

## Organisation of Extramural Exams

Incoming exchange students from countries which have a different academic calendar from EPFL's may encounter problems with the exam schedule. Many students must return to their home university to resume classes (usually in January) whereas the EPFL academic calendar foresees an examination session at that time.

This document describes the organisation of exams taken outside EPFL and therefore not supervised by EPFL teaching staff.

### *Scope*

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Only incoming exchange students from universities whose academic calendar conflicts with their lectures and EPFL exams are eligible for extramural examinations organised during the session, provided that the lecturer in charge agrees with this method. EPFL lecturers have no obligation to organise extramural exams. Therefore, incoming exchange students must ascertain the possibility of taking their exams outside EPFL by validating this with the lecturer before the registration deadline for the courses (two weeks after the start of the semester). This possibility only applies to credits related to an EPFL course.

Students registered at EPFL pass their examinations according to the organisation set up by the lecturers.

The [Internal directive concerning examinations at EPFL](#) requires that the teacher attend the exam. This requirement will be updated in a forthcoming revision and the current wording does not preclude holding extramural exams.

### *Principle of extramural exams*

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The exam must have the same content, the same format (written, multiple choice, oral), be corrected in the same way and graded according to a single scale for all students. An identity check must be duly performed for all participants. The examination context should be clearly specified (authorised materials, duration, any information in addition to the question paper). Only the exam schedule may differ slightly for students passing exams outside EPFL.

The latter must pass the exam at the same time as students on the EPFL campus or, if the time zone does not allow this, with the shortest possible delay in relation to the schedule in Switzerland, but never before the examination organised at EPFL. In no case must extramural students obtain the question paper before the students on the EPFL site.

### *Extramural exam logistics*

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Exams taking place outside the organisation set up for EPFL students must be passed under the supervision of a referee from a partner university. This contact person will receive instructions on

how the exam is to be conducted (authorised materials, context and schedule) and the question paper for written exams. The referee must undertake to keep this information confidential.

The referee ensures that the premises are appropriate, checks the identity of students, hands them the exam description and question paper and monitors progress. For written exams the referee retrieves the examination scripts. If an oral exam is passed by video (e.g. Skype), the referee ensures that the student is alone and has no additional unauthorised materials.

At the end of the examination, the referee reports to the EPFL lecturer for the latter to mention this remote exam in the examination protocol. For written exams, the referee forwards the script completed by the student (scan, fax, mail). If the original is not sent by post, the referee keeps it during the appropriate retention period (six months following the examination – possibly longer in case of appeal by the student).

In short:

## Academic Organisation

Under the lecturer's responsibility

- Definition of the question paper
- Production of an exam correction
  - Solutions
  - Scores
- Definition of grading scale
- Definition of exam organisation (rules and authorised materials)

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- Marking
- Grading

| <b>Logistics</b>                                    |   |
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|   | For extramural exams  |
| Organisation  | Agreement with an external referee / supervisor in a partner university                     |
| Schedule  | Simultaneous or as shortly after as possible  |
| Provision of question papers                        | Sent confidentially to the external referee   |
| Supervision of examination and enforcement of rules | Partner to apply EPFL rules   |
| Collection of scripts                               | To be forwarded to the EPFL lecturer  |
| Exam report   | Must specify the identity of students having passed the exam and of the external referee(s) |