

8. Examinations (tests) and compulsory steps

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8.1 Examinations (tests) and grading

Important concepts

There are various forms of *examinations* (tests). An examination can be made up of several parts, e.g. a number of laboratory sessions, seminars, excursions or guest lectures. As a rule, results for such exams are not communicated until all parts have been completed.

National regulations

“Unless otherwise provided by the higher education institution, a grade shall be awarded on completion of a course.”¹ The Administrative Procedure Act also includes requirements on the exercise of official authority that is examinations.

SLU rules

The examiner must grade a student’s performance on a course in accordance with the course syllabus objectives. See section [4.5 Examiner](#). This means making a qualitative assessment of the student’s knowledge, skills and abilities, based on one or several examinations. Quantitative assessments can also be required to pass a course, e.g. being present for compulsory steps.

General information

Unless the course syllabus states otherwise, exams are held in the course language.

A passed examination cannot be retaken to achieve a higher grade.

The listed grading criteria may differ between course dates for the same course. A student who completes a course following leave is assessed in accordance with the criteria that apply when the course is completed, regardless of the criteria that applied when they began taking the course.

For programmes offered in collaboration with another higher education institution, other terms may apply for examinations. Normally, the rules of the responsible department at the higher education institution apply.

¹ Higher Education Ordinance (1993:100) Chapter 6, Section 18.

Individual assessment

Examinations may be held with an individual or a group of individuals, but must be devised in such a way that an individual assessment can be made. Group assignments, for example, must be presented in such a way that examiner can perceive individual student contributions.

The examiner may request supplementary presentation from the student if this is necessary for assessing their individual performance.

The course syllabus governs

Course syllabuses include examination formats and requirements to pass a course, which are the bases of assessing student performance. See section [6.2 Course syllabus](#). However, deviations from the course syllabus may be made in the following cases:

- If there are grounds for it, the examiner is entitled to set supplementary assignments for a student who has not obtained a pass grade on an exam. See section [8.6 Special reasons](#). Such supplementary assignments must comply with the times specified for renewed exams, as applicable.
- If the student has been granted special educational support because of a disability, the examiner has the right to offer the student an adjusted test, or provide an alternative assessment.
- If a course syllabus is changed or a course is cancelled, adaptations may be made to the assessment of a student who was admitted under the previous course syllabus. See section [8.11 Renewed exam \(retake session\)](#).

Bonus-giving assignments

A course can include bonus-giving assignments, even though they might not be listed in the course syllabus. However, there cannot be any requirements that state that students must complete such assignments to pass the course. The examiner is responsible for providing information on bonus-giving assignments when the course starts.

Deadlines for higher grades

The awarding of a higher than pass grade (4 or 5) may depend on passing the course before the deadlines set by the examiner. If so, this must be clear from the grading criteria for the higher grade levels.

In general, the following applies:

- Examinations: It must always be possible to receive a higher than pass grade (4 and 5) on the course's first retake session, where applicable. Further retake sessions do not normally include this possibility, if there is a deadline for higher grades. However, if there are special reasons, (see section [8.6 Special reasons](#)) higher than pass grades may be possible for these sessions as well.
- Written assignments (or equivalent): The deadlines specified at the beginning of the course apply for written assignments. If there are special reasons, (see section [8.6 Special reasons](#)) an extension of the deadline must be granted, and it must still be possible to receive a higher than pass grade (4 and 5), where applicable.
- Independent projects (degree projects): See chapter [9. Independent project \(degree project\)](#).

Modules

A course can be divided into modules. See section [6.6 Course modules](#). Several result notes relating to a course module can be entered in Ladok. When all results have been reported, the course module is listed as passed in Ladok.

Who is responsible for what?

The examiner must decide the grading criteria. See section [4.5 Examiner](#). Grading criteria for independent projects are discussed in chapter [9. Independent project \(degree project\)](#).

8.2 Examination times, locations and registration

Important concepts

An *examination* (exam) can either be written (on paper or digital) or oral. Where applicable, the rules for other examination formats apply.

