

Working Committee of the Faculty Board

Guidelines for invigilated remote digital examinations using live-streaming

It may be necessary to invigilate students digitally during a remote examination to ensure fair and correct assessment and prevent students from breaching set rules. For live-streaming for the purposes of invigilation to be justified, it must be an effective tool to achieve the aim. The exam is to be designed to enable the teaching staff member responsible for the exam to assess the students' expected knowledge, skills and abilities in relation to the learning outcomes for the course.

Live-streaming entails sound or images being broadcast in real time, for example via Zoom, but not recorded or stored. This may apply to a written exam which is invigilated in real time via video, i.e. an assessment that is equivalent to an invigilated written exam in a room on campus. Live-streaming may also be used for an oral presentation done in real time in the presence of the examiner.

In general, an exam is *not* to be recorded, as this constitutes a serious violation of personal integrity. However, in individual cases the examiner may, after consultation with the University's data protection officer, decide that recording is necessary to ensure fair and correct assessment. In these very rare cases, the decision is to be documented in writing.

Invigilation in real time of a digital examination is permitted if it is necessary. Pursuant to the recommendations of the Association of Swedish Higher Education Institutions, SUHF, the decision is to take account of fairness and correctness, educational aspects, equal opportunities and the students' perspective¹.

Students who, for some reason, do not have the conditions to take part in an invigilated remote digital exam via Zoom, for example, must contact the lecturer or administrator on the course as soon as possible, at least two weeks before the assessment. Students with a decision entitling them to learning support are to contact their study advisor at least two weeks before the assessment.

1. Information for students

The students are to be given clear information about the rules for the implementation of the exam. Each department or subject is to produce exam instructions that the lecturer/director of studies/exam director is to communicate to the students. Live-streamed exams are to be conducted in accordance with current

¹ [Recommendation on digital remote assessment using live-streaming, SUHF 2021](#)

guidelines and exam instructions must be specific. If these instructions are not followed, the exam can be declared invalid by the examiner.

It is important to inform the students that the exam entails the processing of personal data. The information on the processing of personal data is to be clear and simple, and easy for the students to find and comprehend.

It is the students' responsibility to read the information sent out with instructions on how to take part in a remote invigilated digital exam.

2. Time and place

Login details and times for logging into the digital tool used for the exam may differ between different forms of assessment.

Login to Zoom and other digital tools (e.g. Canvas) must take place at the stated time and according to the instructions provided. Students are not permitted to join in an exam once it has started, i.e. to arrive late for an invigilated remote digital exam. The assessment begins as soon as the exam is made accessible to the students.

It is important to sit where no disturbing noise will interfere with the exam. No one other than the person sitting the exam is permitted to be present in the room where the exam is taking place once it has begun.

3. Equipment and aids

An invigilated remote digital exam via Zoom, for example, makes greater demands on equipment than teaching via digital tools. Students whose equipment does not meet the technical requirements are to contact the programme administrator well in advance of the exam. If the students themselves do not have access to the necessary technology, the department is to make such equipment available on loan or provide the students with the opportunity to sit the exam on University premises with the necessary invigilation. This may also apply to students who have been approved for learning support or whose personal circumstances at home do not enable them to sit the exam there.

Some technical equipment is not permitted during remote digital exams, such as headsets and headphones. The equipment that is prohibited may vary from one exam to the next. The department is responsible for providing information about what aids are permitted in the instructions for each specific exam.

4. Personal belongings and other equipment

A valid identification document and any permitted aids are to be in place before the start of the exam.

Food and drink are permitted during the exam. They must be in place before the start of the exam, as students are not permitted to leave their workstations to fetch things once the exam has begun.

Students are only permitted to use the desk materials, digital programs and technical equipment specified in the exam instructions.

Other belongings, desk materials and technical equipment which are not permitted during the exam are to be removed from the workstation and out of sight and reach throughout the exam.

5. Talking

Once a written exam has started, any communication is to be done via the invigilator according to the exam instructions provided. No other communication is permitted, neither via Zoom nor via other channels such as telephone or chat function.

6. ID check

Photo ID is obligatory for access to an exam. Valid photo ID documents are national ID cards, driving licenses, passports and LU cards.

A student who has forgotten their ID may fetch it, but only before the exam has started. If the student is unable to show valid photo ID, the invigilator is obliged to refer them to the next exam session.

It is important for each student to be identified individually and for their personal details not to be shared with the other exam candidates or other unauthorised people. When several students are sitting an exam at the same time, identification is to be done in so-called break-out-rooms to protect the students' integrity.

7. Technical problems

In case of technical problems during a remote exam, which lead to a student being unable to complete the exam in time, the student is to be offered a new exam session as soon as possible. This applies only on condition that the problems lie with the University. This is the case for example if the University's network is down or suffers a system error.

If the student cannot start the exam due to technical problems not due to the University, the student is referred to the next exam session.

If a technical problem arises during the exam and invigilation is interrupted, the invigilator/examiner is to be able to contact the student via chat function or mobile phone. An alternative in the event of technical disturbances is contact via a so-called "break-out-room". If invigilation is interrupted for more than 15 minutes, the exam is no longer valid.

8. Cover sheets

Where appropriate, the cover sheet for the exam is to be completed according to the exam instructions provided and submitted together with the exam paper.

9. Smoking breaks

Smoking breaks are not permitted during an exam.

10. Lavatory breaks

Students may go to the lavatory during an exam. They must notify the invigilator who will signal when the comfort break is permitted and will monitor its duration.

11. Breast-feeding breaks

In case of assessments that exceed three hours, a break should be allowed for breast-feeding where necessary. The students concerned are to make their need known at least two weeks before the exam.

12. Submission

The student is obliged to submit their entire exam even if no questions have been answered (blank exam paper). A submitted exam is to be registered as an exam session. Personal details/exam code are included on all pages.

13. Managing suspected cheating

If an exam invigilator discovers or suspects cheating, this is to be reported. The consequences of any cheating may include exclusion from both teaching and assessment for up to six months. An exam invigilator has the right to deny access to any student who deliberately disrupts and/or prevents their fellow students from doing their exams.

14. Releasing marked exams

Marked exams can be handed out by the teaching staff member who marked them, often in connection with the exam review session. If this does not happen or if the student is absent at the review session, the exam paper can be retrieved from the location or platform specified by the teaching staff member. Marked exam papers are not normally sent home to the students. Written exam papers that are not retrieved by the student are destroyed 2 years after grading.