

NHH

Welcome to the information meeting about examination!



Exams
Rules and regulations
Practical details
Tips and advice

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Section for exams



Important information

Remember: It is your own responsibility to familiarize yourself with our examination regulations.

- General information for students <https://www.nhh.no/en/for-students/>
- Regulations about examinations for full-time study programmes at NHH <https://www.nhh.no/en/for-students/regulations/regulations-for-full-time-study-programmes-at-the-norwegian-school-of-economics-nhh/>
- Course descriptions

Registration and withdrawal deadline



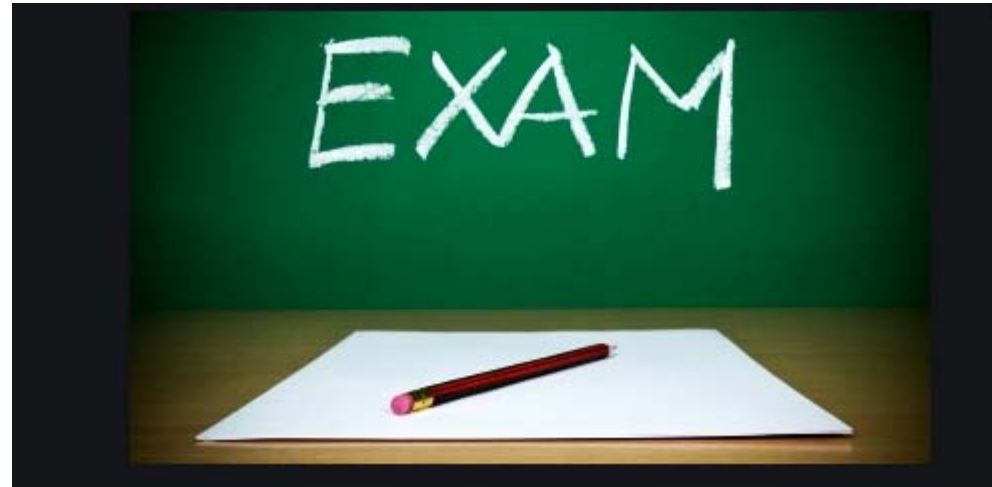
- Deadline for confirming your study plan/semester registration in Studentweb
- **September 1st for Autumn semester**
- **February 1st for Spring semester**

It is your own responsibility to make sure that your study plan is registered correctly within the deadline

- Deadline for withdrawal – as soon as you know - latest three weeks before the first exam/ or exam part in the course (details in Studentweb)
- Failure to meet at the exams counts as an examination attempt, totally you have two examination attempts per course

Forms of assessment at NHH

- Written school exam (normally starts at 9 AM and lasts for 3 or 4 hours)
- Home exam
 - Individual or group-based
- Other assessment forms can be portfolio, presentations, class participation, or oral exam





Access to the exams

In order to take the exams you must have :

- valid admission to the course
- paid the semester fee
- registered for the exams in Studentweb within the deadline
- passed course approvals