SLU rules

Compulsory examination application

- As of the autumn semester 2018, students should apply for all examinations, including ordinary exams.
- As of the autumn semester 2019, students must apply for all examinations, including ordinary exams. By that time, if a student has not applied to take an examination, they are not allowed to participate.
- Examination applications must be submitted at least ten (10) weekdays before the examination takes place.
- Students with decisions and recommendations from SLU regarding learning support who wish to adjust their examination must contact the course coordinator or course administrator in good time – preferably when the course starts, but no later than fifteen (15) weekdays before the examination takes place.

Implementation

- Ordinary and other forms of examinations for campus-based teaching normally take place during weekdays between 8am and 5pm for a specific course date.
- Take-home examinations and written assignments within a specific course date must be carried out during ordinary working hours (weekdays between 8am and 5pm). This still applies if they take several days to complete.
- Retakes and alternative examination sessions for a specific course date may take place during other times than weekdays between 8am and 5pm.
- Examinations are not carried out during the Christmas and New Year's holidays, or during the month of July. However, summer courses may include examinations in July.

Location

- All forms of examination must normally take place during a given place and time. The course timetable must include this information.
- Late changes to locations or times may mean that SLU must offer an alternative examination session should a student be prevented from being at the right place at the right time.

SLU may allow a student to take an exam at another location, if the exam can be carried out in a fair manner and without including extra costs. This means that for a given exam, all students must take the same exam at the same time. Other SLU sites should be selected first.

A student may take an exam at another location because they:

- have special reasons to do so – see section [8.6 Special reasons](#);
- are studying abroad through an exchange programme;
- have studied at SLU through an exchange programme but are now in another country;
- are studying at another SLU site than where the examination is held.

Who is responsible for what?

Examinations at other locations

The student must contact the examiner or course coordinator with their request (see the correct form under [Links](#)). When applying to take an exam at another location, they must investigate whether the exam will be held in a specific room and if there will be an invigilator there.

Before every examination, the examiner must decide if SLU will allow a student to take an exam at another location. It is not enough if the student has reason to do so – it must also be fair, and resources must be considered.

The course coordinator decides whether to change the examination location or time, and they are responsible to inform the students of any changes.

Instructions

Information on how students apply to take an exam.

Links

Blankett för ansökan om tentamen på annan ort (form to apply to take an exam at another location)

8.3 Rules for written examinations

This section concerns written examinations (on paper or digital) at the responsible department in question. Other rules may apply for contracted courses, joint programmes with other higher education institutions or exams taken at another higher education institution.

Policy

Written examinations must be carried out in such a way that the student identities are unknown to the examiner when they assess the answers. However, the invigilators must check and document which students are taking the exam.

SLU rules

Compulsory examination application

See section [8.2 Examination times, locations and registration](#).

Training to become an invigilator and receiving a certificate

All invigilators must have completed and passed special training. However, the academic year 2018/19 acts as a transitional period where it is possible to work as an invigilator even if you have not passed the training. An invigilator must also submit a written certificate confirming that they have read and agree to follow the current examination rules at SLU.

After 1 September 2019, examiner or co-grading teachers are not allowed to act as invigilators.

Number of invigilators

The number of invigilators is based on the number of students during an exam session:

- normally, there must at least two (2) invigilators during written examinations;
- there must be at least three (3) invigilators when more than sixty (60) students have applied to take an exam and there is no toilet in the exam room;
- if less than six (6) students have applied to take an exam, one (1) invigilator may be enough.

Examination time rules

- invigilators must arrive at the exam room in good time to allow the exam to start at the given time;

- students must arrive at the exam room in good time;
- students who arrive after the given time may have to wait up to 30 minutes before being let in;
- students who arrive more than 30 minutes late may not take the exam;
- no students may leave the exam room during the first 45 minutes of the exam.

