

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) - Adobe or a similar program that can convert Word files to pdf files. <p><u>Meeting time before the exam:</u> The student must meet half an hour before the exam. The student must be ready and logged in to Wiseflow 15 minutes before the exam, so that the exam can be started without disturbance.</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.</p> <p><u>Clothing and bags:</u> Clothes must be hung on the hooks. Bags must be placed in one corner of the room - not behind the seats. This way the invigilator can circulate between the students during the exam without obstacles.</p> <p><u>Phones:</u> Phones are to be turned off and handed in before the exam. They are placed on a table with a post-it containing the student's name. 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 end of the exam. The exam is answered anonymously. Therefore, DO NOT add name or student number to the assignment or in the name of the file submitted.</p>

Use of scanner - andwritten calculations and illustrations:

Manual calculations, or illustrations of e.g. molecules made by hand, must be scanned with the hand scanner. If needed, the scanner is handed out by the invigilators (raise your hand).

The scanned document is incorporated into the assignment or submitted as an extra material when handing in the assignment in WISEflow.

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.

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 program (Maple).

Calculator:

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

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.

Students who receive SPS with read-up programs may use headphones for this purpose.

Questions for the exam:

Raise your hand and the invigilator comes to you. The dialogue must be subdued / 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 invigilator 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>

Also, see Absalon's general Examination Rules at: [https://phabsalon.dk/fileadmin/user_upload/English/International/Examination_Rules - University College Absalon.pdf](https://phabsalon.dk/fileadmin/user_upload/English/International/Examination_Rules_-_University_College_Absalon.pdf)