Some courses have spesific admission requirements, see course description



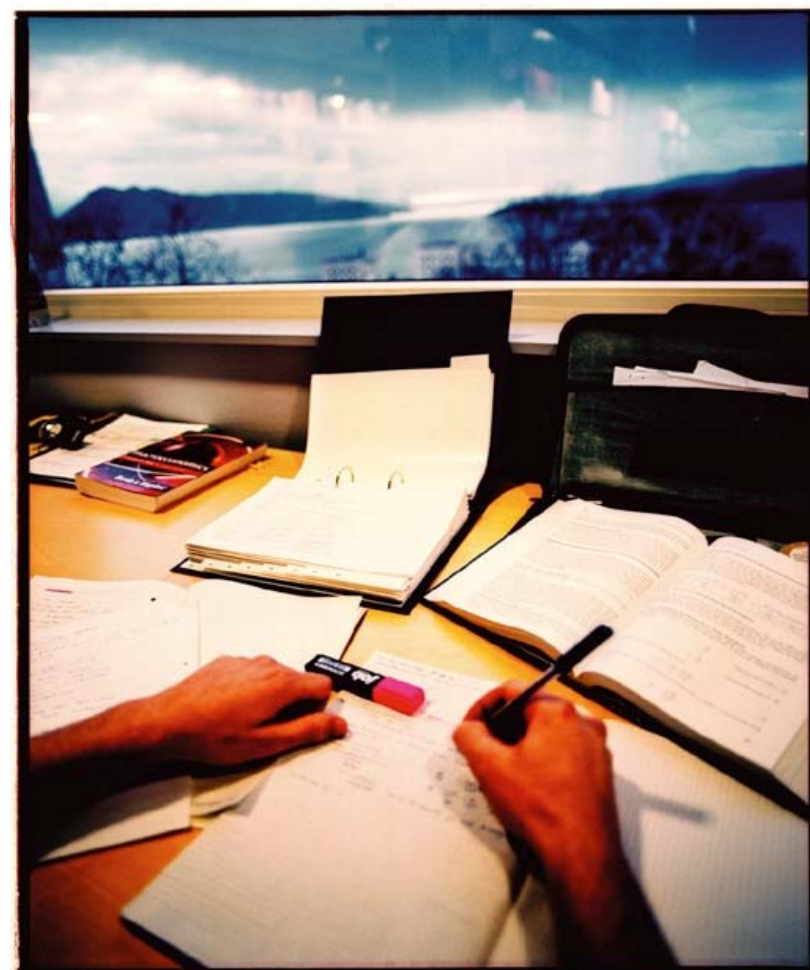
Re-sit examination

- Written school exams in the BA courses are normally held every semester
- The exams in the MA courses are held only in the semester the course is taught
- Prerequisite: passed course approvals
- You can only complete course approval in the semester in which the course is taught.
- The course approval is valid for the two following semesters if nothing is specified in the course description



Re-sit examination

- You will be tested in accordance with the most recent curriculum taught, and changes may be made to the content, curriculum and form of assessment, and course requirements.
- The best result will appear in your transcript





Examination attempts



- You have two examination attempts per course
- "Failure to attend the examination" counts as an exam attempt
 - *Withdraw before withdrawal deadline*
 - *"Failure to attend the examination" will not show on your transcript*
- If you want to leave the examination room during a school exam without submitting your paper you have to sign a withdrawal form before you leave your desk
- This will count as an examination attempt unless you provide medical certificate.



Cheating

- Cheating is a violation of the regulations and the University and University Colleges Act.
- The consequence of cheating may result in you being barred from NHH or all Norwegian universities and university colleges for up to two semesters, in addition to having your grade annulled
- It is your responsibility as a student to familiarize yourself with the regulations regarding cheating. The rules applies even when you are not aware of them, and a lack of knowledge of the rules and regulations does not qualify for acquittal in a case about cheating.



Cheating at school exams

Illegal examination support materials are regarded as cheating:

- Syllabus or other academic literature if not specified by course responsible
- Calculator types that are not allowed
- «Cheat notes» or notes in the books that are allowed,
- «Cheat sheets»
- Cell phones, watches or other support materials not specified

All communication with other participants during the exam will be regarded as an attempt to cheat.



Cheating at home exams, course approvals and other written submissions

The following will be treated as an attempt to cheat:

- All citing without referencing including **your own previously submitted work**
- Cooperating with other participants/groups
- Putting your name on a group paper if you did not contribute

All papers submitted will be subjected to a plagiarism check in Canvas and WISEflow.

Make sure you reference your paper properly

For referencing: sokogskriv.no/en/



Special examination arrangements

- A student with disabilities who have difficulties in an examination setting may apply for special examination arrangements
- You may apply due to both temporary and chronic conditions.
- For more information and application form, please refer to: <https://www.nhh.no/en/for-students/examinations/special-examination-arrangements/>

Application deadlines

- **September 1st for Autumn semester**
- **February 1st for Spring semester**
- Application due to seasonal allergies are only assessed as an acute illness.
- You can apply for leave of absence in case of long-term illness, pregnancy, summons to Military Service in the course of your studies. Documents must be attached.