Before an examination starts

The student must do the following:

- Bring their own writing material (pens and rulers); no other aids may be used unless the course coordinator or examiner have allowed specific exceptions. Where applicable, the exam/form must list which aids are allowed.
- Provide identification when arriving to take the exam.
- Take note of their assigned anonymity code which they must write on each paper they submit. See section *Anonymity codes* below.
- Follow the invigilator's instructions on where to sit.
- Take out everything they may need and are allowed from their bags or equivalent, and then place the bags and clothing at a given location. During the exam, students may only open their bags within the presence of an invigilator.
- Turn off their mobile phones and other electronic equipment and place them in their bags, where they must remain during the whole exam. Electronic equipment that has been approved as aids may lie on the table.
- Leave their identification visible on the table during the whole exam. Bulky belongings that obscure the view, such as plastic bags, lunchboxes, pencil-boxes, eyeglass cases, wallets, etc., may not lie on the table during the exam.

The invigilator must:

- check student identification when they arrive – after 1 September 2019, only students who applied may take an exam;
- provide students with an anonymity code if they did not receive one when applying to take the exam – see section *Anonymity codes* below;
- assign students their seats – free seating is not allowed;
- Provide information on the following:
 - what is allowed on the table and where students should put other personal belongings during the exam;
 - how students can contact the course coordinator or examiner during the exam, where applicable;
 - whether there will be a break and if so, when and where it will take place.
- hand out paper to write on – it is the only paper students are allowed to use;
- hand out the exam to all students who applied to take the exam in question.

During the examination

The room must be orderly and quiet during the exam. Students may not speak to each other.

If necessary, an invigilator can demand that a student change their seat during the exam.

When there are two or more invigilators in the room, one must be seated in front of the students and one behind them. If there is only one invigilator, they must be seated in front of the students.

Invigilators must stay focused on the students and walk around the room at appropriate intervals.

Invigilators are not allowed to disturb the students. This also applies when an invigilator speaks to another employee or a specific student during the exam.

Invigilators, course coordinators and/or examiners may check any aids and a student's personal belongings on the table at any time.

If the toilet is not directly connected to the exam room, an invigilator must accompany the student and wait outside.

Students may be granted shorter breaks under the supervision of an invigilator. During these breaks, students and invigilators may not speak.

Submitting an exam

Students are not allowed to leave the room permanently without submitting their exam. They must submit their exam to the invigilator even if the exam is blank.

Every student must provide identification when submitting an exam.

All submitted loose papers must include the student's anonymity code. The invigilator must count and take note of the number of submitted papers. See section [Anonymity codes](#) below.

If secrecy applies, this must be included on the exam. In these cases, all given examination material must be submitted when the exam is complete. Also see section [8.9 Feedback and handing back written examinations](#)

After the exam is finished, the invigilator must submit all student papers, the student list and code list in accordance with the instructions for the exam session in question. See section [Anonymity codes](#) below.

Adjusted examinations

Students may sometimes request examination adjustments. In order to do so, they need a recommendation from a learning support coordinator.

Adjusted examinations may for example mean giving the student longer time to take the exam, the use of a computer with voice synthesis and spell check, allowing them to take the exam in a smaller group or dividing it into two sessions. See section [3.5 Study with a disability](#).

Students with decisions and recommendations from SLU regarding learning support who wish to adjust their examination must contact the course coordinator or course administrator in good time – preferably when the course starts, but no later than fifteen (15) weekdays before the examination takes place. The examiner decides if and how to adjust an exam.

It can be difficult for students who take adjusted exams to remain anonymous, but it must be done as much as possible.

Emergency evacuation

If there is an emergency evacuation (e.g. fire alarm), all students must leave the room in accordance with the invigilator's and/or the person in charge instructions. The exam is concluded immediately during an evacuation.

The invigilator must inform the examiner or course coordinator that the exam was interrupted. The examiner then decides whether to assess the submitted exams.

Students must be offered another chance to take the exam. It counts as the exam session that was forced to be interrupted due to evacuation. See section [8.10 Alternative examination session](#). The course coordinator is responsible to inform the students when the alternative session will take place.

