



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

1.1. The Ministerial Order for Examinations

The guidelines in connection with the holding of exams at Business Academy Aarhus have been prepared following the guidelines in the current ministerial order: Ministerial Order on tests and examinations in professionally orientated higher education programmes (no. 624 of 02/06/2025).

You can find it here <https://www.retsinformation.dk/> (only in Danish)

1.2. Exam format and organisation thereof

Before an exam, you must familiarise yourself with the exam format and the format requirements. Information about the individual exams can be found in the current curriculum for the programme, which can be found on www.baaa.dk. Also, check whether there are any formalities on Canvas for the individual exam, where there could be more information about the time scope, content, as well as the scope and structure of written exams and projects.

1.3. Registration for exams

When you start a semester, 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 students.baaa.dk.

1.4. Illness exam/re-examination

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

Your illness must be documented with 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 medical certificates on students.baaa.dk under 'Examinations'.

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 per the rules in the Ministerial Order on Admissions (no. 310 of 18/02/2026).

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 Canvas or via your Academy email

1.5. Having an examination abroad

Business Academy Aarhus has the possibility to host exams at a Danish diplomatic mission or 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 whether 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 held at Business Academy Aarhus must also be upheld 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 may cause some challenges in relation to time differences, but it is important to state that 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 before the exam that you are willing to pay the expenses in question, based on Business Academy Aarhus' estimate of the expected costs. Nothing can be said in general about the cost of these expenses.

Specifically for free movers

If you do a semester at a university abroad as a free mover and you fail exam/s in connection with this, and you therefore need to take the exam at Business Academy Aarhus instead, it will cost an administration fee of 2,000 DKK per exam. You will receive more information about this if you need this service.

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. For example, you can apply for extra time for an exam or permission to use special aids and assistance.

The purpose of special examination conditions is to ensure that you are placed on an equal footing with other students in the exam situation, but a prerequisite for this is that the academic level cannot be changed. To be granted special examination conditions, you must be able to document your needs, so documentation is a prerequisite, but not a guarantee that you can be granted special examination conditions. We always do a concrete and individual assessment of your application and documentation.

You apply for special exam conditions by filling out the form in SDBF (Schools' Digital Form Flow). You can read more at students.baaa.dk under 'Systems and self-service'. You must apply no later than 4 weeks before the exam.

If you have any questions, please contact our student guidance counsellors at guidance@baaa.dk.

2. Organisation of exams

2.1. Time and place

Information about the time and location of an exam can be found on Canvas or in WISEflow. You must always check the formality sheets for the individual exam, as well as investigate whether there is a requirement of a meeting time for your exam.

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 don't have a picture ID, you have the following options:

- If it is possible to obtain a photo ID before the start of the exam, do this
- Go to students.baaa.dk under 'Systems and self-service' and select confirmation of enrolment, which can confirm that you are a student in the programme.

2.3. Late arrival

If you are late for an exam, whether it is a written or an 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

All aids are usually permitted, unless otherwise stated in the description of the individual exam. Please note that it is not permitted to communicate with other examinees during the exam.

Read more on students.baaa.dk/ under 'Examinations', which includes information on what is considered exam cheating and how exam cheating will be sanctioned, as well as updated information on the use of generative AI.

2.5. IT at the exam

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

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

For some exams, Device Monitor or FlowLock are used; individual exam descriptions will indicate if these programs are used. When Device Monitor or FlowLock are used for an exam, it is your responsibility to ensure that the programs can function on your PC during the exam situation, and you must have tested Device Monitor in accordance with the Academy's guidelines before the exam.

Finally, it is your responsibility to have downloaded any material from Canvas well in advance of the exam if you wish to use it in the exam situation.

For written exams, you can bring one laptop, and the screen on your PC must be a maximum of 17 inches. Additional screens may not be brought.

2.6. Code of Conduct in connection with exams

During the exam, you must not in any way have contact with others, not inside or outside the exam room. You are not allowed to bring a mobile phone, smartwatch or any other means of communication into the exam room. Not even at exams where all aids and assistance are allowed. You may use earplugs and headphones as a barrier during written on-site exams; however, not during exams in laboratories where this is not permitted for safety reasons. The headphones may not be connected to Bluetooth, Wi-Fi, or similar, unless this has been granted as a special exam condition (e.g. you have been granted the use of digital reading). Listening to music or other forms of sound is also not permitted. It is your responsibility to make sure you can hear the information given during the exam. There may be random checks from invigilators regarding headphones during the exam. If the guidelines are not followed, the student may be expelled from the exam.

For written exams, you must submit your assignment in the digital exam system WISEflow. You must stay in your seat 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 one's 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' (no. 624 from 02/06/2025).

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, without any improper assistance.

If you cheat on 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: students.baaa.dk under Examinations.

2.8. Confidential assignments

If your assignment contains confidential information, you can contact the administrative coordinator at your programme for guidance on what you can do to ensure that your assignment is not stored in the plagiarism database after the plagiarism check has been completed.

3. After the examination

3.1. Written exam results

Results from written exams will be published by our 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

Complaints about exams are handled according to the Ministerial Order for Examinations (no. 624 of 02/06/2025). The complaint deadline is 2 weeks after the assessment has been communicated or published.

You can appeal the assessment/mark you were given for your exam. Examination complaints must be submitted via a complaint form, which can be found at students.baaa.dk under 'Systems and self-service'. We recommend that you read the complaint guidelines, which you will find in the same place as the complaints form. You can also get guidance from a student counsellor regarding the complaint procedure and the preparation of the complaint.

A mark cannot be changed administratively based on a complaint, but a decision on an examination complaint can, on the other hand, include:

1. an offer of a new assessment of a written assignment (reassessment)
2. an offer of a new exam (re-examination)
3. that the student's complaint has been dismissed, or
4. a combination of 1-3, if the exam includes a written assignment with an oral defence.

An offer of a reassessment or re-exam may result in a lower mark. The student must, within two weeks after the decision has been made, accept or reject the offer. This decision is binding and cannot be changed. If the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

Read more about complaints in the Ministerial Order for Examinations (no. 624 of 02/06/2025).