



JÖNKÖPING UNIVERSITY

2023-10-27

Exam regulations for students at Jönköping University

At JU there are common documents that regulate what applies to examinations. Examination rules for students are described below. It is your obligation as a student at JU to make sure which rules applies to the examinations.

Scheduled start times for examinations

Examinations take place on set times – 9 A.M and/or 2 P.M.

It is common that examinations also take place during the weekends. Make sure to be in time for preparations that have to be done before the examination starts (for example – leaving your jacket/bag on the hangers, turning off your phone, finding your seat). It is your obligation to take part of the information given by the invigilators before the examination starts.

Register for examination

Register for your examination **no later than 10 days before the examination date**. If you are not registered, you will not be allowed to write the examination. Register via [StudentLadok](#) or the JU Mobile app. When registration is done in JU Mobile, a confirmation will be sent to your JU email. Please note that this does not apply when the registration is done in StudentLadok.

Place/exam halls are added continuously in StudentLadok and JU Mobile. Make sure that you know where to go and to be there in time.

If you cannot attend to your examination, unregister as soon as possible.

Anonymous code for examinations

Examinations at JU are conducted with anonymous codes. The code (for example DCH-YHJ) is used instead of your name and civic number. This means that your identity is hidden for your examiner when he/she is grading your examination.

The code is given to you in StudentLadok when you register to the examination. The code consists of three letters, a hyphen and then three more letters (see example above). For paper-based examinations, the code is found on the cover sheet of your examination folder. Write the code instead of your name and civic number on each page of your examination. For e-exams, the code is found in the upper left corner of the screen.

Accepted IDs

During the exam, you must be able to show a valid **physical ID**.

Accepted IDs for examinations are:

- Valid Swedish driver's license
- Valid Swedish passport
- Valid Swedish national ID card
- Valid JU card marked with "Identity Card"
- Foreign passports have to be valid, plastic wrapped and be in either English, French, or Spanish

(ref. <https://polisen.se/en/services-and-permits/passport-and-national-id-card/>)

Identification with 'BankID' or 'Freja eID+' does not constitute physical identification and is therefore **not accepted** as valid identification documents during exams.

Without an approved ID, you are not allowed to do the examination and you will be dismissed from the exam hall. Make sure to put your ID on the desk so that the invigilators have easy access to it. Keep the ID card on the desk during the whole examination.

E-exams

For e-exams, it is always your responsibility to make sure that your JU account is active. If you cannot login to your account, you can get a one-time password on our kiosk computer. For any questions regarding your account, contact IT Helpdesk. A SEB password will be shown on the big screens in the exam hall. Enter this password in the box on your screen. You can open the examination when the button/icon on the screen turns blue.

Aids during the examination

Make sure that you know which aids are permitted on the examination that you are going to do. You are always allowed to use pens, erasers, and rulers. If formulas, books, etc., are allowed, they cannot contain any notes or loose sheets. If you are unsure of what applies to your examination, talk to an invigilator.

Consumption and allergies

You can bring food and drinks to the examination halls. It is not allowed to bring nuts or any food containing nuts, food that smells or smudges. It is not allowed to wear fragrances due to allergies.

Targeted educational support

To be entitled to an adapted examination, you must have a disability and a granted approval for targeted educational support. If you need targeted educational support, send an email to sps@ju.se. Decision of approval is made by Emma Pavlov.

If you are approved with targeted educational support and wish to have adapted examinations, you will need to send a ticket (for every upcoming examination) via the [Case Management System](#) **no later than 10 days prior to the examination date**. Beyond that, you will need to register to the examination via Ladok/JU Mobile as usual. Remember to unregister if you are prevented from attending the examination.

Students with targeted educational support who writes paper-based examinations, but are entitled to use computers, must write the entire examination on the computer.

Breastfeeding during exams

Under certain conditions, breastfeeding is allowed during exams. If the exam exceeds three hours, there must be an opportunity to take a break for breastfeeding. Students must inform if there is a such need via the [Case Management System](#), no later than 10 days prior to the exam.

Double examinations

You can apply to write two examinations at the same time. To do this, send a ticket via the [Case Management System](#).

If you have applied to write double examinations;

Paper-based examinations: You will receive both examinations at the start (given that the same aids apply to both examinations). The end time for each examination must be followed.

