

Marking at Aarhus BSS

1 October 2015

Handling grades, cf. the below which comes into force on 1 October 2015

Co-examiners and examiners will mark numerically from -3 to 12. The mark of -3 is only given if a student has submitted a written exam paper which in terms of academic content corresponds to the mark of -3. An exam paper which has been uploaded to the wrong exam flow will also have to be marked -3.

“Administrative” marks (FE, BF, U) are given as follows:

Situation	Result	Who
Oral exam where the student draws a question, but does not enter the examination room Re. 5)	FE (left exam)	Examiner and co-examiner
Written on-site exams ON ¹⁾ , WISEflow on-site exams under supervision WO ¹⁾ where the student submits a blank paper	FE (left exam)	Examiner and co-examiner
Written WHAI, WOAI, WOA ¹⁾ exams where the student submits a blank paper	FE (left exam)	WISEflow ²⁾
When the student who has to submit a written take-home assignment submits a blank exam paper	FE (left exam)	Aarhus BSS Studies Administration ⁴⁾ Thus, only when the student, on the front page, has indicated 0 characters in the paper, otherwise examiner and co-examiner.
When the paper does not meet the requirement of individualisation	BF (used attempt)	Examiner and co-examiner
When the paper does not meet minimum or maximum requirements	BF (used attempt)	Examiner and co-examiner
When an exam is discontinued due to expulsion (disciplinary cases)	BF (used attempt)	Aarhus BSS Studies Administration ³⁾
When the student fails to turn up for an oral exam	U (absent)	Examiner and co-examiner
When the student fails to turn up for a written exam under supervision	U (absent)	Aarhus BSS Studies Administration ⁴⁾
When the student who has to submit a written take-home assignment fails to submit the paper	U (absent)	Aarhus BSS Studies Administration ⁴⁾

1) Description of the different exam codes

WHAI: WISEflow home assignment with all aids permitted PC and internet

WOAI: WISEflow on-site exam with all aids permitted PC and internet

WOA: WISEflow on-site exam with aids permitted PC and NO internet

WO: WISEflow on-site exam with NO aids permitted with PC (FLOWlock)

ON: On-site exam with no PC (paper)

2) On 16 May 2015, WISEflow was updated so that students who wish to submit a blank paper at WHAI, WOAI, WOA exams only need to indicate this by clicking the “Aflever blank” button instead of uploading a blank paper. With this action, the student will be deactivated and will appear “grey” in WISEflow. The student will also automatically be given the administrative mark of FE which will be visible to both co-examiner/examiner and the staff responsible for handling settlements.

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- 3) The administrative mark of BF which Aarhus BSS Studies Administration registers in connection with disciplinary cases is not registered until the disciplinary case has been completed. In the case of suspected cheating, the examiner and co-examiner must leave the marking field blank, i.e. not register a mark.
- 4) The administrative mark U which is registered by Aarhus BSS Studies Administration will be given immediately after the examination and thus before the examiner and the co-examiner proceed to give their marks.
- 5) According to the Examination Order section 22 (Ministerial order no. 670 of 19.06.2014)¹ two situations do not require an assessment, but still constitute examination attempts. This applies when
 - 1) a student is expelled from an exam and
 - 2) the university rejects a written exam paper on the grounds that it fails to live up to the requirement of **individualisation** or the **formal requirements** stipulated in the academic regulations.

Criterion	Who	Requirements
Does not live up to the requirements of individualisation	The academic assessor	The academic regulations must specify which parts of the paper may be written by the whole group and which parts must be written by the individual students.
Does not live up to other formal requirements understood as <ol style="list-style-type: none">a. Blank exam paper submissionsb. The paper does not meet the minimum requirements	Re a: See above under administrative marks Re b: The academic assessor	Re b: The academic regulations must include information on the minimum requirements for the paper.

The individual board of studies may have establish stricter rules on written exam papers cf. section 22. Examples of stricter rules are:

- rejection of papers which exceed the maximum scope of the paper
- rejection of Bachelor's projects or Master's theses which do not include abstracts

Such rules must be described in the academic regulations so that all assessors are familiar with the evaluation criteria and all students in the same programme are evaluated according to the same criteria.

¹ <https://www.retsinformation.dk/forms/R0710.aspx?id=163987>

Section 22 If an examination has commenced, an assessment must be made unless the examination is interrupted by illness that warrants a re-examination, cf., however, subsections (2) and (3).

(2) If an examination is interrupted by the expulsion of an examinee, no assessment is to be made, and the expulsion is included in the number of examination attempts, cf. section 13(2).

(3) If a written paper submitted fails to comply with the requirements for individualisation, cf. section 4(3), or any formal requirements stipulated in the academic regulations, the university may reject the paper. If the paper is rejected, no assessment is to be made, and the paper is included in the number of examination attempts, cf. section 13(2).