



**GUIDELINES**

Reference Number: GIH 2020/268  
Replace No: GIH 2017/416  
Date: 2020-06-26  
Author: Suzanne Lundvall  
Decided by: Vice Chancellor  
Decision date: 2020-06-30  
Validity: Until further notice

# Rules for Examinations at the Swedish School of Sport and Health Sciences

## TABLE OF CONTENTS

Rules for Examinations at GIH.....	3
About examinations in general .....	3
Retaking examinations .....	4
Obstacles to examination.....	4
Rules for the implementation of various forms of examination .....	5
Written examinations.....	5
Administration of written examinations .....	5
Written take-home examination .....	6
Practical examinations.....	6
Degree projects.....	6
Rules for fulfilling course requirements .....	7
Adapted or alternative examinations .....	7
Examination in groups or pairs.....	7
Anonymous testing.....	7
Make-up examinations .....	8
Grades.....	8
Correction and reassessment of grading decisions .....	8
Re-examination for a higher grade .....	9
Information to teachers – notification of make-up examinations .....	10

## RULES FOR EXAMINATIONS AT GIH

The education and examination of students is one of GIH's most important tasks. Examination constitutes the exercise of public authority; i.e., a situation in which a public authority reaches a binding decision that affects a citizen's rights or obligations. The exercise of public authority can consist of decisions that are both favourable and adverse; for example, in the context of examinations, a favourable administrative decision might be to issue a course certificate to a student, while an adverse decision might be to issue a failing grade (cf. Swedish Administrative Procedure Act (SFS 2017:900) Section 22). Pursuant to Chapter 3 Section 2 of the Swedish Tort Liability Act (SFS 1972:207), the wrongful or negligent exercise of public authority may render the public authority liable for damages. Chapter 20 Section 1 of the Swedish Criminal Code (SFS 1962:700) states that a person who in the exercise of public authority by act or by omission, intentionally or through carelessness, disregards the duties of their office, shall be prosecuted for misuse of office.

In order to ensure the legal certainty of GIH's examinations, it is important that we have transparent regulations and that these are followed by staff and students.

For this purpose, the term *examination* refers to any test for which a grade is given. A course/module may include several examinations taking various forms. The examiner decides on grades based on the form(s) for the assessment of student performance stated in the course syllabus.

### About examinations in general

- I. In order to take an examination, the student must be registered on the course in question.
- II. The form(s) and number of examinations included in the course/module or equivalent unit is stated in the course syllabus.
- III. Ordinary examinations shall be held during the teaching period in which the course/module is held.
- IV. The results of examinations shall be reported to students no later than 15 days after the examination session.
- V. A student who has failed an examination twice has the right to request the appointment of another teacher as examiner and to retake the examination again. Any such request should be submitted in writing to the head of department. See further under Grades.
- VI. If the course syllabus states that the course/module allows students who have received a failing grade to submit a supplementary assignment instead of retaking an examination, then the student can be offered this opportunity. The examiner shall decide which assignment the student should perform, with the supplementation of each examination individually adapted based on the intended learning outcomes that the student has failed to achieve. Supplementation shall be completed as soon as possible after the student has been notified of their examination result and before the next examination session. The teacher reporting grades decides whether the supplementary assignment is acceptable



and reports the new grade in Ladok. If the assignment is insufficient for a passing grade, the grade Fail (U) will remain. The same applies if the student fails to submit their supplementary assignment on time. The student will then be referred to the next examination session.

- VII. Five opportunities shall be provided to take an examination. For placements (VFU), two opportunities will be offered (cf. decision of 02.12.2013, ref: Ö 2013/310).
- VIII. If a course has ceased, students shall be guaranteed a minimum of three examination sessions based on the previous course syllabus during the two terms after the course has ended. That a course has ceased means that the course code no longer exists within current courses and study programmes.

