



# WORTH KNOWING ABOUT EXAMS

Worth knowing about exams is an in-depth and practical description of the exam rules for students.

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# 1. About exams

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## 1.1. The Ministerial Order for Examinations

The guidelines in connection with the holding of exams at Business Academy Aarhus have been prepared in accordance with the guidelines in the current ministerial order: 'Ministerial Order on tests and examinations in professionally orientated higher education programmes' (no. 863 of 14/06/2022). You can find it here <https://www.retsinformation.dk/> (only in Danish)

## 1.2. Exam form and organisation thereof

Before an exam, it is important that you familiarise yourself with the exam form and the form requirements. Information about the individual exams can be found in the current curriculum for the programme, which can be found on our website. Also check whether there are any formalities for the individual exam, where there will typically be more information about the time scope of time, content, and the scope and structure of written exams/projects.

## 1.3. Registration for exams

When you start a semester, programme element, etc., you are automatically registered for the associated exams. It is not possible to unregister from an exam. However, this does not apply if you are prevented from participating in an exam due to a documented illness or maternity/paternity leave. You can apply for an exemption to unregister from an exam if this is justified by exceptional circumstances. Contact the Student Counsellors for more information or see Study Update under Examinations.

## 1.4. Illness exam/re-examination

If you are prevented from doing or completing an examination due to illness, you will be given the opportunity to take an illness exam as soon as possible.

Your illness must be documented by a doctor's certificate, and Business Academy Aarhus must have received your doctor's certificate no later than 6 working days\* after the exam has been held. The student bears the cost of the doctor's certificate. If you become acutely ill during an exam, you must also document that you have been ill on the day in question. If you do not document illness according to the above

rules, it will count as an exam attempt. You can read more about illness and doctor's certificates via this link: [Doctor's certificate requirements](#)

With a failed exam, or failure to appear for an exam, you are automatically registered for the re-examination, provided that you have an exam attempt left. If you have exhausted your exam attempts (3 attempts for each exam), you will be expelled in accordance with the rules in the Ministerial Order on Admissions (no. 87 of 25/01/2023).

You must keep yourself informed about when the illness/re-exam will be held. Information about the time and place of illness/re-exams will be available either on Study Update or via your Academy email

## **1.5. Having an examination in abroad**

Business Academy Aarhus has the possibility to have exams at a Danish diplomatic mission or at one of Business Academy Aarhus' partner institutions abroad. As a rule, exams are not held anywhere else. The individual programme may in special cases grant an exemption for this. Exams abroad that are not related to an exchange programme can only be considered if a student is unable to participate in the institution's examinations in Denmark for practical or financial reasons, and when both the student and Business Academy Aarhus agree to this. The relevant head of department must be contacted, and they will decide if this is possible. Applications for this must be submitted at least 4 weeks before the examination date.

All rules and guidelines that must be complied with during exams at Business Academy Aarhus must also be obeyed for exams abroad. In some cases, there is a requirement that the exam is held at a specific time in Denmark, and this applies even if the exam is held abroad. This can cause some challenges in relation to time differences, but it is important to state that the Danish time (ECT) will be applicable. This may mean that exams abroad might be held at night or on a weekend.

Business Academy Aarhus charges an administration fee of DKK 500 for planning exams abroad. It is also important to note that as a student, you must bear all expenses in connection with the exam itself abroad. Thus, it is a condition that you declare in writing prior to the exam that you are willing to pay the expenses in question - based on Business Academy Aarhus' estimate of the expected cost. Nothing can be said in general about the cost of these expenses.

## **1.6. Special exam conditions**

If you have a documented physical or mental disability (e.g. dyslexia, ADHD etc.), you can apply for special exam conditions if you need these to be on an equal footing with your peers in an exam situation. For example, you can apply for extra time for an exam or permission to use special aids and assistance.

In order to be allowed to participate in an exam with special conditions, it is a prerequisite that you can document your needs.

You apply for special exam conditions for exams by filling out the form in SDBF (Schools' Digital Form Flow). You can read more on [Study Update](#) on how to apply for special exam conditions. You must send the application/form no later than 4 weeks before the exam. Application deadlines will be waived in cases of sudden health problems.

If you have any questions, please feel free to contact our student guidance counsellors at [guidance@baaa.dk](mailto:guidance@baaa.dk).

## **2. Organisation of examination**

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### **2.1. Time and place**

Information about the time and place of an exam can be found on Study Update or in WiseFlow. You must check the formality sheets for each individual exam and check the requirements for meeting times.

At the exam, you must show up no later than:

- 30 minutes before the start of a written exam for check-in, etc. and
- 30 minutes before an oral examination starts

unless otherwise stated in the individual exam's formality sheet.

### **2.2. Identification**

Before you can start an exam, you must be able to present a valid student card. For written exams, the student card must be visible throughout the exam. A driver's

license, passport or other photo ID with a CPR number can be used as identification if you have forgotten your student card.

If you do not have a photo ID with you, these are your options:

- If it is possible to obtain a photo ID before the start of the exam, do this
- Go to Study Update and select transcript of records or confirmation of enrolment This can be found on the front page of Study Update under 'Important student links' and it is your link to your transcript of records and confirmation of enrolment

### **2.3. Late arrival**

If you are late for an exam, whether it is a written or oral exam, you have used an exam attempt.

