

## Regulations for Conducting Written Examinations

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1	Academic Senate via Circulation Decision on 2024-11-29	Complete document	2024-12-01
2	Academic Senate on 2026-04-29	Bathroom Visits Specification of Requirements for Proctors Editorial Update for “Post-Session Review” Proctoring	2026-05-01

This document provides regulations covering both traditional pen and paper examinations as well as various forms of electronic written examinations. These regulations complement the existing policies by providing further details of how written examinations are conducted.

### Written Examination Formats

Written examinations may be conducted in different formats ranging from pen and paper examinations to different forms of electronic examinations (e-examinations). Electronic examinations can be written on devices provided to the students (e.g., via a test center) or they can be written on devices brought by students (bring your own devices, BYOD).

These regulations distinguish the following formats of written examinations:

1. Pen and paper exams written in examination rooms provided by the university (pen and paper exams)
2. E-examinations written in a test center on computers provided by the test center (test-center e-exams)
3. E-examinations written in examination rooms provided by the university on computers provided by students (on-campus centralized BYOD e-exams)
4. E-examination written by students located in their colleges or other suitable rooms on the university campus using computers provided by students (on-campus distributed BYOD e-exams)
5. E-examination written by students located outside the campus using computers provided by students (off-campus BYOD e-exams)

For pen and paper exams, test-center e-exams, and on-campus centralized e-exams, the university provides suitable examination rooms. For on-campus centralized e-exams, the university additionally provides connectivity and power supply.

For BYOD e-exams, the university provides a test exam prior to the reading days of each examination period. Students taking part in BYOD e-exams are obliged to check system and software compatibility, Internet connectivity, and power supply in a timely manner.

For students who take on-campus centralized or distributed e-exams at Constructor University, network access is provided via Wi-Fi. Wi-Fi requires a university account and may require a software client installed on the device.

Students enrolled in in-presence study programs taking an on-campus distributed BYOD e-exam can request to write the BYOD e-exam in rooms provided by the university. The university must provide the necessary infrastructure to accommodate such requests.

Requests for accommodation regarding technical problems must be made by the students no later than at the beginning of the reading days.

## **Proctors**

Written examinations are conducted and supervised by the Instructor of Record, who acts as the main proctor. Depending on the number of students participating in an exam and the exam format, the Instructor of Record will be supported by co-proctors. Co-proctors are organized and managed by the administration. In case Co-proctors are CU students, they must hold an academic degree of at least the same level as the target level of the study program the examination is a part of. For proctoring on-campus distributed e-exams or off-campus e-exams, the university may use third parties as service providers.

Proctors serve as a first point of contact for problems that arise during an examination. They also ensure that the Code of Academic Integrity is enforced during the examination. Students must always follow the instructions of the proctors.

Examinations can be proctored by human proctors (pen and paper exams, test-center e-exams, on-campus centralized e-exams) or by human proctors assisted by an AI tool (on-campus distributed e-exams and off-campus e-exams), or by an AI tool recording the examination for a later proctoring by human proctors (Post-Session Review). For all cases where an AI tool indicates a possible cheating attempt, the final decision must be made by a human proctor. While AI tools can assist proctors, they do not reduce the proctor's responsibility to ensure that the examination is conducted according to the Code of Academic Integrity.

## **Participation Lists**

Exam participation lists are created by the administration prior to the examination and indicate the student's eligibility for the examinations. The participation lists are published at least three days before the beginning of the reading days. Students are obliged to check the examination lists. Students can request to be conditionally added to an examination list up to two days before an e-exam. If it is not possible to

decide before the exam whether the student is entitled to take the exam, the student may have to sign that the exam does not count if it is decided after the exam that the student was not entitled to participate. For pen and paper exams, students may request to participate by signing the respective form at the beginning of the written examination.

## **Entry Control and Start of Examinations**

For pen and paper exams, test-center e-exams, and on-campus centralized e-exams, the examination room will open at least 15 minutes before the examination begins. Students must provide proof of their identity before or during the examination by presenting their campus card and/or personal ID. Students who cannot provide a proof of identity are not permitted to participate in or continue to participate in the examination and they will be required to leave the examination at the proctors' instruction. If a student enters the venue after the official beginning of the examination, the student can still participate in the examination but the examination time for the student is not extended after the official end of the examination.

