



# UNIVERSITY OF THESSALY

## SCHOOL OF SCIENCES



# DEPARTMENT OF INFORMATICS AND TELECOMMUNICATIONS

Department of Informatics and Telecommunications

## Examination Regulations

Lamia, April 2022

(Department Assembly Resolution No. 48/06.04.2022)

## General

This Regulation governs the procedures for conducting final examinations for courses of the Undergraduate Study Programme during the officially prescribed examination periods. It was approved by the Department Assembly on 06.04.2022 and applies from the June 2022 examination period onwards.

1. The examination schedule is published on the Department's website at least thirty (30) days before the start of each examination period.
2. The invigilation schedule, together with these Examination Regulations, is communicated to Course Instructors and Invigilators at least fifteen (15) days before the start of each examination period.
3. In preparing the examination schedule, the following are taken into account:
  - the obligations of the Course Instructors responsible for each examined course (hereinafter referred to as "Examiners" for the purposes of the examination process),
  - the estimated number of examinees, so that high-enrolment courses may, where possible, be scheduled early in the examination period
  - the views of students through their representative to the Department Assembly,
  - the number of rooms allocated for each course, which depends on room capacity and the expected participation of examinees based on course declarations/registrations.

## Obligations of Examiners (Course Instructors)

1. The Examiner must be present in the examination area at least five (5) minutes before the start of the examination, in order to check the adequacy of invigilation and the suitability of the rooms, and to ensure the smooth conduct of the examination.
2. The Examiner bears overall responsibility for the organisation and integrity of the examination. The Examiner must periodically be present in all examination rooms to supervise the process and to respond to questions or clarifications raised by examinees.
3. The Examiner verifies the accuracy of the entries in the Invigilator Report Form (Annex A) and ensures that it is submitted to the Department Secretariat by the next working day.
4. In the event of a serious impediment (e.g., for health reasons), the Examiner informs the Head and the Secretariat of the Department in a timely manner of their inability to attend, as well as of the designated replacement. Examination topics must be delivered to the replacement in a timely and secure manner.
5. The Examiner retrieves from the Electronic Secretariat system the grading list containing the names of students who have declared the examined course. The necessary forms (including the Attendance List and any required evaluation forms) are provided by the Department Secretariat.
6. Examination topics are printed by the Department Secretariat and bear the Department's logo. Any adhesive labels used in examinations bear the Department stamp. After the examination, the Examiner ensures that any unused stamped materials are returned to the Secretariat.
7. Grading is on a scale from 0 to 10. The exam grade may be recorded to one (1) decimal place.
8. After publication of results, the Examiner sets a date and time during which, upon request, any student may review their exam script and receive explanations of grading.

9. The Examiner enters grades into the student register of the Electronic Secretariat and submits final grades no later than twenty (20) days after the end of the examination period.
10. The Examiner retains the exam scripts in their archive until their lawful destruction, in accordance with applicable legislation.

## Obligations of Invigilators

1. Invigilators must, on their own responsibility, keep informed in a timely manner of any changes to examination dates/times or invigilation assignments, as announced by the Department.
2. An Invigilator who is unable to attend must arrange a replacement and inform the Examiner at least two (2) days before the examination. Unjustified absence or delay may result in sanctions, following a decision of the Department Assembly.
3. Invigilators must be present in the examination area no later than ten (10) minutes before the start of the examination and assist in seating examinees in a manner that safeguards the reliability of the written examination. Where necessary for orderly conduct, and in accordance with the Examiner's instructions, Invigilators may change the arrangement and seating of examinees at any time.
4. During the examination, Invigilators must deal exclusively with invigilation duties. Improper performance of invigilation duties may be reported to the Department Assembly.
5. Invigilators ensure that the start and end times are observed and inform examinees of the remaining time every hour, as well as 30 and 15 minutes before the end of the examination.
6. At the beginning of the examination, Invigilators:
  - Ensure that examinees sign the Attendance List (Annex B), and
  - Verify the identity of examinees using a student ID card or another official identity document. Attendance records are delivered together with the exam scripts to the Examiner.
7. In cases of attempted collaboration, copying, use of a mobile phone or other device, or any other conduct that obstructs or compromises the examination process, Invigilators must immediately inform the Examiner, mark/initial the relevant exam script(s), and instruct the examinee(s) involved to leave the room.
8. Invigilators in each room deliver the collected scripts to the Examiner after counting them and comparing the count with the number of examinees shown on the Attendance List for that room. The envelope containing the scripts must indicate: the course, examination date, names of the Invigilators, and number of scripts enclosed.

## Obligations of examinees

1. Only students who have declared the corresponding course during the academic semester to which the examination period relates are eligible to participate in the examination.
2. Examinees must present their student ID card or another official identity document.
3. Examinees must arrive on time. If arrival is more than fifteen (15) minutes late, admission is at the Examiner's discretion. In all cases, late arrival does not entitle the examinee to extra time.
4. Examinees must sit at the seats assigned by the Invigilators.

5. Any communication between examinees is prohibited.
6. The use of notes, books, aids, and calculators is prohibited unless expressly permitted by the Examiner. Where calculators are allowed, they must be non-programmable and have no communication or data-storage capabilities.
7. The use or presence (for any reason) of devices that enable communication (e.g., mobile phones, smart watches, tablets) is prohibited during the examination. If such a device is brought into the room, it must remain switched off and out of reach for the duration of the examination.
8. Any violation of academic integrity—even if discovered after the examination, including during marking—results in the marking/initialling of the script by the Invigilator or the Examiner (depending on who detects the violation and at which stage) and notification of the Head of the Department. The matter may be referred to the Department Assembly or another competent body, which decides in accordance with the applicable provisions.
9. After distribution/presentation of the examination topics, examinees may request clarifications. Questions are addressed exclusively to the Examiner and must be asked and answered publicly (not individually/private).
10. No examinee may leave the room before the minimum time limit set by the Examiner from the start of the examination, and in no case before fifteen (15) minutes have elapsed from the start.
11. Students registered with the University of Thessaly “PROSVASI” accessibility/support structure are examined in accordance with the individual instructions communicated by that service.

Violation of the above provisions is addressed in accordance with the provisions of the Institution’s Internal Regulation.

**ANNEX A: Examination Procedure Evaluation Form**

Date:

Course:

Examiner::

NAME OF THE INVIGILATOR	HALL/ROOM	SIGNATURE	TOTAL STUDENTS
<b>TOTAL STUDENTS</b>			

## APPENDIX B: Attendance List

UNIVERSITY OF THESSALY  
TELECOMMUNICATIONS

AK. YEAR 20....-20....

DEPARTMENT OF INFORMATICS AND

EXAMINATION PERIOD: JUNE./FEB./SEPT.

COURSE .....

COURSE SEMESTER .....

EXAMINER

SUPERVISOR ..... HALL/ROOM ..... DATE ...../..../20....

EXAM ATTENDANCE				
N/A	FIRST NAME	SEMESTER	Student ID No.	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
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