor's and Master's qualifications.
5. Examination: the entirety of interim examinations, resulting in a Bachelor's or Master's degree certificate.
6. Interim examination: an evaluation of the student's knowledge, understanding and skills concerning a specific educational unit and the assessment given for this evaluation by at least one of the examiners appointed by the Examination Board (WHW 7.10). The term 'interim examination' is a collective term for all the tests that occur during a programme, described in more detail in the EER (4.1, paragraph 1 and 2) and in the course guide.
7. Module examination: The interim examination of a study unit can consist of multiple module examinations, which are also called 'partial tests'.
8. Resit: An opportunity to retake or resit an interim examination (WHW 7.10, paragraph 1). Where these regulations refer to interim examination, this term also includes resits, unless explicitly stipulated otherwise.
9. Invigilator: supervises on behalf of the examiner the smooth running of the interim examination.
10. Student: the person preparing to take the Bachelor's or Master's examination and registered to do so.
11. Examinee: the person who is taking or has taken the Bachelor's or Master's examinations.
12. STIP: The Student Information Point is the first point of contact for students, once they are enrolled in one of the programmes of the Faculty.
13. Working day: Monday to Friday, with the exception of public holidays as specified in the CAO of Dutch Universities and the collective free days designated by the Executive Board, as listed in [the University 2023-2024 annual calendar](#).
14. Facilities: additional facilities for teaching or interim examinations that students with a specific need for help or functional limitation can obtain upon request and after approval from the Examination Board (EER 4.1, paragraph 5).

## Article 3. Composition and procedures of the Examination Board

1. The Examination Board consists of three or five members, appointed on the basis of their expertise in the field of the

study programme(s) referred to in article 1. For each of the study programmes referred to in article 1, at least one of the members is associated with the study programme as a lecturer. At least one of the members is not employed as such by the programme(s).

2. The chair and the other members of the Examination Board are appointed for a period of four years by the faculty dean, after consultation with the relevant programme director and after input from the other members of the committee.
3. The Examination Board appoints one of its members as vice chair, who substitutes the chair during their absence.
4. The chair and the secretary are charged with the daily affairs of the Examination Board and are either jointly or independently authorised to act on behalf of the Examination Board.
5. The secretary shall prepare meetings and ensure the implementation of decisions.
6. The Examination Board may ask the student advisor(s) and other support staff for advice.
7. The Examination Board meets once every 6 weeks, on average.
8. Decisions are made by majority vote and should preferably be unanimous.

#### **Article 4. Performance of duties of the Examination Board**

1. The Examination Board shall establish whether the requirements for the Bachelor's or Master's examinations have been met (EER 4.12) and awards [distinctions](#) (see R&R Article 9).
2. The Examination Board processes students' requests within a period of 6 weeks at most.
3. The Examination Board decides on the granting of exemptions from a unit of study, based on the EER 2.4 and having consulted the examiner (see R&R Article 7).
4. The Examination Board appoints examiners at least once per year to conduct interim examinations and determine the results of the study units listed in the EER. The registration of examiners shall take place in OSIRIS. Archiving lists of examiners signed by the Examination Board is carried out by the STIP.
5. The Examination Board stimulates the testing competence of examiners by, among other things, offering the guidelines for the proper performance of their duties (Radboud University Educational Quality Assurance Handbook, 3.4.2).
6. The Examination Board is responsible for assuring the quality of the interim examinations and assessments (WHW 7.12b). Accordingly, the Examination Board randomly checks the quality of interim examinations afterwards, according to procedure laid down in the testing policy or delegates this to a testing (advisory) board, which reports its findings to the Examination Board (Radboud University Educational Quality Assurance Handbook, 3.4.2).
7. The Examination Board is responsible for quality assurance of the graduating projects (thesis, internship report). To this end, the Examination Board assesses a random selection of graduation projects.
8. The Examination Board draws up an annual report of its activities. The Examination Board provides the dean with this report (WHW 7.12b, section 5).

