

Examination Rules for the University of Akureyri

1. General

- a) Examinations are held towards the end of each of the two semesters and in the last week prior to the inception of the autumn semester. The scheduling of make-up examinations and repeat examinations is to be determined by the University Board of Administration and published in the University Calendar.
- b) Only students ,who have failed their examinations or those who have been sick during a regular examination, are entitled to take a make-up examination or a repeat examination and such an examination is to be held even though only one student is entitled to take it and intends to do so.
- c) University teachers are in charge of study evaluation. There are oral, written or practical examinations. Evaluation is permitted of student papers, reports and such material in lieu of an examination or as part of an evaluation of studies. On this subject there is to be consultation between the faculty president and the teacher concerned and the students are to be informed of the decision no later than at the inception of teaching in the course concerned. In case there are changes in the study evaluation after the course has begun, the approval of the majority of the students taking the course is required as well as that of all teachers concerned in order for the modifications to take effect.
- d) An examiner is to be in attendance during oral and practical examinations. In instances of final projects an examiner is at all times to be present regardless of whether the examination is oral or written. The term final project refers to a special course as defined in the syllabus. An examiner is always to be present during an oral examination. Other study evaluations are to be done exclusively by the teachers concerned. The University Rector appoints examiners, after having received suggestions from the faculty.
- e) Drafts of the examination schedule are to be ready no later than 1 September for the autumn semester and 3 January for the spring semester and shall be published at the same time as study programmes. The final versions are to be ready before students confirm their registration in courses. The proctor ensures that all supervising teachers, giving examinations listed on the examination schedule are notified accordingly and the students as well.
<Amended by Article 1 of Regulation No. 1173/2006>
- f) Lengthening or shortening the time allotted for the examination, after the examination has begun, is not permitted unless it is requested by the supervisory teacher and approved by the proctor. If an unforeseeable interruption has occurred in the implementation of the examination, the proctor can alter the time of the examination and he is to notify the students accordingly without delay.
- g) The teaching department attends to the recording of grades and their preservation. It attends to notifying the students of the grades
- h) Two weeks after the last grade of each semester has been published, the students' results in their courses of study are to be available to them.
- i) One year after the examination date, the student's examination papers are to be destroyed.

2. Proctor

The rector appoints a proctor, who is in charge of preparations and management of examinations in consultation with the faculty deans and the teaching department. The proctor's scope of work is (in addition to disclosures in articles 1 and 7):

- a) To ensure the coordination of the management of examinations in all faculties, and to ensure that all examination rules are observed and that penalties are enforced, in case of infractions of the examination rules.
- b) To be a connecting link between the teaching department and supervisory teachers
- c) To deliver the examination papers to the classrooms and organize supervision during examinations.
- d) To ensure, in cooperation with the teaching department, that the students' examination papers are delivered to the supervising teacher.
- e) To offer advice on the management of examinations and interpret the examination rules.
- f) The proctor, or his alternate, is always to be available during examinations.
No examination is to be held without prior consultation with the proctor.
- h) The proctor provides the examination supervisors with detailed information on their work.
- i) If a teacher, student or other party concerned, does not accept the decision of the proctor, the dispute is to be directed to the chairman of the University Board of Administration or an alternate for a decision.

3. Supervisory Teacher

Each course is to have a supervisory teacher.

A supervisory teacher is responsible for:

- a) Notifying all teachers of the courses concerned of the examination dates as soon as an examination schedule is available.
- b) Delivering examination questions to the proctor. A supervisory teacher is in charge of coordinating examination questions within the courses under his supervision and he returns the examination questions in computerized form or ready for photocopying. Such an examination is to be delivered to the proctor for copying no later than three workdays prior to the examination. An examination delivered to the proctor for copying is to be lucid and clearly printed and the questions are to be numbered in continuous numerical order. The primary principle is that teachers themselves are to organize their examination material. If an unfinished manuscript is handed in, it is to be done 10 days prior to the examination and the teacher involved is to come to the proctor's office where he can read over the examination **3 workdays prior to the examination**. If the examination is divided into parts, each part is to have a heading whose value in terms of the grade for the entire examination is to be listed in whole percentages. The value of each question is to be listed as part of the whole percentage of the entire examination.

