

# Examination Regulations

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This document is a supplement to all curricula in effect at Cphbusiness. It stipulates examination rules and regulations and covers all examinations at Cphbusiness. Please note that for examinations on activities designed for companies, special agreements, which differ from these regulations, can be made about the practicalities of the examination.

## **Legal framework**

Cphbusiness' examination regulations are drawn up in conformity with the ministerial orders in force at the time in question. The legal framework is constituted by the latest versions of the following ministerial orders provided by the Ministry of Higher Education and Science (these are also apparent in the curricula):

- Ministerial Order no. 1500 of 2 December 2016 on Examinations on Professionally Oriented Higher Education Programmes (*the Examination Order*)
- Ministerial Order no. 114 of 03 February 2015 on the Grading Scale and Other Forms of Assessment of education regulated by the Ministry of Higher Education and Science (*the Grading Scale Order*)

*The orders mentioned are Danish national orders published in Lovtidende, which is the Danish national gazette. An English version of the Examination Order is available on [ufm.dk](http://ufm.dk), however, no official English version of the Grading Scale Order is available.*

The latest versions of acts and ministerial orders, covering the educational sector, can be obtained through *Retsinformation* at [www.retsinfo.dk](http://www.retsinfo.dk) (in Danish).

## **Clarification of concepts**

*Curriculum:* A curriculum constitutes a set of rules that describe the subject-related contents of a particular study programme as well as other rules applying to it.

*Catalogue of Examinations:* For each curriculum, and thus for each study programme, a document, comprising detailed descriptions of examinations as well as of other tests specific to each programme, is provided. These documents are called 'Catalogues of Examinations' or 'Study and Examination Catalogues'.

## **To whom do these rules apply?**

The rules stipulated in this document apply to all types of exams. In certain cases, the rules regulating full-time study programmes and part-time study programmes differ. These variations will be outlined explicitly in this document.

# 1. BEFORE THE EXAM

## *Full-time study programmes*

Most examinations take place in December/January and May/June, while re-examinations primarily take place in July/August and February/March. However, some study programmes place the examination periods differently. In case of the latter, information regarding the examination periods will be available in the Catalogues of Examinations specific to the particular programmes.

## *Part-time study programmes*

Examinations take place in December/January and May/June.

## 1.1. Exam Registration

### *Automatic registration for examinations and re-examinations*

You are automatically registered for all exams and re-exams. If you do not pass an exam, you will be automatically registered for the next re-exam. Please be aware that for some study programmes there are special rules for registration for re-examinations, which you need to know. These special rules are described in the examination catalogues or examination manuals for the study programmes. Cphbusiness announces time and place for an examination using Moodle.

Please note that changes in examination plans can occur, so check the plans continuously.

### *Deregistration from the exam*

Students may only deregister from an exam, if they are elite athletes, or in case of parental leave or exceptional circumstances, including disabilities. Documentation must be provided.

## 1.2. Preconditions for Attending the Exam

In the Catalogue of Examinations specific to your study programme, you will find descriptions of the conditions you must fulfil in order to attend the exams (e.g. it could be stated that you must complete a certain number of mandatory learning activities). If these preconditions are not fulfilled, you will not be able to attend the exam and you use an examination attempt. This will be registered in the study administrative system with the grading IG ('ikke gennemført'=not completed). This means that it will count as an examination attempt.

Subsequently, you are automatically signed up for the re-exam, and you still fulfil the preconditions for attending the exam.

## 1.3. The Number of Examination Attempts

Students have three examination attempts. If you have not passed the exam by the third attempt, your enrolment at the study programme will be terminated.

## 1.4. Exemptions

If special circumstances apply, Cphbusiness can grant exemptions from the rules laid down in the curriculum, this examination regulations document as well as the Catalogue of Examinations specific to your study programme. The request for exemption, which must be in writing, must specify and document the reasons for exemption.