### Retaking examinations

- I. The coordinator of each course or module is responsible for ordinary retakes. Retakes of course/module components are the responsibility of the teacher who is responsible for that element.
- II. Retakes shall be offered no earlier than two weeks after students have been notified of results. An exception may be made for retakes during Period 4 – i.e., before the summer recess – when retakes may be scheduled prior to the start of the autumn term. For additional make-up examinations, see under Make-up examinations.
- III. Retakes shall be scheduled when the student has no timetabled teaching activities. Students shall be notified of the date no later than at the start of the course/module.

### Obstacles to examination

- I. A student who, through the fault of the examiner or GIH, is unable to take an examination has the right to a rearranged examination session, the date of which shall be decided by the teacher in consultation with the student.
- II. If a written examination is mislaid and GIH is responsible for this, the student shall be given the opportunity to sit a rearranged examination. It is not permitted to issue a student with a passing grade due to a mislaid examination paper.
- III. If, for some reason, it proves necessary to reschedule an examination session then students shall be notified no later than two weeks in advance.

## Rules for the implementation of various forms of examination

### Written examinations

- The course/module coordinator is responsible for compliance with these rules.
- The number of invigilators is decided by the number of students and the premises. There shall be a minimum of two invigilators. Written examinations in lecture theatres require a minimum of three invigilators.
- Neither examiners nor marking teachers may act as invigilators.
- Mobile telephones, pagers, activity trackers, smartwatches and computers must be switched off and left at the designated place in the examination room. The same applies to bags/backpacks and outdoor garments, which are under no circumstances permitted to be kept at the student's writing desk.
- Students shall sit in straight lines from front to back.
- Paper for rough work shall be distributed by invigilators.
- Students arriving more than 30 minutes late for an examination do not have the right to sit the examination.
- Students who have begun the examination are not permitted to leave the room until 30 minutes of the allotted writing time have passed.
- Invigilators shall patrol the room at regular intervals.
- One toilet should be cordoned off for use solely by examinees. The student's name and the time shall be noted for each visit to the toilet. One of the invigilators shall accompany the student and wait outside the toilet. The toilet shall be inspected prior to the start of the examination and after each visit.
- Students shall present ID when submitting their examination paper, the time of submission shall be noted and the student shall sign the submission list stating that they have submitted their paper.
- If cheating is discovered, the invigilators shall take immediate action: the student shall immediately submit their exam paper and leave the room; the invigilators shall document the event in writing, including all relevant details, and submit a report to the vice-chancellor; the examining teacher shall present the case to the Disciplinary Board.

### Administration of written examinations

- I. Information regarding the date, time and place of ordinary examination sessions and the first retake shall be submitted to the timetable planner in good time for preparing the course timetable.
- II. Corrected examination papers are distributed by each teacher as per the timetable. A review of the written examination shall be conducted no later than two weeks prior to the scheduled retake.
- III. Papers that are not collected at the appointed time are left at reception by the examining teacher for collection by students in accordance with the established procedure.
- IV. Papers should be sorted alphabetically to expedite collection and receipt.
- V. Students can collect their papers on production of valid ID. A student who has collected their examination paper does not lose the right to request re-

examination; however, if a student wishes to request re-examination, it is recommended that they ask for a copy of the paper rather than collecting the original. This increases the possibility of a legally certain reassessment.

### Written take-home examination

The term *take-home examination* refers to any written examinations set in a course/module with no specifically stated place of examination. Detailed information regarding deadlines and grading criteria shall be stated in the course/module PM.

Take-home examinations shall be distributed and submitted via the appropriate teaching platform and reviewed in Urkund. The deadline for submitting take-home examinations shall be no later than the final day of the course/module. Students failing to submit their take-home examination by the stated deadline must await the next retake session.

Students with a failing grade for a take-home examination shall have a maximum of two weeks to retake the examination as instructed by the teacher. Retakes shall be assessed according to the same principles as the ordinary examination. If the student fails this retake, they shall be offered the opportunity to retake the examination at the next make-up examination session.

