

OPEN UNIVERSITY OF CYPRUS

**INTERNAL REGULATIONS
GOVERNING THE CONDUCT OF
EXAMINATIONS**



**ΑΝΟΙΚΤΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΚΥΠΡΟΥ**

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1. Examination papers

- 1.1. The topics of the final examinations are decided at the sole responsibility of the Coordinator of each Thematic Unit, following consultation with the Academic Coordinator of the Programme of Study.
- 1.2. Each examination topic must be accompanied by
 121. An indicative answer aiming to determine the framework within which examiners will grade the answers and, to a certain extent, establish a homogeneous grading system.
 122. A grading scheme and/or grading criteria.
- 1.3. The examination questions must be perfectly clear and understandable to the examinees and proofread by the Coordinator of the Thematic Unit.
- 1.4. The examination paper must contain the full details of the Thematic Unit to be examined, together with the date on which the examination is held, as well as other clarifying or additional information (tables, diagrams, texts, etc.), in order to provide students with a better understanding of the examination questions.
- 1.5. The Coordinator of each Thematic Unit is responsible for the timely and secure dispatch of the examination papers to the persons responsible for conducting the examinations at each examination centre in all cities.

2. Types of examination

- 2.1. Examinations can be conducted by any one of the following methods or a combination thereof:
 - i) Written examination at a venue to be determined by the University's Students and Programmes of Study Support Unit
 - ii) Oral examination at a venue to be determined by the University's Students and Programmes of Study Support Unit
 - iii) Remote online examination (written and/or oral) using any available means or examination IT system to be determined by the University's Students and Programmes of Study Support Unit.
- 2.2. The Coordinator of each Thematic Unit chooses the type of the examination. His/her choice is subject to ratification by the competent Faculty and the Senate.
- 2.3. On the recommendation of the University's Students and Programmes of Study Support Unit, the Senate issues detailed instructions on the conduct of the examinations, which supplement and specify the provisions of these Regulations.

3. Organisation of examinations

- 3.1. The responsibility for the organisation and conduct of the examinations of each Thematic Unit lies with the Coordinator of the Thematic Unit. The University's Students and Programmes of Study Support Unit undertakes the overall

coordination of all examinations.

32. The type and timetable of the final examinations for all Thematic Units are announced at the start of the registration period in the Thematic Units. The set dates of the final examinations and all venues are announced at least one month before the start of the examination period.
33. In case the examination is conducted remotely online, the digital environment of the examination system to be used is deemed to serve as 'examination centre' and 'examination room'.
34. In case the examination is carried out remotely online, the precise manner of conducting the examination will be determined by means of instructions issued by the University's Students and Programmes of Study Support Unit. These instructions will be adjusted with due regard to both the examination system to be used and to technological advancements at any given time, so as the integrity of the examination is ensured.
35. The University's Students and Programmes of Study Support Unit compiles the final list of invigilators per examination centre, and in each examination centre one additional person is appointed in charge of conducting the examinations. Prior to the examinations, the University's Students and Programmes of Study Support Unit determines the capacity of the examination rooms and timely provides all invigilators with the telephone numbers of the examination centres.

4. Conduct of examinations

41. All members of the Programme's Teaching Personnel and also, if necessary, members of the University's Administrative Staff and/or external collaborators, assume duties as invigilators on the day of the examinations.
42. The absence of teaching personnel from invigilation duties can only be justified on serious grounds, upon request of the interested person, permission granted by the Coordinator of the Thematic Unit, and upon the final approval of the Academic Coordinator. In such a case, the invigilator proposes the person who will replace him/her.
43. In each room with a capacity of more than twenty (20) persons, there must be a second invigilator.
44. Throughout the duration of the examinations, in each examination centre there must be one additional invigilator, located outside the examination rooms, responsible for supervising all the rooms in which examinations are taking place.
45. On the day of the examination, the person in charge of conducting the examination must be present at the examination centre one (1) hour before the examination is due to start, in order to inspect the venue and the organisational arrangements, and to ensure the proper conduct of the examination. All invigilators must be at the examination centre at least thirty (30) minutes before the examination is due to start.
46. In the case of a remotely, online conducted examination, the person responsible for conducting the examination must connect to the digital environment of the examination system at the time specified in the relevant instructions issued by the University's Students and Programmes of Study Support Unit.

