

## **Guidelines for conducting oral examinations.**

Decided by the Education Committee on November 15, 2023, pursuant to the Regulations for Studies and Examinations at UiS §8-1 nr. 1. Effective from November 17, 2023.

1. The faculty must announce the final date for the examination no later than 3 weeks before it is to be held. Information about the time and place shall be announced on StudentWeb/TimeEdit/Canvas no later than one week before the examination, cf. Regulations concerning Studies and Examinations at UiS § 6-3 (4)
2. The student is obliged to familiarize themselves with the date and time of the examination through Canvas/Studentweb/TimeEdit.
3. The student must have valid identification/ID available before and during the examination. It is not permitted to use an app on the phone as proof of identity. Candidates who cannot provide identification may be denied access to the examination.
4. The student must allocate sufficient time for the examination. In general, the examination shall take place between 08:15 and 18:00. UiS reserves the right for delays that may result in a postponed start or end of the examination.
5. In case of illness on the day of the examination, the student is obliged to inform the examination coordinator for the subject as soon as possible, and no later than 5 working days after the examination day.
6. The student must submit an application for valid absence with a medical certificate through the digital student expedition no later than 5 working days after the examination day, cf. Regulations regarding Studies and Examinations at UiS § 6-6 (2).
7. Any withdrawal during the examination shall be done verbally upon attendance.
8. If the grade is communicated orally, students who wish for an explanation must request it immediately. If the grade is communicated in writing, the request for an explanation must be made within 24 hours after the grade is announced.
9. Grades for oral examinations cannot be appealed according to the Law on Universities and cf. Regulations regarding Studies and Examinations at UiS § 7-8 (5).
10. Formal errors can be appealed, cf. Regulations regarding Studies and Examinations at the University of Stavanger § 7-9.
11. A resit examination with the same assessment method shall be conducted for students who meet the conditions in the Regulations for Studies regarding Studies and Examinations at UiS § 6-7.