### Practical examinations

The term *practical examination* refers to tests of knowledge, skills and leadership individually or in groups held at specified examination sessions. The times and dates of practical examination sessions and grading criteria shall be stated in course/module PM.

Retakes shall be offered during the course/module by agreement with the responsible teacher. Exceptions are granted for examinations held outside the immediate vicinity of GIH or that can only be held at certain times of the year or in certain weather conditions. Any such exceptions shall be stated in the course syllabus and course/module PM.

### Degree projects

Degree projects are examined by the appointed examiner for degree project. The degree-project process is described in [uppsatsguiden.se](http://www.gih.se/utbildning/Dina-studier-vid-GIH/Skriva-uppsats/), visit <http://www.gih.se/utbildning/Dina-studier-vid-GIH/Skriva-uppsats/>.

The Supervisor decide when work is ready to go up for public discussion and examination at a special seminar prior to final examination of the academic paper by the appointed examiner. If, despite advice to the contrary from their supervisor, the student wishes to have their work put up for discussion and examination at a seminar, they may apply to the course coordinator to do so. The seminar is held at the end of the degree project course and is an element of the examination.

The student will have three weeks (15 working days) to make revisions to their work based on the seminar discussion and final supervision.

It is the responsibility of the supervisor to notify the student when their work is ready for final examination, whereupon the student shall convey their work to the examiner of the degree project in accordance with the instructions issued by the course coordinator.

The examiner of the degree project then has three weeks to examine the work and communicate any additional needs for revision/supplementation to the student. If any further additional revision/supplementation is required, the examiner shall provide the student with feedback within three weeks of the work being submitted for a new review. After the examiner has received the reviewed degree project again, a grading decision is made and reported by the examiner. As a basis for examination, the examiner has fixed grading and assessment criteria and a grading basis provided by the supervisor and, if they are not the same person, a specially appointed seminar supervisor. A student has the right to make a written request to the head of department for the reassessment of a decision to fail their degree project, whereupon the head of department will appoint a new examiner. Before this happens, the work shall have been examined at least twice by the appointed examiner.

### Rules for fulfilling course requirements

Course requirements are stated in the course syllabus. The term *course requirements* is a precondition for the carrying out of the course and examination and refers to any and all assignments such as active attendance at teaching activities, completed and documented laboratory sessions, preparation and having the correct equipment for lectures, etc. Although course requirements as such are not graded, the completion of any such elements of the course/module is a prerequisite for grading. Detailed information regarding course requirements shall be stated in the course/module plan.

Students failing to attend compulsory teaching sessions shall be offered the opportunity to either participate in equivalent teaching with another group or, if admitted by the course syllabus, complete a compensatory assignment. Students who arrive unprepared according to the stated instructions shall not have the right to attend the teaching activity in question and shall therefore be considered absent.

Extensive absence from compulsory teaching activities will result in a failing grade for the course/module. The limitation on the level of absenteeism that can be compensated for by other means shall be stated in the course/module plan.

### Adapted or alternative examinations

If a student is the subject of a decision from GIH for special educational support due to a disability and/or is registered as a National Sports University student, examiners have the right to offer an adapted or alternative form of examination. See document Student's rights and obligations.

### Examination in groups or pairs

If an examination is in the form of group work, grading shall be based on individual performance. It should therefore be possible to distinguish each student's contribution; otherwise, group work should be combined with some other form of examination.

### Anonymous testing

In the case of anonymous exams, the examining teacher must take note of the names of examinees at the end of the examination so that any conflict of interest can be detected and so that a formal decision can be reached by the public authority (cf. Administrative Procedure Act Sections 11 and 12)

## Make-up examinations

In addition to ordinary examinations and ordinary retakes, GIH shall offer opportunities for both practical and theoretical make-up examinations

Make-up examinations are students' third recourse to examination and should not be confused with ordinary examinations (first exam session) and retakes (second exam session).

Make-up examinations are held on two occasions during the academic year, in January and June.