*The deadline for applying for an exemption is 4 weeks prior to the examination date. However, if the dispensation concerns an exemption for a 4<sup>th</sup> examination attempt, you need to request this no later than 14 days from the day you received the assessment for your 3<sup>rd</sup> examination attempt.*

*Send the request to the study counsellors at your local Cphbusiness department.*

## 1.5. Alternative Arrangements

If you have a (physical or psychological) disability or condition that affects your ability to attend examinations or written tests under the prescribed conditions, you are entitled to submit a request for attending the exam under circumstances that take your specific impairment into account. If deemed necessary by Cphbusiness, you will be offered alternative examination arrangements in order to provide you with equal opportunities in the exam situation. However, these arrangements must not alter the educational standard of the examination.

*Applying for alternative arrangements*

- Students, with a permanent disability or condition, who receive Special Pedagogical Support (SPS) in order to complete a higher education on equal terms with other students in general, will receive guidance on how to apply for alternative examination arrangements as part of their SPS case.
- Students who do not receive SPS but who require alternative examination arrangements must submit a request at the SPS-Office. The deadline for contacting the SPS counsellors are 3 weeks before the day of the examination in question. The SPS counsellors' contact information is available at: <https://www.cphbusiness.dk/en/contact/#studentcounselingandinternshipservices>  
Students must provide documentation for their disabilities issued by a specialist or a doctor. This documentation must explain explicitly why the student needs alternative examination arrangements.

## 1.6. In Case of Illness

You are not obligated to inform Cphbusiness, if you fall ill and your illness will affect your performance at the exam. If you do not show up for the examination, it will be registered that you did not show up (IM= 'ikke mødt'=no show) and you use an examination attempt. Afterwards you will be registered for the re-examination.

If you document that you were ill on the day of the examination, the examination attempt will be erased, and you will be signed up for the re-examination.

*Documentation for illness in the form of a doctor's note must be received at Cphbusiness no later than 7 days after the specific date of your exam. The student covers all costs related to the medical statement.*

In case of long-standing illness, it is important that you notify the administration. Long-standing illness can affect the following examination registrations, and ultimately your enrolment as a student, if not registered by the administration. Further contact the study counsellors so that you can work out a plan for the completion of your studies.

## 2. DURING THE EXAM

### 2.1. Exam Forms

The exam forms used at your study programme are described in the Catalogue of Examinations specific to your programme. The exact requirements and scope of the exams are also provided in this catalogue.

#### 2.1.1. Written Exams

##### 2.1.1.1. *Written work without oral examination*

Some exams consist of written work that you submit for assessment, and where the grade is given for the written work, thus without an oral examination. Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. In the catalogue, you will also find information about how and when you must submit written work. Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations or in the Examination Manual. (Formal requirements include documentation for approved research question.)

If you are part of a group of students composing written work and the examination form is written work without oral examination, it must be indicated which part(s) of the written work each group member is responsible for. This distinction is important, because the assessors must be able to give an individual assessment based on each student's contribution to the written work, which means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contribution to the written work, the written work cannot be assessed and the students affected use an attempt at the exam without participating.

*In case you submit the written work too late*

Deadlines set for the submission of written work must be respected. If you miss a deadline, it is not technically possible for you to submit the written work, and you use an examination attempt without participating.

### ***2.1.1.2. Written examinations taking place on campus***

Some written examinations take place on the Cphbusiness campus or other places selected by Cphbusiness.

#### *Identification*

You must be able to document that your presence at the exam is legitimate. Therefore, you must bring some sort of picture ID (your Student Card if you are enrolled on a *full-time study programme*). In case you fail to bring any kind of picture ID, the administration will decide whether you will be allowed admittance to the exam. If you are denied admittance to the exam because you have no picture ID, you use an attempt at the exam without participating.

#### *In case you are late for the written exam*

You should arrive at the exam location at least half an hour before the exam begins. The exam officially begins whenever the invigilator or teacher announces it. If you arrive after the exam has begun, you cannot attend the exam. In that case, you use an attempt at the exam without participating.

#### *Bring your own equipment*

Generally; you use your own equipment during the examination. In the Catalogue of Examinations specific to your programme, the types of equipment required for the particular exams are described in greater detail. It is the student's own responsibility to ensure that the equipment works seamlessly and that the written work is saved in the process of writing.

Please note that music is allowed during exams if you use headphones.

#### *Communication during the examination*

You are not allowed to communicate with anyone after the examination has begun. You can however address the invigilator by raising your hand. If a student tries to communicate with others than the invigilator or if a student tries to use illegal aids, the student will be expelled from the examination immediately.

