

## **Protocol students Faculty of Archaeology for written exams in an examination room**

### **1. Presence of examiner**

At least one examiner will be present at each regular examination.

### **2. Time of entry into the examination room (R&R 4.6.3)**

Students must be present at least 15 minutes before the start of the examination. In case of calamities, students can enter the examination room until 45 minutes after the start of the examination. For regular exams of 1 hour or less or longer than 2 hours different rules may apply.

### **3. Identity check (R&R 4.6.2)**

Before the examination, students must be able to identify themselves with a valid ID and student card. The name and student number must be stated correctly on all examination papers. This can be checked by the invigilators at the start or during the taking in of the examination papers.

### **4. Preparation of the examinations**

Examinations, scraping cards, scrap paper and evaluation forms should be as much as possible be laid out in advance, on the examination tables.

### **5. Start examination**

- Examinations start on the whole hour, there is no "Leids Kwartiertje".
- The doors will open ten minutes before the start of the exam.
- Students will enter the room and do not leave (until 45 minutes after the start of the exam).
- There is max 5 minutes available for instructions
- The examiner will signal when the exam will start

### **6. Smart phones, watches and other equipment (R&R 4.6.4)**

Media carriers such as smart phones, smart watches, earplugs, glasses are strictly forbidden during exams, they must be out of range and switched off. Wearing digital watches is forbidden. Coats and bags must be placed in the front of the room.

### **7. Toilet visit**

- Toilet visits are not permitted before 45 minutes after the start of the examination (provided that the attendance has been fully recorded) and only if sufficient invigilators are available.
- A student who wants to go to the toilet, raises his hand and is accompanied to the toilet by an invigilator.
- The invigilator must ensure that the return to the examination room is orderly.
- The above is only possible with a sufficient number of invigilators.

### **8. Suspected fraud**

In the event of suspected fraud, the invigilator will inform the examiner immediately. The examiner will report "fraud" and the reason for it on the exam answer papers of the student. The student is allowed to complete the examination. At the end of the examination, the examiner informs the Board of Examiners (R&R 4.6; R&R 7).

### **9. Submission of completed examination assignments**

The student submits all documents that have to be handed in at (one of) the collection point(s). The invigilator takes the documents and makes sure that the student signs the attendance list.

### **10. Leaving of the examination room (R&R 4.6.3)**

Students are allowed to leave the examination room after 45 minutes, provided that their attendance has been fully recorded. The examiner may limit the leaving to e.g. every 10 minutes, in order to reduce the disturbance.