Students are permitted to take make-up examinations for all exams/tests conducted within the framework of the courses/modules held during the previous academic year (i.e. the past two terms). Information regarding which make-up examinations are currently scheduled is published on the GIH website as soon as applications are being accepted.

Applications open approximately one month before the make-up examinations take place. It is not possible to register once the deadline for applications has expired, whether through teachers or Study Administration.

## Grades

- I. Unless otherwise stated in the course syllabus, the grades issued at GIH are Fail (U), Pass (G) and Pass with credit (VG). (See decision GIH: 2020/116/020).
- II. Students are entitled to request justification of a grading decision.
- III. Grade reporting teachers shall report final grades in Ladok no later than three weeks after the end of the course/module.
- IV. The examiner decides on grades based on the forms of assessment of student performance stated in the course syllabus.

## Correction and reassessment of grading decisions

Although the Swedish Higher Education Ordinance does not allow for appeals against grading decisions, a student does have the opportunity to request correction or reassessment. A decision to award a grade that is manifestly incorrect due to mistyping, mathematical errors or similar oversights during the examination may be corrected to both the student's advantage and disadvantage. Before such a correction is made, the student shall normally be offered the opportunity to express an opinion. The correction of an examination/test should be performed by the examining teacher unless the student requests reassessment by another examining teacher. Corrections of grades for an entire course/module is performed by the appointed examiner.

Should the appointed examiner of the course, due to new circumstances or any other reason, discover that a grading decision is clearly incorrect, the examiner shall alter that decision, on condition that this can be achieved quickly and easily and it does not result in a lower grade.

### Re-examination for a higher grade

Students who have achieved a passing grade for an examination are not permitted to retake that examination for a higher grade.

## Information to teachers – notification of make-up examinations

Course/module coordinators shall notify Study Administration of make-up examinations no later than 15 October prior to January exams and 15 March prior to June exams. Notification shall be given via email to [restexamination@gih.se](mailto:restexamination@gih.se). The notification is made on the intended form which is found in the Teacher's Manual. Notifications received after the deadline will not be considered and will thus not be available to students.

### Process description (general)

1. Date of make-up examination is decided.
2. Date of make-up examination is published on the GIH website.
3. The examining teacher notifies Study Administration of the make-up examination.
4. Invigilators and premises are booked.
5. Applications open.
6. Applicants are registered.
7. Applications close.
8. The examining teacher is informed how many students have applied.
9. Make-up examinations take place.

### Division of responsibilities

Given that make-up examinations are an institution-wide matter affecting many staff categories, it is important to clarify the division of responsibilities in the process.

*Study programme and course planners*  
is responsible for:

- Set the dates for make-up examinations. At least one date shall be set aside for practical make-up examinations and one date for theoretical make-up examinations. Make-up examinations shall be scheduled for dates when no teaching activities are timetabled for students and must be decided for each academic year no later than one year in advance. Study Administration should then be notified.

*Study Administration*  
is responsible for:

- ensuring that updated information about make-up examinations is available on the GIH website;
- compiling notifications of make-up examinations from course/module coordinators and publishing these on the GIH website in a manner that allows students to apply;
- booking the necessary premises for make-up examinations;
- booking invigilators for theoretical make-up examinations;
- opening applications;
- informing students that applications are open;



- accepting and registering applications from students;
- closing applications in accordance with the deadline published on the GIH website; and
- providing course/module coordinators with lists of students who have applied for their make-up examinations.

*Course/module coordinators*  
are responsible for:

- notifying Study Administration regarding planned make-up examinations no later than 15 October prior to January exams and 15 March prior to June exams;
- acting as Study Administration’s contact person for make-up examinations;
- ensuring that an examination is available at the make-up examination session; and
- ensuring that once at the make-up examination students receive the correct examination papers.

*Head of department*

- Ensure that invigilators are available and that these individuals are familiar with the *Rules for Examinations at the Swedish School of Sport and Health Sciences* (ref: GIH 2020/268).