- 4.7. In the case of a remote online examination, throughout the duration of the examination no other person is allowed to be present in the room where the student taking the examination is psychically located.
- 4.8. In case of a serious problem or misconduct during the examination, the invigilator will inform the Coordinator of the Thematic Unit Coordinator who will, in turn, notify the Academic Coordinator.
- 4.9. The mobile phones of the invigilators, Thematic Unit Coordinators and Academic Coordinators must be switched on and in silent mode.
- 4.10. Before the examination papers are handed out to the students, their civil or University ID card is checked by the invigilators and the students sign where indicated on the documents handed out to them. In case the examination is conducted remotely online, the student completes a 'Solemn Declaration' that is available in electronic form, signs it and submits it no later than three (3) days before the date of the examination. This form can be filled in electronically and the student's scanned signature can be added. The student will also be asked to prove his/her identity on the day of the examination through the digital environment to be used.
- 4.11. Students are not allowed to have books or other aids on their desks, unless the type of the examination allows the use of books and/or other aids.
- 4.12. During the examination, students must keep their mobile phones switched off.
- 4.13. Students are not permitted to leave the examination room without supervision before handing in their examination paper and examination answer booklets. In case the examination is conducted remotely online, students are not permitted to log out of the examination system or leave the examination room before submitting their answers to the examination questions. Students are allowed to log out or leave the examination room only in exceptional cases and subject to the invigilator's explicit permission to do so.
- 4.14. Before the examination papers are distributed, the students are informed of the sanctions imposed in case of breach of academic integrity (cheating, talking or communicating with others, collaborating with others, plagiarism) in any way during the examination.
- 4.15. The invigilator is responsible for the proper conduct of the examinations, for proper supervision and for the imposition of sanctions.
- 4.16. The invigilator may, without further warning, report a student and initial or remove a student's examination answer booklet in case the student is caught cheating or talking during the examination or in case the student's behaviour contravenes the rules of conduct of the examination. Should this be the case, the paper is graded with zero and the student is deemed to have failed the Thematic Unit.
- 4.17. The incident of cheating is recorded in the student's file in the Students Registry and the pertinent provisions of the Internal Student Disciplinary Regulations apply.

- 4.18. Examination papers are handed out with the blank side up and students are not allowed to look at them until the examination has officially started and they are instructed to do so. Once the examination is over, all students must stop writing.
- 4.19. After the distribution of the examination papers and the examination answer booklets, the invigilator will announce the start and duration of the examination and will note the corresponding times on the whiteboard located in the room.
 - 4.19.1. Any clarifications or explanations deemed necessary are incorporated in the examination papers.
 - 4.19.2. In exceptional cases, if the Thematic Unit Coordinator considers it necessary to provide additional clarifications, these must be given to all students in all examination centres.
 - 4.19.3. If a student wishes to ask something which is unrelated to the examination materials, and if the invigilator thinks that he/she can answer, then he/she will do so in a way such that the answer can be heard by all students.
- 4.20. Students are not permitted to leave the examination room during the first thirty (30) minutes of the examination. In case the examination is conducted remotely online, students are not permitted to log out of the digital environment of the examination system during the first thirty (30) minutes of the examination.
- 4.21. Students arriving late may only be admitted during the first thirty (30) minutes of the examination.
- 4.22. Every one (1) hour students are informed of the time remaining until the end of the examination. Students are also informed when fifteen (15) and five (5) minutes remain until the end of the examination.
- 4.23. At the start of the examination, before the examination papers are handed out, the invigilator informs all students of the procedures to be followed.
- 4.24. After the end of the examination, the invigilators collect all examination papers and all examination answer booklets. The students declare that they have submitted their examination paper and examination answer booklet by signing in a dedicated area on the examinees' list. The invigilator initials each examination answer booklet at the end of the last provided answer.
- 4.25. The invigilator collects the examination papers and answer booklets and forwards them to the Tutor in charge of each student cohort.
- 4.26. After grading the examination answer booklets within five (5) days, and the re-sit examination answer booklets (where applicable) within three (3) days, the tutors immediately contact each student personally, providing concise comments on the result of the examination, and they make sure that each student has indeed received such information.
- 4.27. The University's Students and Programmes of Study Support Unit is responsible for keeping the examination papers for a period of two (2) years from the date of the examination.

428. In case the examination is conducted remotely online, the digital data of the examination process, including any personal data of the student, which have been recorded will be kept for a period of two (2) years and will thereafter be deleted.
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These revised "Internal Regulations Governing the Conduct of Examinations" were approved in the 28th meeting of the University Council, dated 20 May 2020.