- c) For receiving and the receipt for the completed examination papers (without delay after the examination) from the teaching department and for ensuring that the students' examination papers are delivered to the teacher concerned immediately after the examination.
- d) Calculating the final course grades of students.
- e) Ensuring that grades are delivered to the teaching department no later than on the **eleventh work day** after the day of the examination and that the students' examination papers are returned to the teaching department immediately after the review day of their examination results.
- f) Organizing the day of the students' review of their examination results in cooperation with the teachers of the course in question.
- g) Being available during the examination, but he is to visit the examination location within an hour of the inception of the examination, if possible.
- h) Providing in exceptional cases and in consultation with the proctor the person to replace him during the examination.
- i) Returning data on a practical part of the examination or other evaluation or examination part at the end of a semester to the teaching division for forwarding to the teacher, who is in charge of the repeat course or repeat examination?

4. Teachers

- a) A student is entitled to receive explanations of the wording of the examination questions. A teacher, who gives an examination, is to be available during the examination and he is to visit the examination location, if possible, if requested to do so. In exceptional cases a teacher is authorized to obtain a replacement teacher with professional knowledge of the examination subject. If a replacement is obtained, the teacher and the replacement are to review the examination material together before the examination. The supervisory teacher and proctor are to be notified of the replacement teacher.
- b) Grades from individual examination parts are to be handed in to the supervisory teacher on a special form, delivered to the teacher together with the completed examination papers, as soon as possible and never later than **10 workdays** after the examination is held. After the day of the student review of examination results, the supervisory teacher is to forward the examination results for safekeeping to the teaching department. The teaching department signs a receipt in return for the examination papers.
- c) In cases involving an examination consisting of several parts (i.e. many teachers are involved and each of them teaches his own part of the course material) the grading is to be arranged in such a manner that a teacher, who has e.g. 15% of the examination, grades his part of the examination in whole percentages, up to 15 points.

5. Students

- a) Before the inception of a school semester, students select the courses they plan to take. At the beginning of the semester students confirm their registration in the courses they plan to take. The confirmation of the course selected is valid as a registration for the

examination held on completion of the course. Those who have not registered for the course in the preceding manner but plan to take the examination in the subject concerned are to register in writing for the examination at the latest on the last day of registration. The final days of registration are decided by the University Board of Administration and published in the school calendar. Registration for autumn examinations, make-up examinations and repeat examinations is to be finished no later one week before the estimated examination date, provided that the supervisory teacher has by then handed in grades for the regularly scheduled examination. Otherwise, the registration is to be completed no later than one day after the grades have been handed in for the regular examination. It is not possible to cancel neither a registration for an autumn semester examination nor registrations for make-up and repeat examinations.

A student planning to take more than one examination scheduled for the same time is to call this on one week's notice to the attention of the proctor, so that he can arrange for taking the examinations, one after another.

b) A student failing to attend an examination that he is registered to take without giving notice of his absence, is considered to have taken the examination. Nevertheless he is not permitted to register for a repeat examination. Cancellation of an examination registration is to be submitted in writing and it is to have been delivered to the teaching division no later than the final day of registration.

c) A student failing to attend an examination because of illness is to give notice of his absence on examination day before the examination begins. A medical certificate is to be handed in to the teaching department at the earliest convenience and no later than five workdays after the examination was held, otherwise the student is considered to have taken the examination. The same applies, if a student fails to attend an examination because of the illness of a child.

d) A student, who fails an examination, is entitled to do a repeat examination once during the regularly scheduled examination period (December, May and August) free of charge. A student, who needs to take an examination for the third time he is to pay a fee of ISK 6,000. Students pay an examination fee of ISK 6,000 for all make-up and repeat examinations held in January and June. After the third attempt a student is to pay half a registration fee, cf. paragraph 2, Article 4 of Law No. 40/1999, for each examination attempt. The fee is to be paid on registration for an examination.

<Amended by Article 1 of Regulation No. 642/2005>; <Amended by Article 1 of Regulation No. 977/2005>

e) A student is entitled to receive the explanations of a teacher concerning the grading of his written examination answer, if he asks for it within **15 days** of the date of publication of the grade. Explanations of a written evaluation require the teacher to provide the student with itemized grades and an explanation of every grade on the examination. If a student, who has failed the examination, is not willing to accept the teacher's evaluation, he can turn to the dean of the faculty concerned within four weeks of the publication of the grades. An examiner is then to be appointed in each instance, if a final examination project is not involved. It is also possible for the teacher or the majority of students in the course concerned, if they consider that there is a special reason to do so, to request the appointment of an examiner for a specific examination. The examiner is to have completed an acknowledged final University examination in the discipline concerned or have made a name for himself as a scholar in the examination subject. Each party grades the examination answers independently and the grades have equal value in the final grade

awarded. If the results of the examination have been charged, the grade of the examiner counts as having a value of 75% and that of the teacher 25%.

f) If a student has passed an examination, he can request, if there are special attendant reasons for it, permission to do a repeat examination. If a faculty meeting/faculty committee permits a repeat examination, it is to take place the next time that this examination is held. The second grade received is the valid one.

g) The student is to take with him credentials with his photo and they are to remain on his desk during the examination.

h) Every student is entitled to take an examination in the courses of his choice, provided that the faculty rules, the structure of the study evaluation of the supervisory teacher or examination rules do not prevent it.

