



Worth knowing about exams

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

Updated in July 2025.

Content

1.	About exams.....	2
1.1.	The Ministerial Order for Examinations.....	2
1.2.	Exam format and organisation thereof	2
1.3.	Registration for exams	2
1.4.	Illness exam/re-examination.....	2
1.5.	Having an examination abroad	3
1.6.	Special exam conditions	3
2.	Organisation of exams.....	4
2.1.	Time and place	4
2.2.	Identification	4
2.3.	Late arrival.....	5
2.4.	The use of aids and assistance	5
2.5.	IT and exams	5
2.6.	Code of Conduct in connection with exams	5
2.7.	Cheating, including the use of own and others' work (plagiarism).....	6
2.8.	Confidential assignments	7
2.9.	Mistakes and omissions in an exam.....	7
3.	After the examination.....	7
3.1.	Written exam results.....	7
3.2.	Complaints about exams	7

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 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/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 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 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 for 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 at 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. 46 of 21/01/2025).

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 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 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.

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 exam conditions is to ensure that you are on an equal footing with other students in the examination situation. To be granted special exam conditions, you must be able to document your needs.

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. 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.

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 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 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 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 formality sheets for the individual examination or by the invigilator for the exam.

2.5. IT and exams

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 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 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 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 and 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 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 in 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

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 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 complain about the assessment/mark or the examination process, and complaints must be submitted via the 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).