#### **Article 5. Specific duties of the examiner**

1. Examiners should follow the programme's testing policy, as laid down by the Programme Director, and are familiar with the EER and these R&R.
2. If requested, the examiner must provide the Examination Board with information on the interim examination and the manner of assessment (Radboud University Educational Quality Assurance Handbook, 3.4.2).
3. The examiner determines the interim examination formats of the units of study (EER 4.1), taking into account the testing program of the degree programme, and publishes these in the course guide.
4. In module examinations: the examiner determines the relative weight of the module examination(s) with regard to the final grade and publishes this in the course guide.

5. The examiner develops the (module) interim examinations, derived from the learning objectives of the study unit, taking into account the validity, reliability, comprehensibility and feasibility of the interim examination and assessment (Radboud University Educational Quality Assurance Handbook, 3.4.2).
6. The examiner will make a representative sample of questions available to students at least one week before the interim examination takes place, as specified in the EER 4.1, paragraph 7.
7. The examiner shall ensure the orderly conduct of examinations.
8. The examiner determines in advance what aids students are allowed to use during an interim examination, announces this in a timely manner and repeats this information on the cover page of the interim examination.
9. With regard to paragraphs 5.7 and 5.8, the invigilator present is authorised to act on behalf of the examiner.
10. The examiner establishes the (module) result in line with the EER 4.7 or 4.8 and ensures registration in OSIRIS-Docent.
11. The examiner provides access to the interim examination papers and the student's assessed work, as laid down in the EER (4.10).
12. In case of suspicion of fraud or plagiarism, the examiner will report this immediately to the Examination Board, in line with the Fraud Regulations (Appendix 1).

## **Article 6. Proceedings of examinations**

### 1. Interim examination admission

The Examination Board establishes whether a student meets the conditions for admission to the interim examination or to one or more components thereof.

### 2. Dictionary use

The language the interim examination is held in is laid down in the EER 4.4. For interim examinations held in English, the use of an English-Dutch or English dictionary is permitted.

### 3. Place and time of written interim examinations

- a. Rules on the assessment method and their scheduling are laid down in the EER 4.1.
- b. Students should inform themselves of current interim examination dates in their [personal schedule](#)
- c. No changes to date or time can be made within 15 days of the interim examination. This can be deviated from in the following two cases: If there is agreement between the students involved, the examiner and the Examination Board or in case of force majeure, according to the assessment of the Examination Board.

### 4. Registration and participation

- a. Rules on registering for and cancelling interim examinations are laid down in the EER 4.5 and 4.6.
- b. In the exceptional case that timely registration or de-registration in OSIRIS is not technically possible, the student may ask the STIP to carry out the registration or de-registration.
- c. If the registration period for the resit has expired, participation in the resit is no longer possible. A student who wants to appeal to the 'hardship clause' (Article 10 of these regulations) must contact the Examination Board.
- d. The Examination Board decides on the granting of interim [examination facilities](#) (EER 4.1, paragraph 5), on the advice of the student advisor and/or student dean.
- e. A student has participated in an interim examination of a unit of study if the student submitted test materials, started a digital interim examination, wrote their name on the exam sheet, or has submitted question sets to the invigilator, or if the invigilator has signed off the student on the attendance list.

### 5. Rules for taking interim examinations

- a. The dean has laid down the Internal Regulations in order to ensure the smooth running of affairs during interim

examinations in the RU exam rooms. Examiners and students should be familiar with these rules. In order to provide adequate and clear information, these house rules have been included in Appendix 2 of these regulations.

b. To ensure the smooth operation of digitally administered interim examinations, students should familiarise themselves with [the procedure](#).

c. In case the invigilator or e-support report a technical flaw during a digital interim examination, the Examination Board may invalidate the interim examination (results).

#### 6. A third interim examination opportunity

At the student's request, the Examination Board may decide to grant an extra opportunity for an interim examination in addition to the regular interim examination and resit scheduled for the academic year.

#### 7. Fraud regulations

To prevent fraud during interim examinations and examinations as referred to in WHW 7.12b the Radboud University Executive Board has adopted certain regulations. Examiners and students should be familiar with these rules. These stipulate the procedure used by the Examination Board when investigating suspected fraud, as well as the remedial measures and sanctions available to the Examination Board. These are included as Appendix 1 to these regulations.