Illness before the exam



- Documentation from a doctor or specialist must be sent to exams@nhh.no, or be handed in to the Service Centre, **at the latest the first business day after the examination.**
- The medical certificate must be dated before or on the day of the examination and be signed and stamped
- With valid documentation you will not use an attempt



Illness during the exam

- Contact the invigilator to withdraw from the examination.
 - ✓NB! The withdrawal form must be filled in.
- You must then immediately see a doctor.
- Documentation must be sent to exams@nhh.no, or be handed in to the Service Centre, at the latest the first business day after the examination.
- The medical certificate must be dated before or on the day of the examination and be signed and stamped








Before the exams

- Examination dates: <https://www.nhh.no/en/for-students/timetables/>
- **Studentweb:** Information about electronic exams, dates, examination rooms, candidate number (different for every exam) : Upcoming events

Active courses

▼ NBD406 Innovation and Strategic Entrepreneurship 7.5 Credits  

Class info:	Exam registrations:
Autumn 2019 - Admission granted ✕ Withdraw from class	Autumn 2019 - Oral exam - Signed up ✍ Edit ✕ Withdraw from exam Deadline for withdrawal: 22.11.2019 Language: English Campus: NHH Bergen Examination period: 21.11.2019 to 11.12.2019 Notice: See Canvas for exam dates. Result announced: 06.01.2020 Parts: Mandatory: Autumn 2019 - Course approval  Campus: NHH Bergen Language: English



Preparation before electronic school exams

- You must download the latest version of FLOWlock browser before every examination period
- You should also try out some features by clicking *Start FLOWlock* and demo flows

The screenshot shows the 'Flow Overview' page in the FLOWlock system. The 'Participant' tab is active. The page title is 'Flow Overview' with a subtitle 'This is the overview of the flows where you are enrolled as a participant'. There is a 'Participant Archive' button. Below is a 'Flows' section with a 'Filter' button and a message: 'No active flows. Find archived flows in the archive.' with an 'Archive' button. At the bottom, there is a 'Demo flows' button.

Drop in about WISEflow:

Wednesday October 16th in Lab2 from 09:00-14:00 or M10 (in the first floor) in Merino from 14:00-16:00



The day of the exam

- You must meet at least 30 minutes before the examination starts (normally 8:30)
- You can only have your own laptop, charger, food and drink, and permitted support materials on your desk
- Electronic exam: You have to log in to WISEflow and open the correct flow at least 15 minutes before the exam starts
- Invigilator will check your ID and get your signature after the exam start
- Breaks: Get in touch with the invigilator
 - You can not leave the examination room before 1 hour after the exam start



NB! In case of late arrival at the exam you may be denied participation





ID

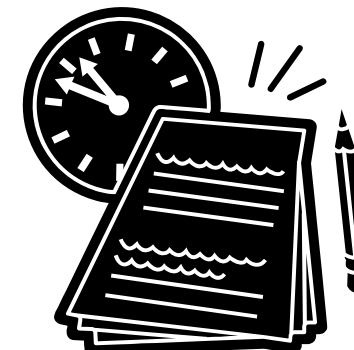
Valid ID with a photo must be on your desk during the exam (ex. Passport, driver license).





Permitted support materials

You can only have food, drinks, ID and permitted support materials on your desk



The information about permitted support materials is

- provided by the lecturer on Canvas
- in course description from spring 2020
- on the front page of the examination question paper

Permitted support materials:

- Copies and loose sheets are not permitted unless otherwise stated
- Cannot be borrowed from other participants
- Remember to turn off your cell phone

NB! Watches are not allowed

Calculator



Bachelor courses:

If calculator is permitted, you can only use the following models:

Casio fx-CG10/20/50

Casio fx 9750 /9860

Casio cfx 9850 /9950

Texas Instruments 83

Texas Instruments 84



All variants of these five calculators are (G, GB, GC, Plus, Silver edition, etc.)

