

GUIDELINES FOR SITTING SCHOOL EXAMS AT HOME – STUDENTS

Before the exam

1. You are independently responsible for checking assessment messages and your candidate number in Studentweb.
2. You need to find out the date and time for the exam via Canvas and Studentweb.
3. In case of errors or omissions in the registration for an exam, you must notify the administration without delay. Withdrawal prior to an exam must be done in Studentweb no later than two weeks prior to the exam date, so as not to be considered an exam attempt.
4. To be certain that your technical equipment functions well and to avoid stress during the examination, you need to test your technical equipment and the exam tool Inspera in advance. We recommend that you do the test at least one week prior to the exam date. You can log on to nla.inspera.no to sit a demo exam.
5. School exams at home do not use a safe browser (SEB), and you therefore have no need to install it.
6. You can find further information on Inspera and equipment requirements here: <https://www.nla.no/en/students/exams/digital-exams/>

During the exam

1. If possible, you should be connected to a cable network to ensure a stable internet connection.
2. You should log on to Inspera no later than 15 minutes before the start of the exam to be ready to receive the exam questions. Log on via Feide: <https://nla.inspera.no/>. Use the same username and password as in Canvas.
3. You will be registered as having *attended* for the exam if you are logged on to Inspera for/at the start of the exam.
4. Course teachers will be available in Canvas between 09.30 and 10.30 to answer questions related to the wording of the exam questions. If you have any questions for your course teacher after this time, you can address them to the studies administrator responsible for the exam in question.
5. If any information that all candidates should be aware of comes to light during the exam, a text message will be sent to all candidates with a request to check information in Canvas.
6. **Contact information for the studies administrator** will be posted in Canvas prior to each course exam.
7. NLA University College will do its utmost to ensure a problem-free exam process. Sitting a digital exam at home nevertheless entails a risk of unforeseen events.
 - a. If you encounter technical problems that may prevent you from completing the exam, you must report this to the support telephone

- 55 53 69 99 or to support@nla.no. For all enquiries, please state your student number.
- b. If you encounter problems during **submission** of your examination paper, you must immediately report this to the studies administrator responsible for the examination to make arrangements for an alternative form of submission.
 - c. A safety margin of 15 minutes will be added to the exam time frame for all exams. **This margin is not intended for writing your answer paper, but for giving you the opportunity to ensure that the answer paper is correctly submitted.**
8. The answer paper must be submitted as a single PDF file, unless other instructions have been given. Consequently, any attachments must be included in the same document. Students can find the deadlines for submission of answer papers both in Studentweb and Inspera.
 9. After the submission deadline, students will no longer be able to replace or add answer papers or parts of them. It is important to remember to save your work continuously and make additional backup copies. We recommend that you log on to Inspera and submit your answer paper well ahead of the deadline.
 10. Plagiarism checking will be activated.
 11. Cheating or attempted cheating is a violation of trust with regard to both fellow students and the university college and will be met with strict sanctions.
 - a. In their exam papers, students must take care to distinguish clearly between their own statements and those of others. If a student reproduces material and statements that are not their own and includes them in the text without a reference to the source, this will be considered cheating (plagiarism).
 - b. Exams taken at home should be independent and individual pieces of work. Collaboration with others on the answer paper will be considered cheating.

After the exam

1. When the exam is completed, you can choose 'Arkiv' in the Inspera menu to confirm that the answer paper has been submitted. Before the expiry of the exam deadline, this will only confirm that the answer paper has been saved.
2. Examination results can be seen at [Studentweb](#), under 'Innsyn' > 'Resultater'. Grades will normally be announced three weeks after the examination date.
3. The deadline for requesting an explanation of grades is one week after the announcement of the exam results. You must use a special form to request the explanation at <https://www.nla.no/en/students/exams/after-exams/>. An explanation will be given as soon as possible, normally within two weeks. However, it may take longer because of absence due to holidays.

4. You may appeal about your grade. This is done on a special form at <https://www.nla.no/en/students/exams/after-exams/>. You do not need to ask for an explanation of your grade first. The deadline for appeals about grades is three weeks after the date of announcement of grades. If you have asked for an explanation, the deadline is three weeks after the explanation has been given.

Do you have any questions? Contact the examinations officer at your campus:

Contact information:

Examinations officer at Breistein: Margunn Mæstad, margun.maestad@NLA.no

Examinations officer at Sandviken: Caroline Sanden, caroline.sanden@nla.no

Examinations officer at Gimlekollen: Vibecke Wales, vibecke.wales@nla.no

Examinations officer at Staffeldtsgate: Birgitte Bø Vatnar, birgitte.vatnar@nla.no

Regulations governing studies at NLA University College;

<https://lovdata.no/dokument/SF/forskrift/2016-06-14-663>

Interim regulations on the addendum to the regulations governing studies at NLA University College:

<https://lovdata.no/dokument/SF/forskrift/2020-03-31-547>

NLA University College, 20.10.2020

Knut Nilsen

Head of Academic Affairs