#### 8. Rules on the results of interim examinations

a. Rules on the results of interim examinations are laid down in the EER 4.7 and the EER 4.8. These rules do not apply to module examinations. Provisions regarding the completion of module examinations of specific units of study are included in the course manual.

b. If an interim examination has been taken more than once, the last result obtained for the interim examination will apply (EER 4.6, paragraph 5).

c. The examiner ensures that the result of an interim examination is registered in OSIRIS and made available to the Examination Board.

d. STIP is responsible for the registration of the results of Bachelor's or Master's interim examinations in OSIRIS. Bureau Diploma Services registers which certificates are awarded to an examinee.

#### 9. Taking interim examinations abroad

a. For students who are studying abroad when an interim examination takes place, it is possible to take the interim examination at the same time, provided this is done in accordance with the [FSS protocol](#).

b. For a student, as referred to in the previous paragraph, for whom simultaneous interim examination abroad is not possible, an alternative interim examination may be an option.

c. The Examination Board may restrict the conditions that apply for the permission mentioned in sub a and b.

d. The interim examination results obtained at a foreign university are converted to the assessment qualifications described in the EER (4.7 and 4.8). For this conversion, the Examination Board uses [the conversion table](#) agreed within the university.

e. Contrary to sub d, the Examination Board may apply a different conversion, for instance in situations where the assessment abroad did not comply with the assessment policy of the programme.

## **Article 7. Procedure for exemption and integration of study units in the examination programme**

1. A result obtained earlier prior to enrollment in the study program can be recognized by the Examination Board at the request of the student by means of an exemption.

2. Exemption requests must be submitted in writing to the Examination Board and supported by the necessary information.

3. Before making its decision, the Examination Board shall consult the concerned examiner.
4. The Examination Board processes the request within 6 weeks at the latest.
5. The Examination Board may attach conditions to its decision to grant an exemption in part or in full.
6. Interim examination results *previously* obtained, *prior* to registering for the study programme, are recorded in OSIRIS as exemptions (EX) and not as corresponding (non-)numerical results. This holds for compulsory study units in the programme as well as for electives.
7. Interim examination results obtained *elsewhere* (see OER 3.6 Free electives), *while* registered for the study programme are recorded in OSIRIS as corresponding (non-)numerical results if these are only included in the diploma application for this study programme. In case an obtained result has been or will be filed in another diploma application, then the result should be recorded as exemption (EX) and not as a (non-)numerical result.

### **Article 8. Determination of examination results**

1. The Examination Board establishes the results of the Master's examination at the student's request.
2. An examination shall be dated on the date of the last successfully passed interim examination, as long as the Master's examination is requested within four weeks after the last interim examination at the latest. If four weeks or more have passed, the examination date will be the last day of the month in which the Bachelor's or Master's examination was requested.
3. To prove that the Bachelor's or Master's examination has been passed, the Examination Board will award a qualification (diploma). The qualification is signed by the chair and secretary or by at two substitute examiners who have been appointed by the Examination Board for this purpose. The awarding of the qualification takes place in public, unless the Examination Board determines otherwise in special cases.
4. The parts of the examination and the results obtained shall be stated on the back of the certificate or on a supplement forming part thereof.
5. If applicable, extra curricular study units that do not belong to the examination programme will be mentioned in the supplement, provided the student passed these study units while registered for the programme. In case an obtained result has been or will be filed in another diploma application, then the result will not be included in the supplement. Also, extra curricular exemptions will not be included in the supplement.

### **Article 9. Distinction awarding procedure**

With due observance to Article 3.3 of the EER, the Examination Board of awards [a distinction](#) if the following conditions are met. Following examination requests OSIRIS determines a distinction based on rules as stated in the EER. A student can, if they disagree with the proposed grade, also propose a grade to the Examination Board. The Examination Board can decide to deviate from the proposed OSIRIS judgement.

### **Article 10. Unforeseen circumstances and hardship clause**

In all cases not adequately provided for in these regulations, the decision lies with the Examination Board.