#### *No breaks*

No breaks are allowed during written exams, unless you have to use the toilet. In that case, an invigilator will escort you. Please be considerate towards the other examinees, if you leave the room.

You cannot leave the examination room in order to smoke, get lunch or the like.

#### *Submission of written work*

Please be aware that you have the full responsibility for what is submitted in Wiseflow. A description of the formal requirements to the particular exams is available in the Catalogue of Examinations specific to your study programme.

When you have submitted your written work and you wish to leave the room, you must notify the invigilator. Please leave the examination room quietly and be considerate towards the other examinees. Remember that talking is not allowed in the examination room.

*If you leave the examination room before the exam is over*

You must notify the invigilator when you have submitted your written work in Wiseflow. When the invigilator has made the required registration on the examination list, you are allowed to leave. Please be considerate towards the other examinees when you leave the room. Remember that talking is not allowed in the examination room.

Out of respect for other examinees finishing their written work, you are not allowed to leave the examination room during the *last 30 minutes of the exam*.

## **2.1.2. Oral Exams**

### **2.1.2.1. General Notes on Oral Exams**

At Cphbusiness, oral exams are conducted in several ways, which include individual exams and group exams with or without:

- preparation (individual or in groups)
- a project/case/test (made individually or in groups)

Since the examination forms vary, a description of each exam is provided in the catalogues of examinations.

*Timetables and examination order*

Timetables are published in Moodle. The examination order is scheduled when all projects and the like are handed in.

Make sure to be there well in advance of the timing of your own exam (preferably half an hour earlier), so that you will be able to step in, if another student is absent.

Oral exams are public. Under special circumstances, Cphbusiness may nevertheless choose to deviate from this rule for the sake of the examinee or the sake of confidentiality.

*In case you are late for the oral exam*

In case you are late for the oral exam, you cannot attend the exam, and you use an examination attempt without participating.

### **2.1.2.2. Oral Exams, Including Oral Exams Based on Written Work**

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. In the catalogue, you will also find information about *how* and *when* you must submit written work. Please be aware that Cphbusiness can reject written work if it fails to comply with the formal



requirements defined in the Catalogue of Examinations or in the Examination Manual. (Formal requirements include documentation for approved research question.)

*In case you submit the written work too late*

Deadlines set for the submission of written work must be respected. If you miss a deadline, it is not technically possible for you to submit the written work, and you use an examination attempt without participating.

### **2.1.2.3. Oral Exams, Including Oral Exams Based on Written Group Work**

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations. (Formal requirements include documentation for approved research question.)

If you contribute to written work as part of a group *and* it is determined in the Catalogue of Examinations that the written work is assessed independently, it must be indicated which part(s) each group member is responsible for. This distinction is important, because the assessors must be able to give an individual assessment based on each student's contribution to the written work, which means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contribution to the written work, the oral exam cannot be conducted and the students affected use an attempt at the exam without participating. If the written work is assessed independently, (e.g. when the assessment of the written work constitutes 30 per cent of the overall grade) it is indicated in the Catalogue of Examinations.

If the written work is *not* assessed independently, it simply forms part of the overall assessment at the subsequent oral exam.

## **2.2. Examination Language**

The examination language is the same as the language of instruction used at the particular educational element, i.e. if the language of instruction is English, the exam will be conducted in English. Where the examination language is Danish, students are however allowed to conduct the exam in Swedish or Norwegian, unless the purpose of the examination is to demonstrate the student's proficiency in Danish.

If you wish to conduct the exam in another language than the language of instruction, you must forward a request for exemption. See section 1.4 about applying for a dispensation.

## **2.3. Aid during Examination**

All legal aids are allowed at the exam. You must bring your own aids, and it is your responsibility that the aid works properly. The invigilator can inspect the aid you have brought to the examination.

If there are restrictions in what aids you are allowed to use, it will appear either in the examination catalogue, the examination manual or printed on the examination question.

## 3. AFTER THE EXAM

### 3.1. Grades and Grading

#### *Grades*

Most exams at Cphbusiness are assessed according to the 7-point grading scale. Where the outcome of the assessment is the grade 02 or higher, the exam concerned is passed, and you cannot resit the exam. Please be aware that for study programmes using partial examinations special rules apply. Find these in the Examination Catalogue.

