

TESTS AND ASSESSMENTS PROTOCOL FBE ON LOCATON FOR STUDENTS 2022-2023

BEFORE THE TEST

→ Ensure that you are enrolled for the interim exam

Students are automatically enrolled for the first tests belonging to the course of education first followed.

Each (academic) year, the student will have two opportunities to pass an interim exam. For exam resits (and in the event that a course module has to be retaken in a later academic year), students must enrol themselves. In these cases, students must enrol within the enrolment period through www.sis.hva.nl. The enrolment period may differ for different resits and can be found at www.mytimetable.hva.nl.

External (non-AUAS) minor students who do not have access to the enrolment system must report this before the close of the enrolment period to the contact person for Minors, who will consult with the examinations coordinator.

In the case of problems with enrolment and termination of enrolment for interim exams, the students can contact the Servicepoint at the class location or online prior to the close of the enrolment period at www.hva.nl/digitalservicepoint.

In the event of a payment arrears and consequently blocked AUAS account, no interim exams can be taken.

→ Check your timetable for the right location and arrive on time

Have you reported to the wrong test location? Latecomers can enter the room together at one time after 20 minutes, but not after this.

→ Check your table number on the register in the corridor

A register will be hung up in the corridor – this will state your name and the table number allocated to you. If your name is not on the list, report to the invigilator.

→ Coats, bags, (smartwatch) watches, mobile telephones and earphones in the locker

Put all your things in the locker and only bring the permitted tools into the room – the lecturer will tell you what these are in advance – if in doubt, ask the invigilator present.

→ Place your physical, valid ID on the corner of the table

You will **NOT** be admitted to the test without a valid ID. You can only prove your ID with a valid, physical EEA proof of ID, EEA driving licence, Dutch alien's identity card or international passport. We will not accept photos or copies; if your document has been stolen and you can show an official police report, you will be permitted to take part in the test. A document that has expired will be accepted provided that the document expired no longer than six months ago.

→ Make sure you know your AUAS log-in details and log in with your own AUAS account

You cannot log in to a digital test without your AUAS log-in details, so you will not then be able to take the test. You should be logged in at all times to your own AUAS account. AUAS log-in details consist of your AUAS ID and your own password – learn this by heart! Log in to TestVision as soon as you sit down.

→ Being late

Irrespective of the remaining time in TestVision, the test will end when the test time minus 20 minutes has expired. N.B.: you are no longer entitled to the full test time and the test will end the moment the test time expires, irrespective of the time remaining indicated on your screen.

→ Extended test time

Students eligible for extended test time (Dutch: TTV) owing to dyslexia or another reason, must apply for the extended test time before the deadline through the digital Servicepoint. The deadlines for application are stated under 'Extended test time' in the AZ list on AUAS web ([ADDITIONAL EXTRA TIME](#)).

DURING THE TEST

→ Your mobile telephone must be switched off and stored in the locker.

→ It is not permitted to wear a smartwatch, watch or earphones

→ Sit down in the place indicated and log in immediately to TestVision with your own account

→ It is not permitted to visit the toilet during the test

→ Food is not permitted, only a bottle of water on the floor

→ You may not leave the room during the first half hour

→ TTV

Are you entitled to extended test time (Dutch: TTV), but you don't see the extra time in TestVision? Then contact the invigilator immediately.

→ Checks on tools

Invigilators will check permitted tools, for example a law book, during the test. The invigilator will inspect books for notes and can confiscate these during the test if necessary. If unauthorised tools are being used, this will be reported to the examinations board.

→ Questions about the content of the test

Comments or questions concerning the content of the test can be made known to the invigilator or examinations body at the moment the test is taken. The examinations body will then contact the lecturer.

→ Saving the file in an upload test

Save the file right at the start and change the file name as stated in the instructions for the test. N.B. also save the file regularly during the test.

→ Sanctions in the event of fraud

All possible forms of fraud will lead to an official report being drawn up by the invigilator; the student may add to this, and it will immediately be shared with the examinations board. The examinations board will take a decision in relation to the case of fraud and the student will then be informed of this.

→ Before the time expires

In TestVision, a timer counts down equal to the test time, or a little longer if it's an upload test. Upload the file in TestVision promptly, as you must do this before the time runs out. The remaining time will also be announced in the room to make you aware of the end of the test. Make sure you always save the file and upload it before the time expires in TestVision

AFTER THE TEST

→ Handing in

Once you are finished, you can hand the test in. Raise your hand and the invigilator will come over to you so you can sign the register. N.B.! Signing the register is compulsory, so don't leave the room without signing. This is the only way to prove that you actually sat the test.