Suspected cheating

If an invigilator discovers or suspects that a student is cheating, i.e. is using prohibited aids or other forms of deception during the exam, the invigilator must:

- note the student's name and personal identity number;
- encourage the student to submit any evidence;
- note their version of events and
- report the event in writing to the head of department at the responsible department (see the correct form under [Links](#)).

The invigilator is not allowed to force the student to submit any evidence. Body searches or other coercive measures are not allowed.

When suspected of cheating, a student may not be dismissed or forced to stop taking the exam.

There will be a special investigation of the event following the exam. Disciplinary measures and management of disciplinary cases are described in section [10.4 Disciplinary measures](#).

Disorderly conduct

If a student acts disorderly or obstructively during an exam, they may be asked to leave the room immediately. The invigilator must report the event in writing to the head of department at the responsible department.

There will be a special investigation of the event following the exam. Disciplinary measures and management of disciplinary cases are described in section [10.4 Disciplinary measures](#).

Anonymity codes

At the beginning of every exam, each student must be given an anonymity code which they must write on every loose paper they intend to submit. If the students were not given anonymity codes when they applied to take the exam, an invigilator must ensure that all anonymity codes can be found on a code list, which must match each student with a code. The code list is sealed in an envelope and signed by one of the students.

In addition to the code list, there must be a student list – an invigilator must note when each student submits an exam, if they provided identification and the number of papers submitted.

After an exam session ends, both lists (the code list and list with submissions) must be delivered to the responsible department or equivalent in accordance with the instructions for the exam session in question. The code list must then be stored in a safe manner until the results have been decided.

When the results are made public on paper or on the course page, the student codes (not names and/or personal identity numbers) must be published together with the results.

The envelope containing the codes is opened after the results have been made public. When the envelope is opened, a student or someone outside the course management must confirm that the envelope was unopened by signing it.

The responsible department must archive course and exam information in accordance with section [8.8 Reporting results and documentation](#).

Links

[Handläggningsrutiner vid misstanke om fusk vid SLU \(administrative procedures for suspicion of cheating at SLU\)](#)

[Form for reporting suspected cheating](#)

8.4 Other types of examination (tests)

Important concepts

When writing a *take-home examination*, the student is not monitored and they often do not sit on SLU premises.

Written assignments are projects, etc. carried out by individual students or groups. The purpose of the assignment is to submit a basis for an examination assessment.

SLU rules

Oral examinations

Oral examinations may be recorded to facilitate documentation. In those cases, students must be informed beforehand. It is also possible to include several persons during an oral examination – e.g. one takes the exam and another observes.

Written assignments and take-home examinations

The student is personally responsible to submit a written assignment or a take-home examination to the examiner before the deadline. Assignments submitted after the deadline do not need to be assessed before the next examination session, but the student is still considered to have used two examination sessions. If special reasons (see section [8.6 Special reasons](#)) or systematic problems cause the student to miss the deadline, the examiner should assess the assignment or examination anyway.

It must be clearly stated if the student is expected to write their assignment or take-home examination alone. The examiner can request that the student orally accounts their individual performance afterwards.

Student answers to a take-home examination must be checked in Urkund (or equivalent). The examiner is responsible for this.

Independent projects (degree projects)

See chapter [9. Independent project \(degree project\)](#).

8.5 Compulsory steps

Important concepts

Compulsory steps (such as obligations, compulsory attendance, compulsory participation) can apply to placements, laboratory sessions, seminars, excursions or visits to clinics.

Policy

Compulsory elements must be justifiable in relation to the intended course learning outcomes.

SLU rules

General information

The course syllabus must state if a course contains compulsory steps, and all requirements to pass the course in question must be clarified no later than when the course starts. See section [7.4 Course start](#). After that, compulsory steps are normally not allowed to be moved or added to the timetable.

In exceptional cases, compulsory steps can be moved after the course starts, but in those cases students who cannot participate because of the change must be allowed to submit a supplementary assignment during the course period.

