The Executive Board of Eindhoven University of Technology (TU/e), with regard to Article 7.10, third paragraph of the Dutch Higher Education and Scientific Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) in conjunction with Article 7.12b, first paragraph under e and in conjunction with Article 3.1 of the Examination Regulations, hereby adopts the

**TU/e Central Examination Regulations 2014**

**Article 1 Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Invigilator:</td>
<td>An internal or external person who supervises an examination, maintains order and is responsible for the attendance registration.</td>
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<tr>
<td>Examiner:</td>
<td>A lecturer who is responsible for an individual study component at TU/e and is appointed by the Examination Committee to assess students by setting examinations on the study component and determining the results.</td>
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<tr>
<td>Subject expert:</td>
<td>A lecturer with relevant subject expertise who in principle is appointed as an examiner or, within the scope of these regulations, acts in the place of the examiner.</td>
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<td>Examination coordinator:</td>
<td>Is responsible for the organization of the examinations.</td>
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<td>ER:</td>
<td>Examination Regulations of an Examinations Committee of a TU/e degree program.</td>
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<td>OER:</td>
<td>Program and Examination Regulations of a TU/e degree program.</td>
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<td>STU:</td>
<td>The Education and Student Service Center.</td>
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<tr>
<td>Student:</td>
<td>A person who is following a degree program in higher education and, for the application of these Regulations, is enrolled in a degree program.</td>
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<tr>
<td>Examination</td>
<td>An audit into the knowledge, insight and skills of a student, as well as an assessment of the results of that audit. In these regulations examination is also understood to mean a centrally organized final test.</td>
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<tr>
<td>Large examination</td>
<td>An examination is considered large if it is held in more than one room and/or more than one building.</td>
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<tr>
<td>Examination period</td>
<td>The periods, including interim periods, in which centrally organized written/digital examinations (and final tests) are held.</td>
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</table>
Article 2 Relation to the role and duty of the Examinations Committee
It is the statutory duty of the Examinations Committee to guarantee the quality of the organization and procedures relating to interim and final examinations (see Article 2.2 of the ER). The institute board is responsible for the organization of and procedures relating to the interim and final examinations to which these Regulations apply. The Regulations include the organization of and procedures relating to organized written examinations.

Article 3 Scope of the Regulations
These Regulations apply to centrally organized examinations. The instructions for examiners, invigilators and students constitute part of these Regulations and are set out in Appendix 1.

Article 4 Examination (venue) schedule
1. The Internal Affairs Department (DIZ) and the Education and Student Service Center (STU) determine, in consultation with staff of the departmental Educational Offices, the day and time of an examination within the examination period. The staff of the departmental Educational Offices appoint the examiner/examiners. For study components of the Bachelor College the timeslot and time when an examination is to be held within the examination period are determined by mutual agreement.
2. The examination schedule, excluding the venues, will be final by August 1 prior to the start of the academic year and will be published in the first week of August (see Article 4.1 of the model OER for Bachelor's programs within the Bachelor College, Article 4.1 of the model OER for competency-based Bachelor's programs, Article 5.1 of the model OER for Master's programs).
3. Once registration has closed for study components, including examinations for each quartile and the interim periods, STU will publish the examination schedule in OWIS, where the examination coordinator can view it. Facilities for students with a functional impairment will also be listed.
4. The examination coordinator is responsible for the room allocation and the appointment of the appropriate number of invigilators for the number of students who have registered for (the examination in) a particular study component.
5. Additional regulations will apply to ‘large examinations’ (see Appendix 2).

Article 5 The examination coordinator
1. There is one central examination coordinator.
2. The examination coordinator is assisted by the Internal Affairs Department, Educational Facilities & Conferences.
3. The examination coordinator shall be responsible for:
   a. an efficient spread of the examinations over the available venues and the preparation of the corresponding examination venue schedule and for notifying the Educational Offices, students, catering, building managers, fire department and security of such 3 to 4 days before the start of the examination period;
   b. informing the examiners and invigilators concerned of the relevant examinations and any facilities provided in relation to functional impairment;
   c. the invigilator pool;
   d. monitoring procedures during examinations by means of evaluation forms (see Appendix 7) completed by the invigilators;
   e. stock control of examination stationery, exam scratch paper, cover sheets (Appendix 3), attendance cards (Appendix 4), reports (Appendix 5) and even evaluation forms (Appendix 6).
4. The examination coordinator supervises the invigilators, ensuring that they adequately fulfill their duties in accordance with the rules. He/she is also responsible for the correct administrative and financial procedures in relation to the invigilators.
5. In addition, the examination coordinator identifies requirements regarding the layout of exam rooms and fulfills these to the best of their ability.

6. Should an examiner choose to give the examination coordinator the examination papers before and/or the completed examination scripts after the examination for safe storage then the examination coordinator shall ensure proper protection against loss, theft or wrongful acts.

7. The examination coordinator shall write a report based on the evaluation forms completed by the invigilators which he/she then submits to the relevant Examinations Committees, Program Directors, and Program Directors for Graduate Programs.

Article 6 Powers of the examination coordinator
The examination coordinator is authorized
- to appoint, instruct (see Annex 7), train and discharge invigilators;
- to take receipt of examination papers at the start of the examination;
- to collect the completed examination scripts at the end of the examination.