The Examination Board is authorised to make an exception to the EER and these R&R in individual cases and in a well-founded manner.

### **Article 11. Objection procedure for examination components**

1. If a student disagrees with the assessment of an examination, they may lodge an appeal with the [Examination Appeals Board](#). This appeal must be lodged within six weeks after the announcement of examination results.
2. In order to prevent or expedite the above mentioned procedure, the student can first contact the relevant examiner during or after the inspection or follow-up with a request for further information or re-evaluation or contact the

Examination Board. If this means that the term of 6 weeks is likely to be exceeded, the student may lodge 'a pro forma appeal' with the Examination Appeals Board in which they request the appeal be postponed.

### **Article 12. Complaints procedure**

1. Complaints and appeals pertaining to the course of events during an examination or resit can be filed with the Examination Board.
2. To be submitted complaints and appeals must meet the following format requirements:
  - a. a written and signed letter (either sent by email or not);
  - b. on behalf of one individual (no group letter);
  - c. containing a personal argumentation (no standard letter).

Only complaints and objections that meet these formal requirements will be processed.

### **Article 13. Amendments of these R&R**

Amendments of these R&R that apply to the current academic year will only be made if they - in all fairness - do not harm the interests of the examinees.

### **Article 14. Coming into effect**

These Rules and Regulations enter into force on 4 September 2023.

Thus decided by the Examination Board of the degree programme Behavioural Science



## Appendix 1

### Regulations on Fraud Radboud University

#### Paragraph 1 Introductory provisions

##### *Article 1 Purpose and scope of these regulations*

To prevent fraud during interim examinations and bachelor/master examinations as referred to in article 7.12b WHW, relating to the education and examination in the degree programme mentioned in article 1.1 of this R&R, the dean of the faculty of Social Sciences of Radboud University (hereinafter: RU), adopts the following regulations.

##### *Article 2 Definitions*

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: WHW) - have the same meaning that is given to these terms in the WHW or the EER.

#### Paragraph 2 Definition fraud, procedure and sanctions

##### *Article 3 Definition of fraud*

1. At RU, fraud is understood to mean any act or omission by a student which, in its nature, is intended to have as an effect that proper assessment of the knowledge, understanding and skills of that student or another student, is made fully or partially impossible.
2. Fraud is in any case understood to mean:
  - a. fraud when taking written interim examinations, including
    - having materials available which are not permitted under the House Rules Examinations Rooms RU Regulations (Regeling Huisregels Tentamenruimten RU);
    - copying or exchanging information;
    - passing oneself off as someone else, or being represented by someone else during interim examinations;
  - b. fraud when producing theses and other papers, including
    - plagiarism in the sense of using or copying someone else's texts, data or ideas without complete and correct source references, plagiarism in the sense of copying the work of another student and presenting this as one's own work and other specifically academic forms of plagiarism; insofar as it leads to the description in paragraph 1.
    - fabricating (making up) and/or falsifying (distorting) research data;
    - submitting a thesis or another paper that was written by someone else.
  - c. other fraud in the context of interim examinations or examinations, including
    - taking possession of assignments, answer keys and the like, prior to the time the interim examination or examination is to take place;

- changing answers to assignments in an interim examination or examination after it has been handed in for assessment;
  - providing incorrect information when applying for an exemption, extension of validity period, and the like, of an interim examination or an examination.
3. An attempt to commit fraud will also be seen as fraud for the purpose of these regulations.

*Article 4 Procedure for establishing fraud*

1. When fraud is suspected, the examination board or the examiner immediately informs the student of this suspicion. If the suspicion of fraud is established when the interim examination or the examination is administered, the examination board or the examiner will allow the student to complete the interim examination or the examination.
2. The examination board or the examiner may order the student to make any material related to the suspicion of fraud available to them.
3. For the purposes of the provisions in paragraphs 1 and 2 of the present article, examiner is also understood to mean the invigilator or any other RU member of staff.
4. The examination board or the examiner drafts a report of the suspicion of fraud. If the examiner drafts the report, he will send this report to the examination board without delay.
5. The examination board makes the report referred to in article 5 available to the student without delay and then starts an investigation into the matter. The examination board provides the student with the opportunity to respond to the report in writing. The examination board hears both the examiner and the student.
6. Within four weeks following the date the report was made available to the student, the board of examiners decides whether fraud was actually committed. The examination board informs both the student and the examiner of their decision in writing. The four-week period may be extended by two weeks.