Right to teaching

A student who has been admitted to and registered on a course is entitled to receive teaching and/or supervision during the course they were admitted to.

Students that cannot participate in a compulsory step due to special reasons (see section [8.6 Special reasons](#)) must be given the opportunity make this up in an appropriate manner – the examiner decides how. If possible, this will occur during the course date in question, but certain compulsory steps cannot be carried out until the next course date. See section [8.5 Compulsory steps](#).

A student who is absent during a compulsory step without giving special reasons cannot expect to be offered a special solution to the problems that may follow.

The possibility to make up compulsory steps may be limited if a course is cancelled. See section [8.5 Compulsory steps](#).

Replacement assignments

The examiner may decide that a supplementary assignment can replace compulsory steps, if there are reasons for this and if it is possible with regard to the intended learning outcomes and resources of the course. The content and scope of the assignment must correspond to the step it is replacing.

Future course dates

A student's absence from a compulsory step may mean that they have to take part of the missed step during a future course date.

- a student who had special reasons for their absence (see section [8.6 Special reasons](#)) during the first course date is entitled to participate in the missed step at a future course date;
- students who cannot give special reasons for their absence during the first course date can take part of missed steps at future course dates, provided there is space.

Cancelled course

In connection with a decision to cancel a course, transitional rules must be established for how compulsory steps may be completed by students who did not pass the course. The scope of these measures depends on how many students are affected and what types of compulsory steps are included.

Students affected by a cancelled course must be offered at least one opportunity to fulfill compulsory requirements within two years of the final course date.

If there are special reasons, a student may be given a further opportunity to complete compulsory steps. Accepted reasons are listed in section [8.6 Special reasons](#), and they can also include longer periods of studies abroad.

Who is responsible for what?

When a course is cancelled, the same authority that decided the course syllabus or revisions to the course syllabus must also decide the transitional rules. See section [6.2 Course syllabus](#).

In regard to programme students, the responsible department, in consultation with the programme director of studies, must inform the affected students how they can complete compulsory steps when a course is cancelled.

Students who wish for further opportunities to complete compulsory steps must submit a written, justified request. The responsible faculty (belonging to the responsible department) decides whether to offer further opportunities. The decision is made by a person within faculty management responsible for education at first- and second-cycle level, unless the faculty decides something else.

Instructions

Students who wish to take part of teaching, including compulsory steps, after the first course date (to which they were registered) has passed, must be re-registered. Re-registration may also be done for a course which is no longer being offered. If a student only wants to retake an exam, they do not need to be re-registered. However, they must apply to take the exam as usual.

Transitional rules must be included in the course syllabus. See section [6.2 Course syllabus](#). Also see section [8.12 Renewed examination \(retake session\) limitations](#).

8.6 Special reasons

Important concepts

The education planning and administration handbook often includes the term *special reasons*. Unless otherwise specified, “special reasons” comprise the following:

- personal illness or accident
- medical reasons connect to personal pregnancy
- family matters
- extended family matters
- adjusted study path due to documented disability
- student union commission
- public commission
- civil or total defence services.

Family matters refers to the birth of a child, temporary care of a sick child, and serious illnesses as well as deaths and funerals within the immediate family. *Serious illness* refers to an illness which requires the student to be present. The student’s *immediate family* includes the student’s spouse, common law spouse, children and common law spouse’s children.

Extended family matters refers to more serious illness, imminent or occurred deaths, and funerals within the extended family. *More serious illness* means life-threatening or acute illnesses requiring the student’s presence. The student’s *extended family* includes the student’s parents, parents-in-law, grandparents, foster parents and siblings. The common law spouse’s parents are regarded as parents-in-law.

Student union commission refers to an assignment as student representative in one of SLU’s, Sluss’ and cooperation bodies.

Public commission refers to a commission (not employment) as lay judge, a commission at a national or municipal authority, or a commission related to general or municipal elections.

Who is responsible for what?

If possible, the student should notify the responsible department (course coordinator or equivalent) in advance if they cannot take an exam or take part of a compulsory step because of special reasons.

