

# 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)

**"U"** (absent)

**"FE"** (left exam).

## 2. Class participation as a prerequisite for exam registration

For a number of exams, the student is required to meet a certain prerequisite to become eligible for exam registration. Class participation often serves as such a prerequisite.

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

The lecturer will notify the exam secretary of any students who are not eligible for exam registration:

**"BF"** is registered by the AU 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 and co-examiner

#### Written home assignments

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

#### On-site exams

Occurrence	Result	The assessment is made by
The student fails to turn up	U	Arts Studies Administration
The student is present, but fails to submit	FE	Arts Studies Administration
The student submits a blank paper	FE	Examiner and co-examiner

#### 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

When there is only one assessor (also in connection with class participation), the exam secretary must be informed for the purpose of registration control.

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<sup>1</sup> If the regular handling of the exam papers reveals that the student has submitted a blank paper, the exam secretary will register a "FE"