

Instructions for Administration of Written Exams at MISU

TO DO:

Examiner (Responsible course teacher)

- 1) The teacher will give a paper copy and an electronic version of **the exam** to the student administrator at the latest 3 days before the written examination is scheduled.
- 2) After the examination the exams are collected by the teacher from the student administrator.
- 3) The teacher will assess and grade the examinations and fill in an **examination protocol** which is sent to the student administrator – the [template](#) on the MISU web site should be used. Note that the first version of the examination protocol is nameless and shows only the anonymous **exam codes**.
- 4) The study administrator then sends the **code list** (the anonymous codes linked to the students' names and personal numbers) to the teacher so that he/she can decode the exam and fill in the students name, personal number, results of mandatory labs etc, sign the protocol and return it to the study administrator for recording of the grades in Ladok.
- 5) After the students have received **the corrected exams** from the teacher, any exams that are left should be given to the student administrator to be stored. The exams are stored 24 months after which they are cleared out.
- 6) All information concerning reporting of grades can be found in the “[Check list for responsible course teachers](#)”.

Student administrator

- 1) The student administrator is responsible for handing the exam to the examinees, as well as giving them their anonymous **exam codes**.
- 2) The student administrator **records the grades in Ladok** when the exams have been assessed and corrected, based on the examination protocol that the teacher has sent to her.
- 3) The student administrator **archives** the exam.
- 4) In the end of the semester the student administrator will **make a plan for exam supervisors** for the next semester.
- 5) If there are **students with special needs** the student administrator will book extra exam supervisors and room if needed.

Invigilator (Exam supervisor)

- 1) After the exam the invigilator puts all exams (the students' answers) in an envelope which is sealed. The envelope is **deposited in the mail box** used for this purpose. If there is more than one exam written, one envelope for each exam will be used and they are marked with course code.
- 2) It is the responsibility of the invigilator to **make sure that the regulations are complied with** and the invigilator shall engage in supervision and checking of the examinees during the entire time of examination.

Also read: [Rules for written exams at Stockholm University](#)