

PRACTICAL GUIDELINES PROPER CONDUCT DURING EXAMINATIONS IN THE BIOLOGY PROGRAMMES

1. **Aids are not allowed**, unless explicitly mentioned otherwise (open-book examinations).
The sheer having of aids, be it on paper, or via electronical devices or any other way (e.g. earphones) will be considered automatically as fraud.
If the use of a calculator is necessary for an examination, programmable calculators will not be allowed.
Students are recommended to leave their mobile phone, smartphone, smartwatches, iPods,... at home. In any case they are to be placed – just like bags, backpacks and coats – in the indicated space in the examination room during the examination, at the student's own risk.
If any of these devices is found on the student (even when turned off) this will be equated with fraud.
2. Only paper provided by the examiner is allowed, both for use as draft paper as for the final result. The examiner determines if extra paper can be obtained.
It is the student's responsibility to indicate which answer papers are to be considered as "draft" or "final".
All the distributed papers, including the drafts, are to be handed in at the latest at the end of the examination.
Examiners are urged not to distribute completely blank papers (not even for drafts), but to mark them in any way (e.g. with a stamp), so that it is clear the papers were distributed.
3. Students have to be able to identify themselves. In principal, they must have a student's card with them, and show it. If they don't have the card with them, a photo-ID (identity card, passport) must be shown. If that can't be shown either, or if there is doubt about the true identity of the student, he/she cannot take the exam. Examiners are recommended to print the Ufora photo list and to have it with them during the examination.
4. Students are recommended to visit the toilet prior to the start of the examination. Interrupting the examination for a toilet visit is forbidden during the first 2 hours of the examination (except for medical reasons proven by a doctor's prescription). Afterwards, the examiner can take the measures he/she thinks necessary to eliminate the risk of fraud.
5. During the examination it is forbidden to talk with colleague-students, or to say something out loud.
6. Supervisors indicated by the examiner are supposed to actively supervise. Sitting in front of the examination room while reading or working is not considered as proper supervision.
7. In case of suspicion of fraud, the examiner can stop the examination for the student involved or give him/her new blank examination copies.
 - a. If fraud is evident, the material, potential proof and the examination copy must be confiscated immediately.
 - b. When there's no sufficient proof (e.g. looking at the copy of a colleague student, of talking), the student is warned first, and the examiner can decide to place the student elsewhere in the room.
 - c. A visual inspection is allowed (place where the student was caught cheating : documents, pen case on his/her desk, checking the toilet after a suspicious long visit,...).

He/she informs the responsible lecturer of the course being examined and/or the Chair of the Examination Committee, who will start the procedure as described in article 78 of the [Education and Examination Code \(OER\) of Ghent University](#)

For the Bachelor- and Master Programmes Biology:
prof. A. Verbeken: Chair of the Examination Board
prof. T. Moens: Secretary of the Examination Board