*Article 5 Remedial action*

If the examination board has established fraud:

- a. the examination board declares the relevant interim examination or examination invalid, and
- b. the examination board includes a statement in the student's student file that it has established fraud and, if applicable, which sanctions have been imposed.

*Article 6 Sanctions*

1. If the examination board has established fraud has been committed, the board may:
  - a. determine that the student may not sit one or more interim examinations or examinations during a period to be set by the examination board, which period will be a maximum of one year;
  - b. determine that no distinction will be awarded on the degree certificate;
  - c. make a recommendation to the Dean of the Honours Academy that the student should not be admitted to the honours programme of the university or the faculty or recommend that the student's participation in the honours programme of the university or the faculty should be ended.

2. If the examination board has established that serious fraud has been committed, the board may also
  - a. make a recommendation to the executive board that the student's registration for a programme should be terminated with definitive effect.
3. After the examination board has established that serious fraud has been committed, the executive board - upon examination boards' recommendation - may terminate the student's registration for a programme with definitive effect.
4. The sanctions as referred to in this article are imposed as from the day following the date the student is notified of the decision that sanctions are imposed.

### **Paragraph 3 Transitional provisions**

Does not apply.

### **Paragraph 4 Final provisions**

#### *Article 7 Decisions and legal protection*

1. Decisions pursuant to these regulations may be sent to the student digitally and/or by email.
2. The student can appeal against any decision made under these regulations, within six weeks following the date on the relevant decision, by lodging a notice of appeal at the Examinations Appeals Board (College voor Beroep van de Examens [CBE]).

#### *Article 8 Adoption, medezeggenschap and amendment*

1. These regulations are adopted by dean.
2. In so far as the content of these regulations relates to the duties and powers of the degree programme's examination board, the content must also be confirmed by that examination board.

#### *Article 9 Effect*

These regulations take effect on 1 September 2019. These regulations will then replace any previous regulations.

#### *Article 10 Publication*

1. The dean ensures the appropriate publication and possible amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospect students, the dean includes these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling, OER) and as an appendix to the Rules and Guidelines (Regels en Richtlijnen, RR) of the programme.

## Appendix 2

# Regulations on Examination Rooms Radboud University

### Paragraph 1 Introductory provisions

#### *Article 1 Purpose and scope of the regulations*

For the proper course of events during interim examinations and bachelor/master examinations relating to the education and examination of the degree programme mentioned in article 1.1 of this R&R that are administered in examination rooms at the Radboud University (hereinafter: RU), the dean of the faculty of Social Sciences of the RU adopts the following regulations.

#### *Article 2 Definitions*

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: the Act) or the Education and Examination Regulations of the degree programme (hereinafter: the EER) - have the same meaning that is given to these terms in the Act and the EER.

#### *Article 3 Examiners and invigilators*

For the administration of examinations, the examination board of the degree programme as mentioned in article 1 (above) has appointed one or more examiners. The examiners appointed as referred to in paragraph 1 are responsible for the supervision and execution of the provisions in these regulations. On behalf of the examiner(s) appointed, one or more invigilators may be present in the examination rooms, assigned by or on behalf of the executive board. When invigilators have been assigned, at least one appointed examiner is also present in the examination room or, as appropriate, available on call.

#### *Article 4 Instructions by the executive board*

1. These regulations include instructions in the sense of article 7.57h of the Act. In view of the executive board's mandating decision dated 15 May 2019, the dean is authorised to adopt these instructions on behalf of the executive board. The student is obliged to comply with the instructions laid down in these regulations.
2. A student who fails to comply with any instructions under these regulations may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (*Regeling Fraude*).