If necessary, the course coordinator or examiner may request documentation to corroborate the student’s claim regarding a special reason.

8.7 Grading decisions

Policy

After taking an exam, student performance must be assessed as soon as possible.

National regulations

The basic principle is that a favourable decision may not be changed to a less favourable one for the individual.²

Changes to a grade

- “[...] on rectification of a typographical error, miscalculation or similar oversight concerning a grade shall be made by an examiner.”³ Such changes may involve either a raising or a lowering of the grade.
- Grades (and other decisions) may be negatively changed if it is discovered that a mistake has been made because of other circumstances than a “typographical error, miscalculation or similar oversight”. This applies in cases where cheating has been discovered.
- Corrections which are unfavourable for a student must be made with great caution and only in very clear-cut cases. Before any such correction is made, the student is normally given the opportunity to make a statement.

Reassessing grades

- Grading decisions are not included in decisions that can be appealed⁴, but a student has the right to ask the examiner for a reassessment.
- “If an examiner finds that a decision on a grade is obviously incorrect owing to new circumstances or for some other reason, he or she shall change the decision if this can be done quickly and easily and if it does not mean lowering the grade.”⁵

SLU rules

The examiner decides on grades – see section [4.5 Examiner](#) – and must provide the examination results:

- no later than 15 weekdays after the scheduled examination and
- at least 10 weekdays before the retake session.

Reassessing grades

A student who wishes to have their grade reassessed must submit their request as soon as possible, and include a reason why they want the reassessment. (See the correct form under [Links](#)).

Renewed examination during reassessment: see section [8.11 Renewed examination \(retake session\)](#).

Who is responsible for what?

The examiner who decided the grade must also decide any changes to that grade. In exceptional cases, another examiner can be appointed to decide on such a change.

Instructions

In accordance with the Higher Education Ordinance, only very incorrect decisions must be reassessed. Normally, the issue is not to make a new assessment of an already assessed examination. A reassessment example is when, during a written examination, a student has written their answer to a

² Administrative Procedure Act (2017:900), section 37.

³ Higher Education Ordinance (1993:100) Chapter 6, Section 23.

⁴ Higher Education Ordinance (1993:100) Chapter 12, Section 2.

⁵ Higher Education Ordinance (1993:100) Chapter 6, Section 24.

certain question in the space where another answer is supposed to be, and this has not been acknowledged before.

Links

[Blankett för begäran om omprövning av betyg \(form to request a grade reassessment\)](#)

8.8 Reporting results and documentation

Important concepts

A *course module* is a part of a course in the form of credits. It was previously called a module or test in Ladok. A course module can consist of several result notes.

Policy

Examination results must be reported in Ladok as soon as possible.

SLU rules

Examination results must be reported in Ladok no later than three weekdays after the requirements have been met. However, during the period 1 July–15 August and 24 December–6 January, the reporting of results may take up to seven weekdays.

The examination date must be included in Ladok. Consequently, it is not the date when the examiner has completed their assessment of the student's performance and determined the grade that is stated in Ladok.

Failed examination results must also be reported in Ladok. Examination results for courses that are not divided into course modules can only be reported when all examinations have been completed.

Several result notes relating to a course module can be entered in Ladok. See section [6.6 Course modules](#). When all results have been reported, the course module is listed as passed in Ladok.

There are specific rules for independent projects (degree projects). See chapter [9. Independent project \(degree project\)](#).

Who is responsible for what?

The grading decision must specify who the examiner was. The decision must also specify any other teachers who participated in the assessment (co-grading teachers).

The responsible department must archive bases for the examination in accordance with [Annex 4: Archiving course information](#).