If you are late for a written exam but arrive before it actually starts and check-in can still be done, you can, in exceptional cases and if it is determined that you will not interfere with the examination for the others, participate in the written exam in question.

If you are late for an oral exam, you may in some cases be offered to be examined at a later time on the same day, if Business Academy Aarhus finds the delay to be reasonably justified.

### **2.4. The use of aids and assistance**

During exams, all aids and assistance, including electronic devices, are allowed, unless a ministerial order or curriculum for the specific programme specifies restrictions for use. Any rules for restricting the use of aids and assistance will be stated in the formalities sheet for the individual examination or by the invigilator for the exam.

### **2.5. IT and exams**

It is always your own responsibility to ensure that, if necessary for your exam, you have internet access, and that that your computer is functional.

In connection with the submission of your exam, you are responsible for having access to WISEflow. It is therefore important that you make sure that you have a usable password.

## **2.6. Code of Conduct in connection with exams**

During the exam, you must not in any way have contact with others, neither inside nor outside the exam room. You are not allowed to bring a mobile phone or any other means of communication into the exam room. Not even at exams, where 'all aids and assistance are allowed'. You are also not allowed to use headphones.

For written exams, you must submit your assignment in the digital exam system WISEflow. You must stay in your place until the invigilator has approved the submission of your assignment. You must at all times comply with the information provided by the invigilator. You can address the invigilators by raising your hand - for example, if you need to go to the toilet.

If you are in contact with anyone other than the invigilators during the exam, this could result in expulsion from the examination and the rejection of your submission. See also the section on exam cheating.

If you exhibit disruptive behaviour during an exam, Business Academy Aarhus can expel you from the exam. In less serious cases, Business Academy Aarhus will first issue a warning.

## **2.7. Cheating including the use of own and others' work (plagiarism)**

All assignments are automatically checked for plagiarism. Projects and other material for examinations must be prepared by the students themselves. Cheating at exams will be dealt with according to the rules in the 'Ministerial Order on tests and examinations in professionally orientated higher education programmes'(nr 863 from 14/14/06/2022).

Cheating is for instance:

- Improperly receiving help during an exam
- Improperly giving help to others during an exam
- To pass someone else's work off as your own (plagiarism - see <http://en.stopplagiat.nu/>)
- To use previously assessed work without a reference
- To use assistance which is not allowed for the exam in question

When you submit a written answer, you confirm that the answer has been prepared by yourself and without any improper assistance.

If you cheat at an exam, you will be expelled from the exam. If you cheat under aggravating circumstances - for example, you have been caught plagiarising 2 times and / or you have had a prior warning, you can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a longer or permanent expulsion from the programme.

Read more about exam cheating and the consequences in the current curriculum, as well as on our website: <http://www.eaaa.dk/studerende/vejledning->

## **2.8. Confidential assignments**

If you submit a confidential assignment, you have the option of excluding it from being saved in the plagiarism database after the plagiarism check has been completed. This requires that you actively go back into WISEflow the day after the submission deadline and click on the eye icon under the submission block and then 'exempt document'.

## **2.9. Mistakes and omissions work at an exam**

If, in connection with an examination, Business Academy Aarhus becomes aware of mistakes or omissions that can be improved, Business Academy Aarhus (possibly after discussion with the examiners or assessors) will decide how any improvement can be made.

In the event of significant mistakes and omissions, Business Academy Aarhus will offer a reassessment. The offer applies to all students whose exam was affected by the same mistakes and omissions. The reassessment will not result in a lower mark.

In the event of mistakes and omissions of a particularly serious nature, Business Academy Aarhus may decide to cancel an already held examination and arrange for a re-examination. A re-examination, after cancellation of the original examination, may result in a lower mark.



## **3. After the examination**

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### **3.1. Written exam results**

Results from written exams will be published by the study administration via StudSys or WISEflow no later than four weeks after the exam. It is only possible to see your own marks. No information about exam results will be provided by telephone.

If the four-week deadline cannot be met, the student will be notified.

### **3.2. Complaints about exams**

It is possible for students to complain about an exam. Complaints about conditions in connection with examinations must be submitted individually by the student to Business Academy Aarhus. The complaint may concern:

1. The basis of the exam, including exam questions, assignments, etc., as well as their relationship to the programme's goals and requirements
2. The exam procedure or
3. The assessment.

If you wish to submit a complaint, it must be in writing and it must be submitted within two weeks of the date on which the assessment of the exam has been communicated. We recommend that you read the complaint guide on Study Update. You can get guidance from a student counsellor in connection with the complaint procedure and the preparation of the complaint.

The ruling can be as follows:

1. A new assessment (reassessment),
2. A new exam (re-examination) or
3. That your complaint has been rejected.

New assessors will be appointed for the re-examination and reassessment. The reassessment or re-examination must take place as soon as possible. You should be aware that a possible re-examination and reassessment may result in a lower mark.

Read more about complaints in the programme's curriculum and in the Ministerial Order for Examinations (no. 863 of 14/06/2022).

### **3.3. Appeal against a ruling concerning an exam complaint**

You can appeal Business Academy Aarhus' decision regarding your exam appeal to an appeals board.

The appeal must be in writing and must be submitted to Business Academy Aarhus no later than 2 weeks after you have received Business Academy Aarhus' decision.

Read more about appeals of decisions in the programme's curriculum, as well as in the Ministerial order for examinations no. 863 of 14/06/2022) and on Study Update.