

Registration of examination results at Arts

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The purpose of this brief is to give a joint description of the current rules for the registration of examination results at Arts. The brief thus offers information for relevant actors in the academic environment and in the Studies Administration - including new employees. It may also contribute to ensuring that the practice develops within this framework.

1. Two ways of registering examination results

There are two ways of registering examination results: the academic assessment and the administrative registration of the result.

Academic assessment

In the academic assessment of an exam paper or an oral performance, the following types of results are applied.

Marked: 7-point marking scale (**-3 to 12**)

Not marked: **B** (Passed)/**I**(Not passed)

Academic assessments are made only by the examiner (and the co-examiner)

Administrative registration of examination results

On some occasions, there are no exam papers or performances to assess. In these cases, the results are registered as:

"BF" (Used attempt)

"DF" (Failed prerequisites)

"U" (Absent)

"FE" (Abandoned exam)

2. Class participation as a prerequisite for exam registration

In many of our exams, class participation is a prerequisite for the exam registration.

When the student is not eligible for exam registration, the student must be given the mark **"DF"** (failed prerequisites) in continuation of the course and before the exam.

The examiner informs the exam administration which students are not eligible for exam registration:

"DF" is registered by the Arts Studies Administration.

3. Type of exam and registration of examination results

Class participation

Occurrence	Result	The assessment is made by
The student did not turn up at all or has not participated to a sufficient degree	I	Examiner/co-examiner

Written home assignments

Occurrence	Result	The assessment is made by
The student does not submit	U (absent)	Arts Studies Administration
The student access the exam question but does not submit	FE	Arts Studies Administration
The student makes a blank submission		Arts Studies Administration ¹
Formal requirements (e.g. minimum/maximum scope) have not been met	BF	Examiner/co-examiner
The requirement of individualisation has not been met		Arts Studies Administration
The examination is interrupted due to a summary dismissal (disciplinary cases)		
The student submits after deadline	F	Arts Studies Administration, registration takes place in the thesis module and is currently registered as an "F"
The student fails to submit the Master's thesis		

On-site exams

Occurrence	Result	The assessment is made by
The student fails to turn up	U (absent)	Arts Studies Administration
The student turns up but to not submit	FE	Arts Studies Administration
The student submits a blank paper	BF	Examiner/co-examiner ¹

Oral exam

Occurrence	Result	The assessment is made by
The student fails to turn up	U	Examiner/co-examiner
The student fails to turn up (but has submitted e.g. a synopsis)	FE	Examiner/co-examiner
The student interrupts the exam/draws a question and leaves the exam	FE	Examiner/co-examiner

¹ If the student uploads a blank/empty paper, the Examiner/co-examiner will have to register a "BF"