University of Amsterdam of Applied Sciences – School for Sports and Nutrition

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Test rules 2023-2024 for ISMB students
In accordance with the Teaching and Examination Regulations (TER 2023-2024)

As far as possible, these general rules for testing also apply to online testing, unless stated otherwise.

Enrolment tests
- Students are enrolled for tests centrally; no action is required from them. A student will also be enrolled automatically for a re-sit in case the course is not yet fulfilled.

Start on time
- Students must be at the test room 15 minutes before the start of the testing, and in case of an online test on the platform where the test is offered.
- Students who arrived late may not enter the room. They have to report to the reception at the ground floor and wait to be met by the lecturer and taken to the test room. This happens 20 minutes after the test has started. Students who were late, do not get any additional time, end time of the testing stays the same.
- Students who show up more than 20 minutes late for a test, may not participate anymore.

During the exam
- Silence in the room is mandatory. Students and surveillance supervisors ensure silence.
- The instructions of the examiner or supervisor must be followed.
- For instructions to the test, the supervisor refers to the cover page or instruction page.
- All sheets and forms must remain flat on the table. Lifting a sheet can be considered as fraud and/or unlawfulness, due to the possibility for other students to read this.
- If the test is taken digitally in a test room, the students make sure that they know their login name (username@hva.nl) and password.
- Your valid identification needs to be visible on your table at all times (see 'Identification').

What you can/cannot bring
- Only loose writing utensils (without case!) may be taken into the test room.
- For online tests, students can be asked to bring and use their personal laptop.
- Watches are not allowed, there is a clock available in the test room.
- Bags, jackets, caps, phones, PDAs, earphones, readers, (scrap) paper, watches etc. may not be taken inside. Students may put these things in their lockers or leave them at deposit with the surveillance.
- A calculator is permitted only if this is expressly stated by the lecturer of the testing. A graphing calculator/smartwatch is not allowed.
- Students must ensure that their face is clearly visible to the surveillance.
- No drinks or food may be consumed in the test room. Only a bottle of water with a screw-top is permitted, without a label on it.

Identification
- Students must identify themselves with a physical document (valid passport or an identity card) during the testing. The evidence must be ready for inspection at the student's table.

- The student must be recognizable from the picture on the ID. For online testing the student card of the AUAS is the preferred document. In case the student uses another valid ID document, the student must take care that the individual ID number is not visible.

Leaving the test room
- Students may leave the room no earlier than 30 minutes after the start of the testing.
- Upon submitting the test and answer sheets, it needs to be registered that you handed in all test materials.
- Only one student at a time is allowed to get up, hand in the work and leave the room.
- During an online test the test needs to be submitted before the student can leave the room.
- Students are not allowed to go to the toilet during the test. Students who have left the room are not allowed back in. For any exemptions to this rule, the student needs to provide a declaration by the student counsellor.

Discovery of fraud
As soon as any evidence of fraudulent behaviour is discovered, measures will be taken in line with the Teaching and Examination Regulations (TER 2023-2024, Chapter 4). Detected fraud and other irregularities will be reported to the Examination Board. The student can finish the test, but the surveillance and/or examinator will directly take in all fraudulent materials and report this.

Students with disabilities, including dyslexia
Students who have the AUAS Student Counsellor's approval for a time extension, the use of test questions in a large font size, a dictionary, or other resources and who can prove this by means of the AUAS Student Counsellor's written confirmation, will take the test together in one room, unless the form of testing requires a different approach. In case of an online test in a test room, those students will be placed together. The form signed by the AUAS Student Counsellor or AUAS digital service point should be visible on the table during the test.

Students with a non-Dutch nationality
A student with a language deficiency who is following a Dutch-language program may request the Examination Board – when taking tests during the first and second year of enrolment – to extend the testingt time and/or to be allowed to use a non-digital dictionary. For this purpose, a written advice of the student's counsellor is required (TER 2023-2024, article 3.13).

Additional rules for written tests

In case of use of Sonata answer sheets
- Student fills in code (without "500").
- Forms are filled in with a dark pen (black or blue, not with pencil!).
- Changing answers can only happen by completing a new form.
- Forms with changes will not be accepted.
- Notes may only be made on coloured scrap paper issued by the surveillance. No notes may be written on the answer sheet.
- The coloured scrap paper must be submitted together with the test to the surveillance.

Handing in tests and answer sheets
- All test questions and test papers must be submitted, even the coloured scrap paper.
- All answer sheets that shall be assessed must be numbered by the student; the total number of pages listed on the first page.

- On all answer sheets which need to be assessed, the student's name, student number, date and name of the test has to be listed. Answer sheets without this information are invalid.
- Even if a student has not written anything, at least one answer sheet with the above data needs to be handed in.
- Upon submission of the work, the student must sign to confirm participation in the test and simultaneously identify themselves.

Additional rules for online testing (when remote testing is the case)
- When submitting the test, students declare that they agree with the integrity statement as stated at the end of this document.
- Students are responsible for a good working and fast internet connection. Failure of your internet is not a reason for retaking a test.
- Students are in a separate room and no other people are allowed in this room during the test. Should this be noticed, then this is a reason for the program to investigate possible fraud. The program is entitled to check the IP-addresses of students.
- During the online test it is forbidden to have contact with other people and to use tools that are not allowed.
- Answers will be checked for plagiarism/fraud. In case of plagiarism/fraud (see TER 2023-2024, chapter 4), this will be reported to the Examination Board.
- Making screenshots is forbidden, both during and immediately after the test.
- It is not allowed to start later than the start of the testing time.
- Upon request, a student identifies themselves on camera with their student card. In Teams or Virtual Classroom, students may be asked to turn on or leave their camera and microphone on.
- The program can use a proctoring application for online testing.
- The phones are off and the program will check this randomly during the test.