1. Registration and de-registration
Students will be automatically registered for the first examination opportunities which correspond to the educational programme or component being studied.

Each student has a maximum of two opportunities per (academic) year to pass an examination. Students have to register themselves to make use of any resit opportunity. They should do so within the registration period via www.sis.hva.nl.

External (non-AUAS) Minors students who do not have access to the registration system must notify the Minors contact person of this before the registration period ends. This contact person will then consult with the examination coordinator.

In case of problems with registration or de-registration for examinations, students may contact the Service Point before the end of the registration period. If a student's AUAS account has been blocked due to late payment of fees, it will not be possible to take any examinations.

2. Examination room
Before taking an examination, students may check mytimetable.hva.nl to see details on where the examination will be held. The examination room will be posted on mytimetable.hva.nl at least two working days before the start of the examination. Students will only be allowed into the exam room to which they have been assigned. The invigilator checks this with an attendance list.

3. Examinations may only be taken upon presentation of a valid proof of identification
Students are required to present a valid form of identification (valid passport issued by any country, ID-card from a country in the EEA, driving license from a country in the EEA or a Dutch 'Vreemdelingendocument') in order to be permitted to take examinations. In case of theft or loss students need to contact the Education Office in due time. Without a valid proof of identification, it will not be possible to take any examinations. To simplify the verification procedure, students must place their proof of identification on the upper right corner of the table at the start of the examination.

4. Late arrival
Students must ensure that they arrive on time to take their examinations. Latecomers will be admitted together in one group after 20 minutes. For these latecomers, an extra 20 minutes will not be added to the examination. Students arriving more than 20 minutes late will no longer be allowed to take the examination.

5. Use of examination aids
The use of mobile phones, laptops and other devices is not permitted in the room where the examination will be taken. Should a student use a phone, iPod or similar device in any way while sitting an examination, this will be considered as committing fraud.

All exam rooms are equipped with a wall clock, therefore students are not allowed to wear an analogue watch or smartwatch during examinations.

In principle, the use of books or other aids is not permitted unless otherwise specified on the front page of the examination. The invigilator will check books for written notes and take these away during the examination if necessary. The use of any unjustified aids will be reported to the Examination Board.

*These examination rules are based on the AUAS Interim Examination Protocols and Guidelines (see ‘Examinations and Exam Resits’ in the AZ-list on MyAUAS). No rights can be derived from this document. The AUAS Interim Examination Protocols and Guidelines are at all times leading and binding.*
6. Keeping tables clear
The only items permitted on the table during an examination are a pen, the exam questions, answer sheets and a bottle of water. Other food and beverages are not permitted. Coats and bags must be placed at the front of the room.

7. Using the restroom
Students may not use the restroom during an examination unless permission for medical reasons has been requested and obtained in advance from the examination board. Students with such a declaration will take the examination in the examination duration extension (TDV) room. This statement of permission must be presented to the invigilator.

8. Questions about the content of the examination
Comments regarding the content of an examination can be written down on a form available from the invigilator by request. All comments will be passed on to the respective lecturer(s).

9. Correct personal details
Students must fill in their correct details on the answer sheet (name, student ID number, class/group, version), and check this information again before handing in the examination. A student ID number (500-number) is needed in order to take an examination. This number can be found on the student ID card. It is extremely important that this number is written on the answer sheet so that the examination can be properly graded and marks can be published accordingly. If the student ID number is not written correctly, the examination cannot be graded.

10. After completing the examination
Students may not leave the examination room sooner than 30 minutes after the start of the examination.
When a student has finished, he should raise his hand and wait for the invigilator. A signature is then required as proof that all materials have been handed in. The student may then leave the room quietly.

11. Answers to multiple-choice exams
The correct answers to the multiple-choice questions will be posted on MyAUAS within two working days. This answer key is provisional and subject to changes. Students may copy their answers in order to check these against the provisional answer key later on at home.

12. Statement of dyslexia/examination duration extension
Students who qualify for examination duration extension due to dyslexia or any other plausible medical reason must obtain a dyslexia statement from the student counsellor (this requires a doctor's note). Prior to the exam period, the student dean will notify the education office about the names of the students for which examination duration extension or other special facilities need to be arranged.

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