Instructions

Example of how to manage failed results in Ladok:

<i>Examination session Student performance</i>		<i>Ladok report</i>	
		<i>Module</i>	<i>Course</i>
Examination	U	U	Nothing is reported
Examination	Blank examination was submitted	U	Nothing is reported
Examination	Did not take the exam	Nothing is reported	Nothing is reported

Degree project	Supplementary assignment required	Nothing is reported	Nothing is reported
Degree project	Passed, but the grade can be raised if the student submits a supplementary assignment	G	G (can be changed if the student submits a supplementary assignment)
Written assignment	U	U	Nothing is reported
Examination	G	G	
Written assignment	Did not submit anything	Nothing is reported	Nothing is reported
Examination	G	G	
Written assignment	Submitted too late	U*	Nothing is reported
Examination	G	G	
Compulsory step	Did not participate	Nothing is reported	Nothing is reported
Examination	G	G	

*If there is a deadline, assignments/take-home examinations submitted after the deadline has passed can count as a used exam session. In those cases, U must be reported in Ladok.

Courses with only one module: module grade = grade for the whole course. However, the grade U does not need to be reported in Ladok for the whole course, just the module.

8.9 Feedback and handing back written examinations

Policy

The responsible department (examiner or course coordinator) running a course should offer students the chance to provide examination feedback.

National regulations

Feedback

The student has the right to:

- discuss issues concerning the exam assessment with the examiner;
- learn why they received the grade they did and
- be informed about what, if anything, remains before a pass grade can be issued for the course.

Issuing exam questions

When an examination has concluded, each examination question becomes a public document. Secrecy may be applied to such questions connected to cases listed in the Public Access to Information and Secrecy Act.

Issuing exam answers

A written examination (a student's answer to examination questions) that does need any more processing may be handed back to the student in question.

SLU rules

Issuing exam questions

If secrecy is an issue when handing back exam answers, the course coordinator must inform students of this through a special decision, following consultation with Legal Affairs.

Issuing exam answers

Before the original exam containing the student's answers is issued, the student has the right to receive a copy if they request it. This may for example be appropriate if the student wishes to have the examiner's decision reassessed. The student thereby avoids any suspicion that changes or additions were made to the original after it was handed back. The department has the right to charge a copying fee. See section [3.8 Student costs and reimbursements](#).

Who is responsible for what?

The responsible department must decide how examination feedback should be designed. This may occur outside the course period, but before the first retake session. When assessment has concluded, the department is also responsible for issuing the written exams (student answers to an exam) to the students in a controlled manner. For example, the department must ensure that unauthorised persons do not have access to student answers.

8.10 Alternative examination session

SLU rules

The responsible department must offer an alternative examination session to students if anything of the following happens:

- the student is a student representative on an SLU body, and they notify the person in charge that a scheduled examination session will coincide with an advertised meeting or other activity relating to the body;
- a scheduled examination session cannot be carried out due to circumstances that SLU are responsible for;
- a student's answers to an exam or equivalent go missing due to a mistake made by SLU.

Alternative examination sessions must be offered no later than a week after the scheduled examination session, or no later than a week after the discovery that a student's answers to an exam have gone missing.

The exact time for the alternative examination session must be decided following consultation with the affected student.

There are special rules for compulsory steps. See section [8.5 Compulsory steps](#).

8.11 Renewed examination (retake session)

Policy

SLU offers three examination sessions per year:

1. an ordinary examination within the course date in question;
2. renewed examination (the first retake session), in connection with the course date;
3. another examination within a year after the course starts.

SLU rules

General information

Renewed examination rules also apply to oral exams, take-home examinations, written assignments or equivalent.

Renewed examination must be offered 10–25 weekdays after the results of the ordinary examination have been announced – i.e. no later than 40 weekdays after the ordinary exam was held. Courses that

take place during the latter part of the spring semester (period 4) may schedule retake sessions in August.

Retake sessions connected to specific course dates are only offered if the students in question need to take the exam at that point.

Another retake session must be offered within a year after the course starts, regardless whether students from the latest course date need it or not.

When an exam is renewed, other students from previous course dates are allowed to participate.

There are special rules for compulsory steps and independent projects (degree projects). See section 8.5 Compulsory steps and chapter 9. Independent project (degree project).

Retake sessions during reassessment

An ongoing examination must be concluded (in the form of grades/results) before the student can take another, renewed, exam.

