

## **Guidance/instructions for examination candidates**

1. Proof of identity must be presented to the invigilator (examination inspector).
2. Candidates must arrive at 8.30 on each examination day.
3. Candidates must be allowed 4 hours (10.00 – 14.00) for a full course (15 ECTS). If a candidate hands in a blank paper of answers, s/he is considered to have withdrawn from the examination. Candidates withdrawing from the examination may not leave the examination room until one hour after the commencement of the examination, and they are not allowed to take the examination paper or any rough copy out of the examination room.
4. Candidates with a valid ground for absence on the examination day, have a right to sit for a replacement examination 7-10 weeks after the initial exam. **This does not apply if** the candidate has been present at the examination after the time of which the examination paper has been handed out.
5. During the examination all kind of communication between candidates and persons outside, including phone calls, is forbidden. This also applies during “breaks”. Candidates must not leave their seats without permission from the invigilator, who will accompany the candidate. “Breaks” should not normally exceed 10 minutes. **Cell phones /mobiles** should be switched off and be out of reach of the candidate.
6. In the event that the examination room must be temporarily evacuated, the examination candidates must leave the room in groups accompanied by the invigilator of the group, provided this can be done without causing dangerous situations. There must be no conversation between the candidates during the evacuation.
7. Complaints concerning conditions in the examination room should as far as possible be addressed immediately to the head invigilator, and must be addressed to the Faculty of Law no later than one week after the examination.
8. Triple layered writing paper and paper for rough copies will be handed out in the examination room. Answers are to be written in ink or with a ballpoint pen unless a candidate has, on the basis of a medical certificate, been granted permission to use a pencil. Avoid writing on stacks of paper, and make sure the original and one of the copies is clearly readable. One of the two copies is to be kept by the candidate in case of a subsequent appeal. All paper handed out shall be removed at the end of the examination day.
9. Lunch is not served, so candidates should bring with them food and drink (sandwich)

Candidates must use their candidate number to identify their papers, **not** their names.