E-exams (Inspera): You will see both examinations at start, but you can only write one at a time. It is not possible to leave the examination without submitting. You can start the next examination once the first one has been submitted.

Cheating or disruptive behavior

The examination organization works to ensure that the examination takes place in an orderly and legal manner. The invigilators instructions must be followed. Cheating or disruptive behavior during examination are disciplinary offences that will be reported to the Disciplinary and Expulsion Committee. This is the committee that determines the penalty for cheating or disruptive behavior.

The invigilators may at any time and without special reasons, check what is on your desk. The invigilators may also look through permitted books to check that they do not contain forbidden notes.

More information is found on the [Student Web](#) (under *Exams*).

How it works on a campus-based examination

During admission

For your own good, please make sure that you arrive at least 20 minutes before the examination starts.

Tick off your name on the registration list at the entrance. Here you will also receive your seat number in the exam hall. If you are not on the list, you are not allowed to write the examination.

If you arrive late, you will be let into the exam hall when 30 minutes of the examination have passed (in other words, 9.30 A.M and 2.30 P.M). An invigilator will come out and ask you to show your ID and tell you the instructions in short. The invigilator will also tell you which seat number you have.

If you arrive more than 30 minutes late, you will not be allowed to write the examination. No excuses are accepted.

Turn off all electronic devices and place your outerwear and bags on the hangers in the exam hall. Cellphones, watches, and wallets need to be placed in your jacket/bag or in the lockers outside the exam hall (lockers are only available in the K building).

As it is difficult for the invigilators to determine what is a smart watch and what is an analog watch, to avoid misunderstandings, you should also take off the analog watch.

Take a seat on your assigned seat number. Only permitted aids, ID, and food/drinks may be on the desk.

If you consider that you have legitimate reasons to have your cellphone turned on during the examination, notify the invigilators before the examination starts. Only exceptional reasons are accepted (for example pregnancy or serious illness in a close relative). The cellphone needs to be in vibration mode and kept by the invigilator. If you accept a call, you must immediately stop the examination and hand in your papers (or submit the examination in Inspira).

Start

When the invigilators close the door(s), you should have found your seat and sit down and listen to the information given by the invigilators. No communication may take place between students.

Check that you have received the right examination (applies to both paper-based examination and e-exams).

During examination

You are not allowed to leave the exam hall during the first 30 minutes.

No communication whatsoever between students may occur.

All possible communication between students must be via the invigilators.

Disruptive behavior cannot happen. If you feel disturbed, you must report this to the invigilator.

When the invigilators are doing the ID checks, make sure that your ID is placed in the upper right corner of the desk. If you have an ID that is not accepted or valid, you will be dismissed from the examination.

Only writing paper from JU with colored corners is allowed in the exam halls.

If you visit the restroom, you must write your anonymous code and time on the restroom list that is placed on the desk outside the restrooms. If the restrooms are located outside the exam hall, only one student at a time is allowed to leave the exam hall. If you leave the exam hall for reasons other than restroom visits, you are considered to have stopped the examination and may not continue writing.

End

The invigilators will announce when 30 minutes and 10 minutes of the examination time remains. In Inspera, you will also see the countdown in the upper left corner.

When the invigilators announce that the time is up on a paper-based examination, you must stop writing immediately.

Make sure to write your anonymous code on each sheet that you are handing in. No personal information (name, civic number, etc.) may be written on any of the sheets.

It is mandatory to show ID at submission regardless of the examination type.

The cover sheet on paper-based examinations must be handed in although no questions in the examination have been answered.

The number of loose sheets is counted by the invigilators and noted on the cover sheet.

The invigilator will do another ID check and note the number of sheets submitted.

No writing paper with colored corner may leave the exam halls.

On e-exams, raise your hand before/when you are about to submit your examination. If the examination time has passed, you first have to click on “Submit now” and wait for the invigilator.

After examination

Paper-based examinations: Your examination will be scanned after it has been graded. The examination will be available as a PDF file at <https://exam.ju.se>.

E-exams (Inspira): Your examination will be available in Inspira and also as a PDF file via the JU Mobile app or <https://exam.ju.se>.

These instructions are based on President's decision § 755, 2018, “Regulations and guidelines for first-, second-, and third-cycle education at Jönköping University”. Regulations on disruptive behavior and cheating are found in the policy documents of the Disciplinary and Expulsion Committee. To guarantee the student's legal rights, Sweden's legislation on discrimination must be observed.