Students who have requested a reassessment of an exam they failed may take a renewed exam while the reassessment of the first exam takes place, but the renewed exam will not be assessed before the first reassessment is completed.

If the student receives a pass grade following a reassessment, the renewed exam is disregarded. If the student still has a fail grade following reassessment, the renewed exam is assessed.

Who is responsible for what?

The responsible department must:

- when the course starts, give the date for any renewed examination (the first retake session), in connection with the course date;
- no later than eight (8) weeks beforehand, give the date for another renewed examination, which must be offered within a year after the course starts.

Students must apply for retake sessions at least 10 weekdays before the exam takes place. See section 8.2 Examination times, locations and registration.

8.12 Renewed examination (retake session) limitations

Important concepts

Examination sessions count as the number of times a student has taken an exam connected to a specific course or step. An exam which the student has started counts as a spent exam session.

A *course module* is a part of a course in the form of credits. It was previously called a module or test in Ladok.

National regulations

Students are given the right to take an exam related to a specific course five times. “If satisfactory completion of a course or part of a course requires successful completion by the student of a placement or corresponding training, the number of prescribed periods of placement or corresponding training shall be at least two.”⁶

⁶ Higher Education Ordinance (1993:100) Chapter 6, Section 21.

The total number of exam sessions and placements may only be limited if not doing so would lead to an unreasonable waste of resources. Any such limitation of the total amount of exam sessions must be specified in the course syllabus.

SLU rules

Changes to reading lists and grading criteria

Exams are geared towards the intended learning outcomes of the course and drawn up in accordance with current reading lists (or equivalent) as well as with current grading criteria, including specified requirements for a pass grade.

An examiner may decide to make an exception for a student who was admitted to an earlier course date, if there are reasons for it.

Changes to course modules

If by dividing a course into modules affects the exam, it must primarily take place in accordance with the new division of modules. If this is not possible, the affected students must be offered at least five exam sessions in accordance with the modules that applied when they were admitted to the course.

Changes to a course syllabus

If a new or revised course syllabus is adopted, the course syllabus in question⁷ must also include transitional rules for how exams can be completed by a student who was admitted under a previous course syllabus and did not achieve a pass grade.

Examinations should primarily be carried out in accordance with the new course syllabus. However, adjustments may need to be made in order for the objectives in the previous course syllabus to be met.

Cancelled course

If a course is cancelled, the overall transitional rule is that at least three retake sessions must be offered within two years of the last course date. In total, students from the latest course date must be offered at least five retake sessions on a course they have been admitted to.

If there are special reasons, a student may be given the opportunity of another retake session within a cancelled course. Accepted reasons are listed in section [8.6 Special reasons](#), but they can also include longer periods of studies abroad.

Students who wish for another retake session on a course that has been cancelled – in addition to what is stated in the transitional rules – must submit a written and justified request to the responsible faculty. The responsible faculty (belonging to the responsible department) decides whether to offer further opportunities. The decision is made by a person within faculty management responsible for education at first- and second-cycle level, unless the faculty decides something else.

Compulsory steps

See section [8.5 Compulsory steps](#).

Who is responsible for what?

The responsible department must provide information on their course pages regarding the possibility to retake an exam for the following reasons:

- changes to course modules
- changes to a course syllabus and

⁷ Transitional rules must:

- be included in the course syllabus for a cancelled course;
- be included in the course syllabus for a revised course;
- be included in the course syllabus for a new course which replaces a previous course.

- transitional rules for cancelled courses.

If necessary, students must keep up to date with:

- changes to reading lists, grading criteria, course modules and course syllabus which affect examinations, and
- transitional rules for examinations related to cancelled courses.

When a course is cancelled, the responsible faculty must decide whether to offer another exam session – in addition to what is stated in the transitional rules. The responsible faculty (belonging to the responsible department) decides whether to offer further opportunities. The decision is made by a person within faculty management responsible for education at first- and second-cycle level, unless the faculty decides something else.