

Written Examinations – Lecturer's Instructions

Dear lecturer,

To make sure that the preparations and organisation of your written examination go as smoothly as possible, we would like to request you to carefully read the instructions listed below. Thank you in advance for your cooperation.

Before the examination:

- **Seven** days (1 week) before the exam date, you should send the exam for which copies are required digitally (in a PDF file) to the following e-mail address: tentamens@oos.eur.nl. You should do this from an @wEURk 2.0 computer (secure way to send email). The @wEURk 2.0 installation can be recognised by the blue background. Specifically, these are: desktop PCs for staff and notebooks managed by USC/ITS on the EUR campus, or the 'remote desktop environment' offered via MyApps (<https://mydesktop.eur.nl>). Copies of the exams will then be made by Canon (Delft site).
- If you hand in examination papers later than the above deadline, you will need to ensure that you have made sufficient copies for all students. Note: You *may not* take any exam sheets that you have copied yourself directly to the examination hall on the day of the exam: these must still be handed to the Examination Organisation department in room MB-49 (Van der Goot Building) at least 1 working day prior to the examination. The appropriate answer sheets and participant lists can then also be arranged in time with the exam sheet, and all materials will then be available on time for any students with a functional limitation.
- Ensure that you are present at least during the 1st half-hour of the examination for questions and report to the senior invigilator in advance. When you depart, please leave a telephone number where you can be reached if necessary.
- Please **do not** bring along more than two assistants.
- Effective immediately, the Examination Organisation in the Van der Goot Building will ask to check your ID when picking up completed examinations. Additionally, completed examinations will no longer be handed over to assistants.
- For additional information, please visit: https://www.eur.nl/english/essc/student_administration/examinations/disciplinary_rules_for_written_examinations/





- Ask the senior invigilator whether there are any students with a functional limitation who are taking the examination in a separate room. If so, please report there first as these students commence half an hour earlier (M1-5/H5-2).
- Make arrangements with the senior invigilator as to whether you would like pick up the completed examination papers or whether they should be stored in the safe.
 - If you intend to pick up the examination papers you must do so within 15 minutes of the end of the examination in the MB-hall in the Van der Goot building.
 - If not, please pick up the examination papers the working day after your actual exam in the Van der Goot building, room MB-49 between 09:00-16:00 hrs.

During the examination:

- Invigilators must exercise supervision during examinations in accordance with a set of uniform instructions. If there are any irregularities, contact the senior invigilator.
- If there are any announcements concerning the examination, discuss this first with the senior invigilator. He/she can advise you on how best to communicate these during the examination.
- Draft paper, examination questions, answers and other examination-related documents may not be removed from the room during and after the examination. Draft paper may only be removed by the student at the end of the examination (after the total examination time has elapsed) if this is clearly stated on the front page of the examination.
- Students are not permitted to use the toilet during the first hour and the last half hour of the examination (and only once at other moments during the examination). These and other rules have been adopted as a standard by the Chairs of the Examining Boards and are implemented by the senior invigilator. The senior invigilator is charged with and is responsible for enforcing and implementing these rules.