Master courses:

If calculator is permitted, any calculator, with the exception of calculators with wireless communication options may be used.

- You should be able to show that the memory is empty before the exam start
- User manuals are not permitted



Dictionary

- One bilingual dictionary may be used, unless the course description states otherwise.
- Electronic dictionaries are not permitted.
- Economic or legal dictionaries are not permitted.
- For examination in language and law, own rules may apply - see course description.
- No references are permitted in dictionaries.



- Read the exam questions carefully before you start answering
- Use your time wisely
- Try to keep a neat layout
- Remember that all questions must be answered, unless otherwise stated.

During examination



Show consideration for others!

- Do not eat crispbread / strong smelling food (like mackerel in tomato and salami)
- Do not use perfume / aftershave
- Show consideration when leaving the examination room





Exam in WISEflow

- Remember to request the receipt:

The screenshot displays the WISEflow exam interface, divided into three vertical panels. The first panel, titled "1. Paper", shows a document icon and a file upload area with a ".pdf" extension and view/download icons. The second panel, titled "2. Cover sheet", features a book icon and a "Preview the cover sheet" button. The third panel, titled "3. Hand in", shows a briefcase icon, a green confirmation box with a checkmark and the text "Handed in" and "27/9/2019, 11:37", and an orange "Request receipt" button with a receipt icon below it.



Home exam

- The recommendations from the lecturer regarding the maximum length of answers must be followed
- The answer paper should be uploaded in a **.pdf format** in WISEflow. If not stated otherwise by the lecturer.
- The candidate number should be stated on the first page. At the group exam, all candidate numbers must be provided.
- The candidate number will be made available on StudentWeb well in advance before the submission deadline

Deadline is final!!!



Grades

- Announced in StudentWeb
- Published 3 weeks after the exam. Some courses have a prolonged assessment deadline.
- Grade statistics are published in StudentWeb for all exams





Grades

- Grading scale: A-F (pass/ fail in some courses)
- If the assessment form consists of several parts: sub-grades are combined into aggregate grades (normally part grades are provided as well)
- Re-sit exams do not form the basis for conversion to scholarships in Lånekassen
- NB! You can receive a loan from Lånekassen for max.8 years



Vitnemålsportalen

- Vitnemålsportalen (diploma registry) is a digital service that enables you to share your exam results/ diplomas with educational institutions, potential employers and other relevant parties.
- Diplomas will be produced when you satisfy the requirement to obtain a degree

www.vitnemålsportalen.no

Grade explanation and grade appeal

NHH



NB! Check the assessor guide/ solution guide published in Canvas before asking for grade explanation or sending a grade appeal!

Grade explanation

- Grade explanation request is sent via WISEflow.
- Only one group member should ask for an explanation, and then forward it to other group members.
- The examiner can choose to give an explanation orally or in writing.
- Deadline to request a grade explanation: One week from when the grades are published
- Deadline to give a grade explanation is two weeks from the date the explanation request is sent.



Grade appeal

To appeal the grade:

- Fill in the form:

<https://www.nhh.no/contentassets/691777045421481e8c8a400aa3ee7767/form-for-appeal-against-examination-result.pdf>

- Remember to set your candidate number
- Sign the form and send to eksamen@nhh.no

The deadline for appeal is three weeks from the date the results are published or the grade explanation received

NB! Group-based assessment form: Can appeal individually.
If several in a group wish to appeal, they must fill in an appeal form individually





Grade appeal

- Answer papers are sent to the appeal committee six weeks from the original grade publication date.
- The grading deadline for the new committee is three weeks after receiving the answer papers.
- Following a suggestion from the Norwegian Student Organization, blind appeal grading has been introduced as a national standard.

The new grade after the appeal

NB! The new grade can stay the same, be lower or higher than the original grade

The new grade after the appeal is final and cannot be further appealed.



Good luck!
Questions???

