

TEKNAT 2016/147

Guidelines for the Conduct of Re- Examinations at the Faculty of Science and Technology

Adopted by the Educational Boards of Science and Engineering
2016-08-25. These guidelines replace the earlier versions
(TEKNAT 2015/167).

These guidelines are valid from autumn 2017.

Background

The probability for a student to be in phase with the program is considerably reduced if the time of re-examination coincides with regular examinations: the more weekly examinations, the greater the risk that the students focus on a few courses instead of giving all the program courses the same priority. In addition, additional exams during the study periods take time from education, making the periods more difficult to schedule.

It is important to give the students the best chances to pass their examinations at the first occasion. It is important that the study periods are not too short and that the students can use as much time as possible to study for their regular examinations. For these reasons the re-examinations around the end of the year should take place before the regular examinations.

Guidelines

Re-examinations must be offered in re-examination periods, i.e. a regular examination time cannot be substituted for a re-examination time. Regular examinations must not be placed in a re-examination period.

The day before the regular examination should, if possible, be non-scheduled.

Each examination shall be followed by at least two re-examinations per year, one of which will be offered in the re-examination period in August. Some courses have several course periods per year. The following table shows when re-examinations are provided (table 1). A department may choose to provide additional re-examination sessions. For courses extending over two periods, the table below refers to the period in which the examination occurs ^[1]. The principle is that there should be a short amount of time between the regular examination session and the first re-examination session, while maintaining a reasonable workload for the departments. A re-examination directly after the regular examination has been avoided, as far as possible. In case of re-examinations in the examination period directly after the regular examinations, these examinations should be scheduled with the largest possible distance. The re-examination period around the end of the year take place before the regular examinations. The regular examinations around the end of the year should, if possible, be scheduled during the last days of the semester. Teaching ought to take place in January. These guidelines apply to both oral and written examinations.

Table 1. Re-examination periods. The markings in the period columns refer to the periods in which the examination is given.

| | Period 1 | Period 2 | Period 3 | Period 4 | Re-examination December | Re-examination Easter | Re-examination June | Re-examination August |
|----------------|----------|----------|----------|----------|-------------------------|-----------------------|---------------------|-----------------------|
| Time of course | x | | | | X | | | X |
| Time of course | | x | | | | | X | X |
| Time of course | | | x | | | | X | X |
| Time of course | | | | x | | X | | X |
| Time of course | x | x | | | | X | | X |
| Time of course | | | x | x | X | | | X |

| | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|
| Time of course | x | | x | | X | | | X |
| Time of course | | x | x | | | | X | X |
| Time of course | x | | | x | X | | | X |
| Time of course | | x | | x | | X | | X |
| Time of course | x | x | x | x | | X | | X |
| Time of course | x | x | x | | | | X | X |
| Time of course | | x | x | x | | | X | X |
| Time of course | x | | x | x | X | | | X |
| Time of course | x | x | | x | | X | | X |

□ For a 10 credits course extending over two periods and with a final examination in the second period, the second period is marked in the table. For a 10 credits course extending over two periods and with an examination in each period, each examination is marked separately in the table. Such a course is followed over two rows in table 1.