



Leids Universitair
Medisch Centrum

2019-2020

**Addendum Rules and Regulations
of the Board of Examiners
Faculty of Medicine – Leiden University Medical Center**

Addendum Rules and Regulations of the Board of Examiners of the
bachelor and master's degree programme in
Biomedical Sciences bachelor and master
Medicine bachelor and master
Pharmacy
Vitality and Aging

pursuant to Article 7.12b(3) of the Higher Education and Research Act (*WHW*)

Adopted by the boards of examiners as mentioned above on April 30th, 2020



Background

This addendum has been drawn up in response to the changes effecting the assessment policy due to the measures taken in connection with COVID-19. The Remote Testing Guideline has been drawn up for assessments, which entered into effect on March 24th, 2020. This directive means that no physical education and no physical assessments are offered during the measures. To prevent study delay as much as possible, the Boards of Examiners of the Faculty of Medicine (“LUMC”) have given permission to take assessments digitally via “online proctoring”. This initially entails a trial period, but if continued can be used as standard as long as the Covid-19 measures are in effect. When applying online proctoring, the size of the cohort can be a limitation, as a result of which for the time being the relevant assessments cannot be offered via online proctoring. The student will be informed about this by the study programme. The Boards of Examiners are following the policy of Leiden University in allowing online proctoring.

Online proctoring offers the possibility to take online exams, with remote supervision. Remote monitoring by means of control software, webcam and/or smartphone images and/or onscreen viewing provides at least one modicum of surveillance, with which the validity of the assessment is guaranteed as much as possible. To make this form of examination possible, the Boards of Examiners have drawn up the following additional rules.

Chapter 4 Assessments

Article 4.6 Conducting examinations and orderly conduct during an examination

4.6.3 (V&A, BMS) 4.6.4 (BW) 4.6.5 (GNK, FRM) [SUB IS VOID DURING THE COVID-19 MEASURES]

~~4.6.3—Students will only be admitted to the room where the examination is being held up to 60 minutes after the specified starting time, and may not leave the room earlier than 60 minutes after the specified starting time of the examination.~~

4.6.3a (V&A, BMS) 4.6.4a (BW) 4.6.5a (GNK, FRM) For online assessments, students are admitted to the (digital) room, in which the assessment is taken, up to **30 minutes** after the set start timeⁱ. In case of login problems, the student immediately contacts the Digital Assessment Officeⁱⁱ.

Chapter 6 Fraud, irregularities and plagiarism

Chapter 6 “Chapter 6 Fraud, irregularities and plagiarism” of the Rules and Regulations remains in full force.

Article 6.1 Fraud (GNK, FRM, BW, V&A)

6.1a Behavior that is considered fraudulent in 'on campus' assessments is also identified as such in online assessments. In addition to this, the **following is also considered an irregularity and/or fraud:**

- a. **Repeated loss of internet connection.**
- b. **Looking at other objects or directions for a long time and/or consulting sources other than those that are specifically permitted.**
- c. **Leaving the position behind the computer/webcam.**
A restroom break is not possible during the assessments.
An exception to this are assessments of more than 2 hours. These assessments can be offered in two parts.
- d. **Not properly showing the LUMC pass at the beginning and the student himself during the entire assessment.**
The student must be clearly visible and the room must be sufficiently lit.



- e. The **presence of extra persons** in the room where the assessment is taken.
- f. **Talking, singing, or other background noises** during the assessment.
- g. **Using or wearing media carriers**, such as smartphones, earpieces, smart glasses, smart watches, etc.
Avoid suspicion and omit it entirely.
- h. **Taking screenshots or photos** of your screen.
- i. Finally, **the student must be properly dressed** during the assessment.

Article 6.3 Disciplinary measures to be taken by the Examiner

6.3.6 (V&A, BMS) 6.3.7 (BW) 6.3.8 (GNK, FRM)

When suspicion of sub a to i of art. 6.1a is noticed, this will be immediately reported by the Digital Assessment Office to the relevant Board of Examiners. Violation of sub c to i of art. 6.1a can lead to the Board of Examiners declaring the assessment invalid. If the student does not agree with this decision, the student can submit a reasoned request within 5 working days to the Board of Examiners to consider the matter. All suspicions that fall under a to b of art. 6.1a and all other behaviors that can be considered irregular are reported by the Digital Assessment Office to the relevant Board of Examiners, after which the Board of Examiners will institute an investigation and, where necessary, determine a sanctionⁱⁱⁱ.

General Data Protection Regulation (GDPR)

The Board of Examiners of the LUMC think highly of a proper application of the GDPR and follow the policy of Leiden University^{iv}. In this exceptional situation, the possibilities are limited. Online proctoring is currently the most suitable way to allow testing to proceed as much as possible. The student is not obliged to take the assessments through Online Proctoring. However, consequences that may arise from not participating in assessments via Online Proctoring, such as study delay, are at the student's risk.

Article 9.3 (FRM)/ 10.3 (GNK, BW, BMS, V&A) Effective date

This Addendum of the Rules and Regulations will enter into effect on April 1st, 2020.

ⁱ To guarantee a problem free login for all students, the Board of Examiners would like to point out the importance of the specified login time. The Board of Examiners therefore advises the student to be ready at least 5 minutes in advance.

ⁱⁱ In case of emergency, the student should use the chat function from ProctorExam. ProctorExam and LUMC employees will be available for help. If the student experiences problems prior to the test, the student can send an email to digitaltoetsen@lumc.nl.

ⁱⁱⁱ The Digital Assessment Office is responsible for organizing digital assessments at the LUMC.

^{iv} See the [Leiden University Privacy Statement Online Proctoring using ProctorExam](#) (Dutch only).