

Bachelor of Engineering in Biotechnology – Local examination provisions

<p>Before the exam</p>	<p><u>Programs for use during the exam:</u> It is assumed that the student, as a minimum, has installed the following programs on their PC before the exam:</p> <ul style="list-style-type: none"> • Word (as a student at Absalon, the Office package, including Word can be installed for free) • Other programs which is used in class/ exam on your semester <p><u>Meeting time before the exam:</u> We recommend that the student meet half an hour before the exam. If you arrive too late, it is up to Absalon if you can participate in the exam.</p> <p><u>Students with extended time for the exam:</u> All students with extended time for the exam must place themselves on the marked places. (yellow card)</p> <p><u>Clothing and bags:</u> Jackets must be hung on the hooks. Bags must be placed so the supervisor can circulate between the students during the exam without obstacles.</p> <p><u>Phones:</u> Hand in your phone, turned off before the exam; it must not be in fly mode but off. Phones can be picked up at the end of the exam.</p> <p><u>Student cards:</u> Student cards must be placed visibly on the table before the exam starts.</p>
<p>During the exam</p>	<p>Be as quiet as possible during the exam so that you do not disturb other students.</p> <p><u>Assignment:</u> The assignment must be answered electronically and uploaded, as PDF, to Wiseflow before the timeslot ends. The exam is answered anonymously. Therefore, DO NOT add name or student number to the assignment or in the name of the file submitted. You can use your Participation no – you can find it under “Cover sheet” in Wiseflow.</p> <p><u>Use of scanner :</u> If you make drawings by hand or other illustrations of e.g. molecules, they must be scanned with the hand scanner. The scanned document is incorporated into the assignment or submitted as an extra material when handing in the assignment in WISEflow.</p>

It is the student's responsibility to familiarize themselves with the use of the scanner. Assistance for scanning documents during the exam cannot be expected.

The scanner must be left at the table by the end of the exam.

You can read more here: <https://www2.phabsalon.dk/studienet/english-studienet/study-net/my-programme/bachelor-of-engineering-in-biotechnology/examinations/scanner/>

Screen Setting:

The student must not have a privacy screen on the PC. The invigilator must be able to see the screen clearly.

Internet:

Use of the Internet during the exam is not permitted. Excluded from this is Wiseflow and mathematics / calculation programs..

Calculator:

Use of calculator or the PC's calculator is allowed. Internet-based calculator must not be used.

See the course descriptions in the study net for each course, to know more about each exam

Electronic notes:

All notes must be downloaded to the PC desktop. Internet-based repositories, such as dropbox, It's Learning etc. must not be used. This also applies to submitted assignments and laboratory reports.

Headphones and music:

It is not allowed to listen to music in headphones during the exam.

You can apply for dispecation under unusual circomstances, contact the study administration.

Questions for the exam:

Raise your hand and the supervisor comes to you. The dialogue must be quietly / whispering.

Break during the exam:

If you want to leave the room during the exam – e.g. on the toilet or pulling fresh air - raise your hand and the invigilator comes to you.

Only one student is allowed out of the examination room at a time.

Finished before time?:

Submit your assignment in Wiseflow and raise your hand. The supervisor gives you permission to leave the room. Be silent when leaving the room for the sake of students who are still doing the exam.

	<p><u>15 minutes before end of exam:</u> It is not allowed to leave the room during this period.</p> <p><u>Illegitimate help:</u> It is not allowed to obtain illegitimate help during an exam. If it is found that a student is trying to cheat by e.g. using the internet or otherwise communicate with other persons; the student will be expelled from the exam.</p>
After the exam	<p>It is not allowed to enter the examination room again, once the assignment has been submitted and the student has left the room.</p> <p>Take into account the students who have extended time for the exam. Therefore, be silent when packing up and leaving the room. Also be quiet outside / nearby the examination room when the ordinary probationary period has ended.</p>