For e-examinations, the virtual examination room will open at least 30 minutes before the examination begins. Students have to sign into the exam software using the credentials they have received beforehand. They must follow the instructions of the proctors to carry out an identity check. For on-campus distributed e-exams and off-campus e-exams, the students in addition must follow the proctors' instructions to check that the physical room used to write the exam is in a proper condition.

For pen and paper examinations, test-center e-examinations, and on-campus centralized e-examinations, study materials, electronic devices and watches must be placed in the students' bags before the examination starts and are not to be taken out until students leave at the end of the examination. Use of these materials and items is not permitted during the examination unless the proctors have determined otherwise. Before the examination starts, coats, bags and other personal belongings must be placed at a place designated by the proctors. The only refreshment permitted during examinations is liquid in transparent bottles. In case of medical necessity to deviate from this restriction, the student in question must follow the rules for "students with special needs".

## **End of Examinations**

For pen and paper examinations, students submit the examination documents and the examination questions to the proctors at the end of the examination. Students must fill in their name and/or student ID on the examination before the end of the examination. Students who have handed in their examination have to leave the venue immediately and quietly and they will not be permitted to re-enter.

For e-examinations, the examination ends when students leave the virtual examination room or when the time of the exam is over, and the examination software ends the exam.

## **Bathroom visits**

The handling of bathroom visits shall be the responsibility of the proctor. The proctor may specify organizational measures for bathroom visits (e.g., the timing and frequency). For pen and paper examinations, test-center e-examinations, and on-campus centralized e-examinations, students wishing to leave the examination room temporarily to go to the bathroom must request permission from the proctors. Bathroom visits will be recorded in the participant list. No more than one student shall be allowed to go to the bathroom area at the same time. For on-campus distributed e-examinations and off-campus e-examinations, bathroom visits are not possible, unless students have special needs.

## **Students with Special Needs**

Students with special needs may apply for individual arrangements prior to any examination via Registrar Services using the corresponding form. If candidates can document that they are not able to take an examination wholly or partially in the offered form because of continued or permanent illness or disability, special arrangements are provided for. These may include a prolongation of the examination duration, the assignment of an individual room or a different design of the examination. The individual requirements must be registered with Registrar Services in advance. The submission of a medical certificate and/or disabled person card may be required (see Academic Policies).

## **Illness**

Students starting the examination are considered to feel healthy. Students feeling ill after the start and wishing to discontinue the examination must inform the proctor(s). Discontinuations for medical reasons will be recorded on the participant list. The notes and materials of the students will be kept. In general, the attempt will be counted, and the examination will be graded.

## **Infractions of Academic Integrity**

Students must adhere to the Code of Academic Integrity. If a student is suspected of committing an infraction of academic integrity the proctors should confront the student, gather evidence (e.g., confiscate unauthorized materials) and record the incident in the participant list. In principle, the student may continue to participate in the examination on a conditional basis. After the examination, the proctors shall submit an Infraction of Academic Integrity Report to the Instructor of Record who further proceeds according to the Code of Academic Integrity.

Students are not permitted to engage in any behavior that is disruptive according to the Code of Academic Integrity. If the disruption is serious, the proctors are entitled to exclude a student from further participation in the examination after a warning / reprimand which has to be recorded in the participant list.

## **Technical Failures**

For successful participation in on-campus distributed e-examinations and off-campus e-examinations, students are responsible for providing the appropriate technical equipment and stable Internet connectivity. Students starting the examination are considered to have the appropriate equipment in place. Students who experience technical failure after the start of an examination and are not able to complete the examination must provide evidence to Registrar Services that the technical failure was caused by force majeure and not negligence. In such cases the technical failure can be the basis of an official excuse from the attempt. Otherwise, the exam may count as a failed attempt.

For test-center e-examinations and on-campus centralized e-examinations, the university is responsible for providing the appropriate technical infrastructure and stable Internet connectivity. Technical failures during the examination will be documented by the proctors and the administrative units responsible for the technical infrastructure and evidence will be provided to Registrar Services that the technical failure was caused by force majeure and not negligence. In such cases the technical failure can be the basis of an official excuse from the attempt.

Temporary technical failures during on-campus distributed e-exams and off-campus e-exams, which prevent the proctors from properly supervising the examination of a student, terminate the exam of the affected student.