You must check Self Service in order to gain access to your grades. In addition, students enrolled on a *part-time study programme* receive a certificate for single courses.

The Study Administration does not report grades to students on an individual basis.

#### *Oral exams*

Students receive the outcome of the assessment in direct continuation of the exam. The grade will be available through Self Service no later than seven days after the exam.

#### *Written exams*

Students receive the outcome of the assessment, when the administration has received and registered the grades from the assessors. After that, and no later than four weeks after the exam, the grade is published at Self Service.

#### *Grades from exams, including several elements*

If stipulated in the curriculum or Catalogue of Examinations specific to your study programme that an exam consists of subunits (more than one part), and you have passed the exam with an overall assessment of the grade 02 or higher, you cannot resit the particular exam unless it is stipulated in the curriculum or the Catalogue of Examinations that all parts must be passed. If the latter is the case, the student may only resit subunits that have not been passed.

### 3.2. Re-examinations

If you, for some reason, do not pass an exam, you use an examination attempt, and you will automatically be signed up for the next examination attempt.

If you cannot attend the exam due to illness, and you provide Cphbusiness with documentation supporting that in due time, the exam does not count as an examination attempt. You will automatically be signed up for the next examination attempt.

Please be aware that for study programmes using partial examinations special rules apply. Find these in the Examination Catalogue.

#### *Examination form and written work for re-examinations*

The examination form at re-examination may be different than the one used for the ordinary exam.

Please remember that you must re-submit written work.

### **3.3. Complaints and Appeals**

#### *Complaints during the exam*

If you believe that the basis for the examination or the examination process is incorrect, you should notify the invigilator or examiner during the exam, so that they are able to act on it.

#### *Appeals after the exam*

If you wish to complain about the exam after you have attended it, it is important that you familiarise yourself with the rules that apply hereto. The rules are available in the current Examination Order, which can be found on [www.retsinfo.dk](http://www.retsinfo.dk).

In the following, the rules are briefly described. Please note that the description is an English reproduction of parts of the Danish Examination Order, and in the event of a discrepancy between the translated version and the Danish version, the latter is valid and should always be consulted.

It is possible to file examination appeals concerning:

- the basis for examination (questions, assignments, etc.) and the way in which it relates to the programme's objectives and requirements
- the examination process
- the assessment and grade

#### *How do you appeal?*

Appeals about exams must be submitted individually by the students to Cphbusiness. The appeal must be in writing and include an explanation of the reasons for the appeal, so that Cphbusiness is able to assess whether a mistake has occurred in relation to the exam. You must send the appeal to [klage@cphbusiness.dk](mailto:klage@cphbusiness.dk)

#### *When is the deadline for appealing?*

The appeal must be submitted within two weeks of the assessment being released.

#### *What happens when you appeal?*

Cphbusiness submits the appeal to the assessors, who then normally have two weeks to submit a statement on the assessment etc. in the appeal. The student will be given the opportunity to comment on the assessors' opinion within a deadline of at least one week.

- *If you have submitted an exam complaint and you receive a note of resignation*

If you have filed a complaint about an exam where you have used all examination attempts, and you have not yet received a decision in this case, your resignation case must be suspended until a ruling is made in exam complaint case.

If you receive a notice of resignation in that case, please contact Backoffice in the Study Administration as soon as possible at [backoffice@cphbusiness.dk](mailto:backoffice@cphbusiness.dk) and say that you have an ongoing complaint case. We check this before we notify you, but sometimes mistakes happen.

#### *What kinds of decisions can be made?*

Based on the written appeal, the assessors' statement and the student's comments on the statement, Cphbusiness makes a decision.

The decision made by Cphbusiness may involve:

- a new assessment (re-assessment), which however does not apply for oral exams
- a new examination (re-examination)
- that Cphbusiness has decided not to find in favour of the complainant

*Please note that a re-assessment or re-exam may result in a lower grade.*

If you are offered reassessment or re-examination, you have two weeks to accept this offer. If you choose to accept this offer, the original grade no longer applies.

