



Noroff
University
College

GUIDELINES CHAPTER 4



Guidelines for Chapter 4 Examinations

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§4-1 Further information about re-sit examination/postponed examination and extraordinary examination

Re-sit and postponed exams are conducted once a year for autumn courses and once a year for spring courses.

Students must register for re-sit and postponed exams via StudentWeb, or an alternative electronic form on the website.

The learning platform shows how the assessment form for both the re-sit and postponed exams are to be determined.

In courses with a composite examination, which as a whole constitutes an overall assessment, the entire assessment must be continued.

The re-sit fee rate will follow the price lists in force at any given time on Noroff's website and StudentWeb.

In the event of expired courses, the student has the right to apply to the study administration for a substitute course within the framework of the completion deadline.

Exam dates will be published via StudentWeb and the learning platform.

§4-7 Further information about special examination arrangements

Students who have a permanent need for adaptations in connection with exams must apply for this by 15th September for the autumn semester and by 15 February for the spring semester. Applications and documentation for adaptation needs should be sent to the student administration at education@noroff.no.

Students who are in urgent need of special arrangements must apply for this as soon as the need arises. The application form and the enclosed medical certificate should be sent to the student administration. The application form is sent by email, the corresponding medical certificate must be delivered to the reception within five days/sent by post within five days. The adaptations made should not be so extensive as to represent an advantage over other students.

Extended time on individual exams can be given as a special arrangement in the form of additional time for students with documented reading/writing difficulties, those who breastfeed, are physically disabled, or have documented mental problems. Allergies and diabetes do not automatically entitle you to an extended time for the exam, regardless of the type of exam. The extended time is calculated in proportion to the duration of the exam.

§4-9 Further information about cheating

Attempted cheating in connection with examinations or compulsory activities may include:

- Having illegal aids. Permitted aids are listed on the learning platform. Anything that does not fall under this list is considered illegal aids. It is sufficient that the support materials have been available during the exam - it is not decisive whether the student has used/tried to make use of them available during the exam.
- Presenting the work of others as one's own (plagiarism). Among other things, by using sources in written and/or visual works without referring to sufficient sources, reproduction of material/material taken from textbooks/journals/websites/encyclopaedias as well as own or others' answers, etc. that are produced without a source reference and clear marking that there are quotations, will be considered as academic dishonesty.
Academic dishonesty also includes (but is not limited to):
 - Copying of own work without providing source (self-plagiarism).
 - Falsification/construction of informants/sources.
 - Irregular cooperation between exam candidates or groups.
 - Acting contrary to the rules of examination or academic integrity.
 - Noroff University College can hold an oral hearing at examination submissions when irregularities are suspected.

§4-10 Details of the fourth attempt to sit the examination

Pursuant to the Regulations *relating to Admissions, Studies, Degrees, and Examinations at Noroff University College AS §4-6*, students can sit for the same exam a maximum of three times. An exemption may be granted for a fourth attempt.

Applications must be submitted in writing to the student administration via the Support Portal by July 10th for the autumn semester and February 1st for the spring semester. The student must have used all three attempts on the exam in question before a fourth attempt can be made. Applications for the fourth attempt at the examination will only be granted in exceptional cases, and applications that do not satisfy the requirements will be rejected.

§4-12 Further information on censorship, use of external examiners

At least two examiners must be used, of which at least one must be external in the following cases:

- Bachelor projects
- For other exams, in addition to the internal examiner, an external examiner must be used each year for at least 1/3 of the courses, to ensure that all courses have had external grading during a three-year period
- New censorship on appeal
- New censorship by formal error

For oral exams and other exams that cannot be verified, two examiners must be used. The college itself decides whether one of the examiners should be external.

Exceptions to the requirement for two examiners are exams with absolute answers or where the grade is awarded according to a predetermined set of correct answers.

Evaluation of the examination schemes

The examination arrangements shall be evaluated at least every three years with the participation of external examiners. External evaluation can be:

- external participation and assessment of selected assignment texts and the learning outcomes of the course (examiner report).
- external grading of specific proportions of the assessments resulting in a final grade.
- review of assessment schemes laid down in programme and course descriptions.
- evaluation of examination questions and assessment criteria in a selection of courses included in the relevant study programmes. In addition, random checks of assessments carried out by internal examiner(s) in a selection of courses included in the relevant study programmes are carried out.

Eligibility requirements for external examiner

To be approved as an external examiner, one must meet one of the four following criteria:

1. Be employed at assistant professor level at another educational or research institution.
2. Higher degree examination at university, college or equivalent; or equivalent education from abroad or equivalent documented knowledge.
3. Have documented experience as an examiner in relevant subjects/courses at a university or college.
4. Through documented professional practice be particularly qualified in the relevant field.

Requirements for appointment of external examiner:

The first appointment of external examiners is made by the Education Committee, on delegation from the Board and on the recommendation of the programme leader. Cases are then handled by the student administration based on a list from the programme leader. The following must be taken care of:

- External examiners are appointed at the same time for the re-sit and postponed exam.
- External examiner is appointed at the same time as an external complaint examiner.

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