6. Grades

a) Grades are given in whole and half numbers from 1-10 and they are to be given as follows:

0 - 12 %	gives the grade	1.0
13 - 17 %		1.5
18 - 22 %		2.0
23 - 27 %		2.5
28 - 32 %		3.0
33 - 37 %		3.5
38 - 42 %		4.0
43 - 47 %		4.5
48 - 52 %		5.0
53 - 57 %		5.5
58 - 62 %		6.0
63 - 67 %		6.5
68 - 72 %		7.0
73 - 77 %		7.5
78 - 82 %		8.0
83 - 87 %		8.5
88 - 92 %		9.0
93 - 97 %		9.5
98 - 100 %		10.0

b) The minimum passing grade in an examination is 5.

c) Students are to obtain a minimum grade in all parts of the study evaluation, unless otherwise specified.

d) If a student has passed the practical part or another part of the study evaluation but has failed to obtain the required final grade, the part, first referred to here, remains valid for two years after the end of the current semester.

e) The final grade represents the weighted grade point average of all grades leading to the final examination. The final grade is calculated using two decimal factors and 9.0-10 represents a laudable rating, 7.25 – 8.99 constitutes a first class rating, 6.0 – 7.24 is a second class rating, and 5.0 – 5.99 is a third class rating.

7. Examination Management

- a) Students are to be at the examination room 5 minutes before the examination begins. If a student arrives more than one hour after the inception of the examination, he is not to be permitted to take the examination.
- b) In examinations consisting of several parts, students are to answer each examination part on a special form.
- c) Nobody is permitted to hand in his examination papers until one hour has elapsed from the inception of the examination. When the examination has come to an end, all students are to hand in their examination papers without delay. Students are nevertheless permitted to arrange their examination papers and write their names on them at the end of the examination, but they are not permitted to change or improve their answers.
- d) In all written examinations at the University of Akureyri, examination papers and draft papers are to be handed in to the examination custodian at the end of the examination. Examination questions from all examinations will then be preserved in the University library for a period of three years, accessible to everyone. Examination questions are placed in the University library after the academic year has come to an end.
<Amended by Article 1 of Regulation No. 459/2007>
- e) Students are not permitted to have their overcoats, briefcases or other items that are not part of permissible examination aids at the examination desk. No disturbance is permitted in the examination room.
- f) Students are permitted to leave the examination desk before they have finished the examination, only for the purpose of going to the lavatory and only under the supervision of an attendant.
- g) A student is not permitted to finish his examination without handing in the examination paper containing his answers, name and social security number or school identification number.
- h) Students, who finish the examination before the stipulated examination time has ended, are to leave the examination room without disturbing those who are still busy with the examination.
- i) University faculties in consultation with the proctor are authorized to use school numbers. A student then writes his school number in lieu of his name on examination papers containing his answers. All grades are to be published according to school number.
- j) In the event that a student asks the proctor to be permitted to take the examination at another location than the one where he is registered for study. The proctor is then authorized, if there are reasons of urgency supporting the request, to permit the student to take the examination at another university or academic institute, provided that an agreement has been concluded with the institute in advance regarding such an arrangement and this procedure will not incur any additional expense for that institute nor for the University of Akureyri.
- k) If a student is caught in the act of cheating on an examination, the examination paper and the answers are to be instantly removed from the student and the proctor or his

replacement supervisor shall be summoned to the scene. The student's case is then to be referred to the rector for a decision.

8. Date of Taking Effect

These examination rules are approved on the basis of Law No. 40/1999 on the University of Akureyri, cf. Regulation No. 888/1999 on the University of Akureyri, as amended. These Examination Regulations take effect immediately. Thus approved by the University Board of Administration, on September 27 2004.

At the University of Akureyri, 27 September 2004

Þorsteinn Gunnarsson
Rector

Sigrún Sveinbjörnsdóttir
Vice Chairman of the University Board of Administration