#### *Appeals against decisions made by Cphbusiness*

If Cphbusiness has not found in favour of a complainant, the complainant may refer the decision regarding academic issues to a board of appeals set up by Cphbusiness, which makes a decision. Appeals, which must be in writing and include an explanation of the reasons for the appeal, must be submitted within two weeks of the Cphbusiness decision being announced to the complainant.

The decision from the board of appeals, which must be in writing and reasoned, may involve:

- A new assessment (re-assessment) by new assessors, which however does not apply for oral exams
- A new examination (re-examination) by new assessors
- That the board of appeals has decided not to find in favour of the complainant

The board of appeals' decision is announced to Cphbusiness as soon as possible and at the latest within two months of the appeal being submitted for exams conducted during winter and three months for exams conducted during summer.

*Such re-assessment or re-exam may however result in a lower grade.*

#### *Appeals about legal matters*

Appeals concerning legal matters in decisions made by Cphbusiness under the rules of the Examination Order, can be submitted to the Danish Agency for Higher Education. The appeal must be submitted to Cphbusiness, which issues an opinion. The student

must be given the opportunity to comment on Cphbusiness' opinion within a deadline of at least one week. Cphbusiness submits the appeal to the Agency, enclosing the opinion and any comments made by the student. The deadline for submission of an appeal is two weeks from the day the decision is announced to the student.

### **3.4. Rules Regarding Cheating, Fraud and Disruptive Behaviour**

Cphbusiness has laid down the following rules regarding cheating, fraud and disruptive behaviour in relation to examinations.

The rules apply to all exams and obligatory study activities/mandatory learning activities that form part of an exam at Cphbusiness.

#### **3.4.1. *Cheating and Fraud***

It is considered exam fraud:

- If you obtain help from others for the answering of exam questions or provide others with same
- If you bring non-permitted aids to an exam
- If you use the work or parts of work of others, as your own without the use of accurate referencing or quotation marks (plagiarism)
- If you re-use your own already assessed or evaluated written work/project or mandatory assignment in the written work used submitted at the examination without the use of accurate referencing or quotation marks (plagiarism)
- If you falsify or fabricate data, documents or the like
- If you at an examination, where internet is permitted, communicate with others (external "helpers" or other students)
- If you copy longer paragraphs from the internet into the written work submitted at the examination (short paragraphs or sentences can be used, when you use accurate referencing or quotation marks)
- If you during the examination use mobile phones, Bluetooth etc.

It is considered plagiarism:

- If you use written work produced by someone else as your own in an identical/almost identical way, without acknowledging the source with quotation

marks, italics, indentation or other clear markers

- Examples of plagiarism:
  - Long sections of a text worded in a way that is so close to the wording used in written work produced by someone else, that it cannot be a coincidence
  - Using someone else's words or ideas without the proper referencing
  - Copying and using your own text or central ideas that have already been assessed or evaluated (this includes mandatory learning activities)
  - Using quotes without specifying the source

**Cphbusiness uses the plagiarism control systems such as URKUND when checking written work for plagiarism.**

#### *Consequences of cheating and plagiarism*

In cases of cheating and plagiarism, Cphbusiness expels a student from the exam. This means that the written work will not be assessed, and that the student has used an examination attempt. Subsequently, Cphbusiness can decide that the student in question must be expelled for a shorter or longer period. After the completion of the processing of the case, Cphbusiness will produce a statement, which the student then has the possibility to comment, within a deadline of two weeks.

After this Cphbusiness makes the final ruling, which is forwarded to the student using the student's e-boks.

- *Repeated acts of cheating is an aggravating circumstance*

If a student has received a ruling about examination cheating at an earlier time, this will be considered an aggravating circumstance in repeated cases and this may lead to a permanent expulsion of the student.

#### *Appeal of ruling*

The student can refer the case to Cphbusiness Quality for a re-evaluation.

Cphbusiness Quality can involve relevant persons to elaborate the matter.

Cphbusiness Quality will inform the student of the final ruling in the case. Further, the normal rules for appeals concerning legal issues, as described in this document, apply.

### **3.4.2. Disruptive Behaviour**

If you behave in a disruptive manner during an exam and fail to comply with the requests of the invigilator, you will be expelled from the exam without assessment, and you have used one of your examination attempts.