#### *Article 5 Guidelines for examiners*

These regulations include instructions in the sense of Article 7.12b of the Act. The examiner is obliged to comply with the instructions laid down in these regulations.

#### *Article 6 Instructions by examiners for students*

1. The examiner may give instructions, in the context of the instructions described in these regulations, to a student in the RU examination room if a concrete situation should be cause for this. The student is obliged to comply with these instructions.
2. The student who fails to comply with the instructions referred to in paragraph 1 may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (*Regeling Fraude*).

## **Paragraph 2 House Rules**

### *Article 7 Admission to the examination room and leaving it*

1. With respect to entering and leaving the examination rooms, the following applies:
  - a. the examination room is accessible for the student at least 15 minutes before the examination starts;
  - b. except in the circumstances described in paragraphs c and d of the present article, the student is no longer admitted into the examination room after the examination has started;
  - c. the student who arrives too late at the examination room is given the opportunity, 15 minutes following the start of the examination, to be as yet admitted into the examination room;
  - d. the student is permitted to use the toilet during the examination;
  - e. the student is not allowed to leave the examination room within the first 30 minutes following the start of the examination.
2. In special circumstances the examiner may act contrary to the provisions in paragraph 1. If the provisions in paragraph 1 are departed from, the student will be informed of this in due time.

### *Article 8 Student ID*

1. In the examination room the student must be able to furnish proof of identity, at any time, by producing a valid identity document.
2. The student who cannot furnish proof of identity as laid down in the first paragraph of the present article will not be admitted into the examination room or can as yet be denied access to that room.

### *Article 9 Start and duration of the examination*

The examiner starts the examination at the time scheduled. If the examination starts at a later moment in time because of relevant circumstances, the examiner ensures that the scheduled duration of the examination can be fully used by the student.

### *Article 10 Materials permitted in examinations*

1. When taking the interim examination, the student is not allowed to have materials available that serve or could serve as auxiliary materials for the examination paper, unless the use of that material has been explicitly permitted by the examiner before the start of the examination.

2. Materials for the purpose of these regulations include, amongst other things: textbooks and dictionaries, notes and lecture notes, and watches, laptops, tablets, telephones and other smart device's and/or wearables.

*Article 11*      *Handing in examination papers*

1. When the examination ends, the student is obliged to hand in the examination paper.
2. The student may also be required to hand in other examination materials, such as examination question papers and/or note paper used during the examination.

*Article 12*      *Peace and order, furniture and fixtures in the examination room*

1. Coats, satchels, bags, etc. must be put away in compliance with the examiner's instructions.
2. In order to prevent interference with the WIFI signal, any devices that are present in the examination room, such as watches, laptops, tablets, telephones, and any other devices or smart devices and/or wearables, must be switched off in compliance with the examiner's instructions.
3. Without prejudice to the provisions in the previous paragraphs, the examiner ensures, both during and after completion of the examination, that any measures are taken as required for adequate surveillance and for maintaining the necessary peace and order in the examination room.
4. Whenever an examination is administered, the examination room has at least one clock which is clearly visible for each student.
5. Eating and drinking is allowed during the examination, unless this should prevent appropriate surveillance and/or maintaining the necessary peace and order.

**Paragraph 3**      **Transitional provisions**

Does not apply.

**Paragraph 4**      **Final provisions**

*Article 13*      *Departure from rules and house rules*

In special circumstances the examiner may depart from the provisions in these regulations.

*Article 14*      *Adoption and amendment*

1. These regulations are adopted and amended by the dean.
2. In so far as the content of these regulations relates to the duties and powers of the programme's examination board, the content must also be confirmed by that examination board.

*Article 15*      *Effect*

These regulations take effect on 1 September 2019. These regulations then replace any previous regulations.

*Article 16 Publication*

1. The dean ensures the appropriate publication and any amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospective students, the dean includes these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling (OER). The examination board includes these regulations accordingly as an appendix to the Rules and Guidelines (Regels en Richtlijnen (RR)) of the programme that are laid down by that board.

Thus, adopted by the dean on June 26, 2019 and ratified by the examination board.