Article 7 Delivering, protecting and storing the examination papers and the examination scripts handed in
1. The examiner is responsible for the provision and storage of examination papers and the completed examination scripts and for proper protection against loss, theft or wrongful acts. Examiners may make use of decentralized and/or central facilities for this purpose.
2. All examination papers have a cover sheet, filled in by the examiner (Appendix 3); once ready for use they are sealed by the examiner (subject expert) and kept in locked storage until the start of the examination.
3. From the Thursday before the examination period begins, if agreed in advance, the examination papers for each room may be delivered to the examination coordinator in a sealed and initialed envelope. He/she shall sign for receipt and ensure that the examination papers are delivered to the appropriate venue.
4. After the examination the examiner (subject expert) shall collect the completed examination scripts and ensure that they are again sealed and kept in locked storage.
5. Subject to agreement at least one week prior to the examination, the examiner (subject expert) may submit the completed examination scripts to the examination coordinator, who will ensure that the completed examination scripts are sealed and kept in locked storage.
6. The examiner shall ensure that, once assessed, the examination scripts are kept in secure storage in accordance with the provisions of the Basic Selection Document (Basisselectiedocument).

Article 8 Conditions for centrally organized written examinations
1. The number of invigilators is, in principle, determined by the number and capacity of exam rooms. The number of invigilators shall be at least the capacity of the room divided by 50. If necessary, additional invigilators will be appointed with a view to students’ visiting the toilets during the examinations.
2. For every examination an examiner shall be present for the entire examination, including any extra time.
3. For every examination at least one examiner (subject expert) and one invigilator shall be present.
4. If the same examination is to be taken in more than one room, there must be two invigilators for the first 50 students in each extra room.
5. If the same examination is to be taken in more than one building or on more than one floor, one examiner (subject expert) is to be present in every building or on every floor.
Article 9 Powers of examiners and invigilators
1. If the examiner (subject expert) or invigilator observes a suspected case of cheating, he/she shall inform the student concerned and write and sign a report of the cheating observed (see Appendix 5, report of cheating format). The further procedure regarding an instance of cheating is set out in Article 3.2 of the ER of the Examinations Committee (see Annex 1, Article 4a and 4b (what to do in the event of cheating), and Appendix 8, (wording of Article 3.2 of the ER and protocol).
2. The examiner (subject expert) and the invigilator are authorized to deny students entry to the exam room or to remove students from the exam room if
   - the student cannot provide proof of identification
   - it is established that the student has cheated
   - despite a warning, the student continues to cause a disturbance during the examination
   - the student arrives at the exam room 15 minutes after the examination has started.
3. The examiner (subject expert) and the invigilator are authorized to prevent students from leaving the room within 15 minutes of the start of the examination and 15 minutes or less before the end of the examination.

Article 10 The examiner
1. The examiner is responsible for setting the examination questions.
2. Examiners are responsible for the smooth running of the examination. In specific cases they may have the subject expert replace them, though they shall retain final responsibility themselves.
3. The examiner (subject expert) shall answer any questions from students relating to the content of the examination.
4. An examiner (subject expert) shall sit at the back of the room and may work at their laptop, but must remain observant. He/she shall perform invigilator duties if necessary.

Article 11 Duties of examiners (subject experts)
The duties of examiners (subject experts) are listed in the Instructions and Considerations for Examiners, Invigilators and Students during Examinations (Appendix 1).

Article 12 Invigilators
1. Invigilators are jointly responsible for the smooth running of the examination: they supervise the examination, maintain order and are responsible for attendance registration.
2. The invigilators shall invigilate the examination actively and quietly. They should regularly walk around the room, checking for any irregularities.
3. No activities are allowed which may hinder the performance of invigilator duties, such as working at a computer, reading or talking.
4. After the examination the invigilator shall fill in an evaluation form and hand it in to the examination coordinator (see Appendix 6).

Article 13 Duties of invigilators
The duties of invigilators are listed in the Instructions and Considerations for Examiners, Invigilators and Students during Examinations (Appendix 1).

Article 14 Students
1. Students are obliged, before or during the examination, and at the request of the examiners (subject experts) or the invigilators, to identify themselves by showing their campus card for the current academic year. Students who do not have a campus card can also identify themselves using a valid means of identification. If a student is unable to do this, he/she may not take the examination.
2. If a student has taken the examination but was not enrolled for the corresponding study component, their examination will not be assessed.
3. Before, during and immediately after an examination, students are obliged to follow the instructions given by the examiner or invigilators present. These instructions include the directions referred to in Appendix 1.

4. Any student who fails to comply with the provisions in the first paragraph may be excluded immediately by the examiner (subject expert) or invigilator from further participation in the examination (see Article 9, second paragraph). The examiner (subject expert) shall write a report on this and submit it, duly signed, to the Examinations Committee.

5. Exclusion within the meaning of paragraph 4 means that the examination results of the student in question will not be assessed and that he/she will be considered to have failed the examination with regard to Article 1.2.4, fourth paragraph of the OER for the old-style Bachelor’s program or article 5.3, fifth paragraph of the OER for the Master’s program.

**Article 15 Final considerations**
These Regulations may be cited as the TU/e Central Examination Regulations 2014, were adopted on December 4, 2014 and are effective retroactively from September 1, 2014.
Appendix 1 (see Article 3)
Instructions and Considerations for Examiners, Invigilators and Students during Examinations (attached)

Appendix 2 (see Article 4)
Additional regulations for large examinations (attached)

Appendix 3 (see Article 7)
Examination cover sheet (attached)

Appendix 4 (see Article 5)
Examination attendance cards (attached)

Appendix 5 (see Articles 5 and 9)
Report of a (suspected) instance of cheating during an examination or suchlike (attached)

Appendix 6 (see Articles 5 and 12)
Evaluation form to be completed by invigilators (attached)

Appendix 7
Instructions for invigilators (not yet written)

Appendix 8 (see Article 9)
Wording of Article 3.2 of the model Examination Regulations 2014/2015 (attached)