

## GENERAL EXAM INFORMATION FOR SUPERVISORS

The aim of this document is to standardise the work of the exam supervisors at the various exam locations of the MSLS programme and to clarify the role of the supervisors.

| <b>Request, question, problem</b>   | <b>Measure/behaviour supervisor</b>   |
|-------------------------------------|---|
| Distribution in the exam room       | Ask the students to distribute evenly in the whole examination room. You may assign more suitable places to the students if necessary.  |
| Who are the candidates present?     | Attendance and identity check based on the list of participants and an ID card with photo (before or during the exam).  |
| Student arrives late for the exam   | Students are allowed to enter the room until 15 minutes after the start of the exam, but he / she will not get any extra time – after that no admission will be allowed (applies to all schools).   |
| Are the permitted aids/tools known? | <ul style="list-style-type: none"><li>- Clearly mention permitted aids at the beginning of the exam (permitted aids can be found on the cover sheet of the paper exams respectively in the briefing for online exams.)</li><li>- Only explicitly permitted aids may be placed on the candidates' tables, in particular no bags or jackets.</li><li>- All communication-capable, programmable and/or storable devices such as smartphones, smart-watches, etc. are not permitted unless they have been explicitly authorised as aids. Students should switch them off completely before the start of the examination and stow them in their bags. They may no longer carry these devices on them (especially due to possible toilet breaks).</li><li>- The checking of aids before and during the examination should be planned in advance and carried out as disruption-free as possible.</li></ul> |
| Toilet breaks                       | <ul style="list-style-type: none"><li>- It must be clear that toilet time is considered exam time.</li><li>- It must be prevented that information is exchanged in the toilet: I.e.:<ul style="list-style-type: none"><li>- only 1 candidate per toilet visit</li><li>- also ensure that no electronic communication devices (e.g. mobile phones) are taken into</li></ul></li></ul>  |

# Master in Life Sciences

A cooperation between  
BFH, FHNW, HES-SO, ZHAW

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|  | <p>the toilet.</p> <ul style="list-style-type: none"><li>- If in doubt, ask students to empty their bags.</li></ul>  |
| Problems with computer-based examinations (e.g. the student has lost time because he was kicked out of the quiz)       | Contact the coordination office immediately ( <a href="mailto:spit@zhaw.ch">spit@zhaw.ch</a> / 058 934 51 06). An attempt will be made to find a solution during the exam time (e.g. a time extension).  |
| Other non-regular cases and situations: e.g. examination sheets/documents were not handed in, construction noise, etc. | Contact the coordination office immediately ( <a href="mailto:spit@zhaw.ch">spit@zhaw.ch</a> / 058 934 51 06). An effort will be made to find a solution as fast as possible.  |
| Student acts dishonestly   | <ul style="list-style-type: none"><li>- If an unauthorised aid (a cheat sheet, calculator, etc.) is discovered, the following procedure should be followed:<ul style="list-style-type: none"><li>- Address the student and ask them to put the unauthorised aid away immediately.</li><li>- However, the examination may be completed.</li><li>- Record the incident immediately in as much detail as possible (what was used, when was it confiscated, for which task, etc...).</li><li>- The incident must be reported to the coordination office (<a href="mailto:spit@zhaw.ch">spit@zhaw.ch</a>) after the exam. The Coordination Office will discuss the next steps with the programme director concerned</li></ul></li></ul> |
| A student has a question   | <ul style="list-style-type: none"><li>- Content-related questions are not answered</li><li>- Organisational questions can be answered if possible. Otherwise ask the coordination office (<a href="mailto:spit@zhaw.ch">spit@zhaw.ch</a> / 058 934 51 06).</li></ul>   |
| Communication of the remaining time  | Inform students when 15 and 5 minutes remain   |