

Code of Conduct for digital tests

This code of conduct is an addendum to the ESHPM Terms and Exam Regulations, the Rules and Regulations ESHPM Examination Board 2020-2021 and the EUR-Order rules. The code of conduct has been sent to all students in advance of the first testing period.

Regulations that apply during online proctoring examinations

The EUR Disciplinary Rules, Education and Examination Regulations and/or the ESHPM Examination Board Rules and Guidelines simultaneously apply to the regulations for online proctored examinations. Before the student starts the online proctored examination, the student should read the information that is provided by ProctorExam, by the EUR examination organisation via Canvas and/or the front page of the examination. Also see the notification placed on Canvas in September by the study programme.

For the student:

- a) Make sure that you have read all the information regarding online proctored examinations.
- b) Make sure that you have practised in advance with any practice material that is made available.
- c) Ensure that your equipment is working properly (computer/laptop, webcam, internet connection, etc).
- d) Ensure that you can present a valid ID (passport, ID, driving licence, valid residency permit). Your name and passport photo must be clearly visible on these. Do not forget to bring your student card.
- e) Make sure you have been to the toilet prior to sitting the online proctored examination. Students with a medical condition that requires frequent toilet visits should request this via OSIRIS Zaak and should have already received a decision prior to the examination. It is essential that you contact the study advisor for this.
- f) Prior to the examination, make sure you have something to drink and/or eat to hand, if needed. It is not permitted to stand up to collect food or drink during the examination.
- g) Make sure that your telephone is switched off and/or that your smartwatch is stored away. It is not permitted to use these during the examination and within 30 minutes after the end of the examination.
It is possible that your telephone will be used as 2nd camera to present images of your examination environment to the online invigilators. Please pay attention to the information that is given about this at the start of the examination.
- h) During the examination, check every now and then that the webcam, screensharing, audio and internet connection are operating normally.

Irregularities for which the Examination Board will be involved

Irregularities for an online proctored examination can include technology shortcomings. This could include one or a combination of the following:

- a) Faltering or stopped webcam, audio connection, internet connection;
- b) Loss of connection with the online proctored examination;
- c) Failure of screensharing;
- d) A frozen screen.

Such situations usually do not involve unacceptable conduct (fraud), but these are irregularities that make it impossible for an examiner to form an objective opinion about the student's obtained knowledge, insight and skills. The examination organisation and/or ProctorExam will notify the Examination Board about the irregularities, after which the examination will be declared invalid by the Examination Board.

Unacceptable conduct for which the Examination Board will be involved

Unacceptable conduct is conduct that makes the invigilator think that you as student - during or within half an hour of the end of the examination - have colluded, cooperated illegally, consulted prohibited sources, used a crib sheet or committed fraud in another way. In the light of this, the following will in any event be designated as suspect conduct by the examination organisation and/or ProctorExam and/or the Examination Board:

- a) Doubts about identification, e.g. when the ID is not easily legible or the passport photo is not clear;
- b) Other persons than the examination candidate are identified on the images;
- c) You talk, sing or whistle;
- d) You are not sufficiently visible (incorrectly placed webcam);
- e) You leave the room or your position at the computer;
- f) The room is disturbed, for example by someone entering;
- g) Ear plugs, headphones, smart glasses or a smartwatch are detected;
- h) If you demonstrate suspect viewing behaviour during the examination, for instance looking for a longer period of time and/or systematically at another object than your screen;
- i) You have a mobile phone within reach and/or you use it;
- j) You use other unauthorised resources;
- k) You use unauthorised websites and/or applications;
- l) Other conduct and/or actions that are not permissible and that are presented to the Examination Board for assessment.

If unacceptable conduct is identified, a report will be compiled comprising the recorded images that were presented to the Examination Board. The Examination Board will determine the course of the process. The Examining Board will contact the student. The student will be offered the opportunity to respond in writing or in-person in a fair hearing. The student can view the images (screenshots) on request.

The unacceptable conduct/unacceptable acts or omissions of the student during an online proctored examination can make it impossible for the examiner to form a sound opinion of the knowledge, understanding and skills that a student has acquired or of the knowledge, understanding and skills of his/her fellow students (in the case of collusion, illegal cooperation, complicity and/or collaboration). Unacceptable conduct may be labelled as fraud by the Examination Board. If the Examination Board has determined that fraud has been committed, the Examination Board may impose sanctions. The fraud and other procedures for a standard campus examination will be followed.

The Examination Board is allowed to give students a warning.