

Guidelines for the Conduct of Re- Examinations at the Faculty of Science and Technology

Background

The probability for a student to be in phase with the program is considerably reduced if the time of re-examination coincides with regular exams: the more weekly examinations, the greater the risk that the students do not put in as much effort in all the program courses but choose a certain number to focus on. In addition, additional exams during the study periods take time from education, making the periods more difficult to schedule.

Guidelines

Re-examinations must be offered in re-exam periods, i.e. a regular examination time cannot be substituted for a re-examination time. Regular examinations must not be placed in a re-exam period.

The day before the regular examination should be non-scheduled.

Each examination shall be followed by at least two re-examinations per year, one of which will be offered in the re-exam period in August. Some courses have several course periods per year. The following table shows when re-examinations are provided (table 1). A department may choose to provide additional re-exam sessions. For courses extending over two periods, the table below refers to the period in which the examination occurs ^[1]. The principle is that there should be a short amount of time between the regular examination session and the first re-examination session, while maintaining a reasonable workload for the departments. A re-examination directly after the regular examination has been avoided, as far as possible. In case of re-examinations in the exam period directly after the regular examinations, these exams should be scheduled with the largest possible distance. These guidelines apply to both oral and written examinations.

Table 1. Re-examination sessions. The markings in the period columns refer to the periods in which the exam is given.

	Period 1	Period 2	Period 3	Period 4	Re-examination January	Re-examination Easter	Re-examination June	Re-examination August
Time of course	x				X			X
Time of course		x				X		X
Time of course			x				X	X
Time of course				x	X			X
Time of course	x	x				X		X
Time of course			x	x	X			X
Time of course	x		x		X			X
Time of course		x	x				X	X
Time of course	x			x	X			X
Time of course		x		x		X		X

Time of course	x	x	x	x		X		X
Time of course	x	x	x				X	X
Time of course		x	x	x			X	X
Time of course	x		x	x	X			X
Time of course	x	x		x		X		X

¹¹For a 10 ECTS course extending over two periods and with a final exam in the second period, the second period is marked in the table. For a 10 ECTS-course extending over two periods and with an exam in each period, each exam is marked separately in the table. Such a course is followed over two rows in table 1.