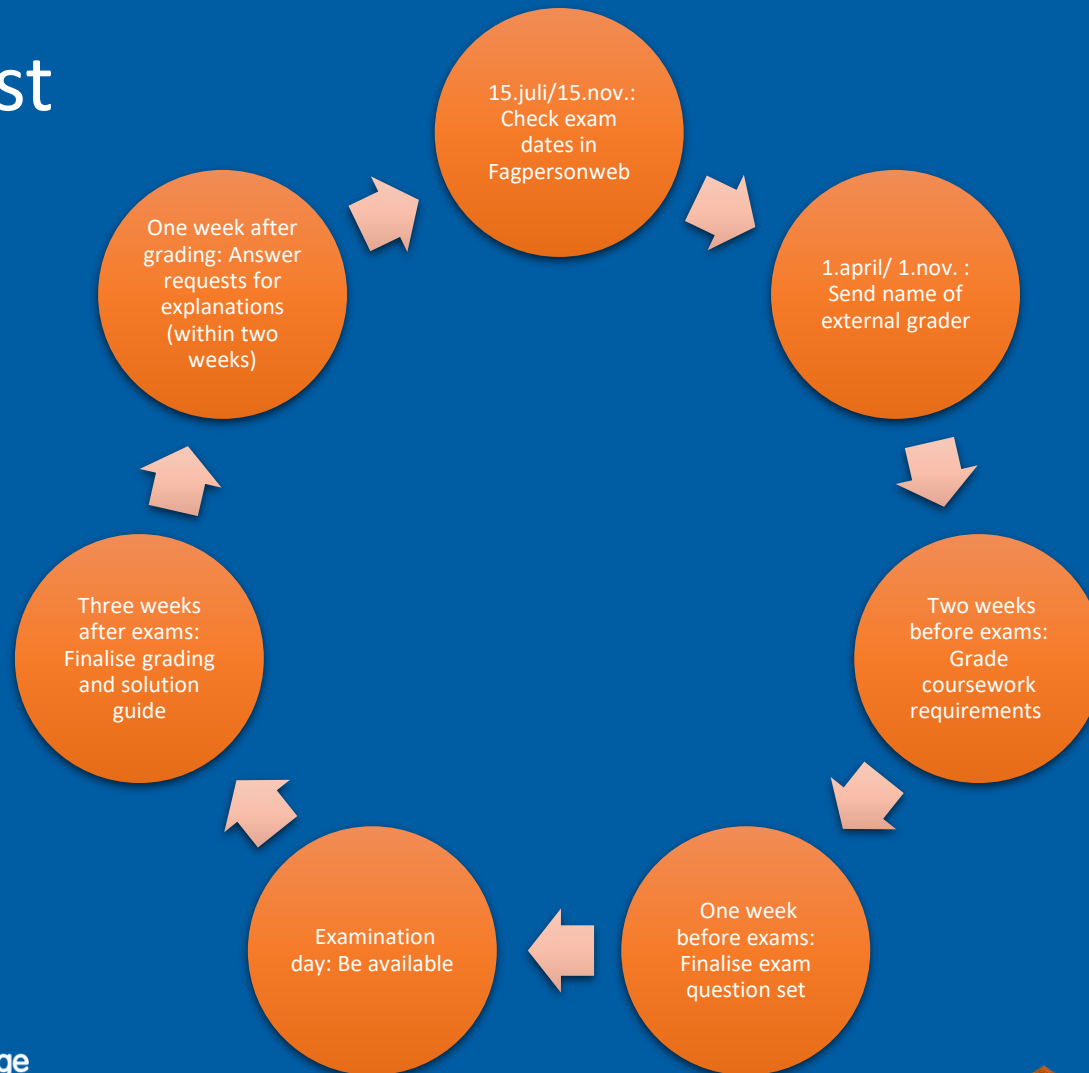


Annual to do list



Do I need an external grader?

1.april/ 1.nov.
Find external grader

- Yes, the first time that you are teaching a subject, you must have an external grader. Then every three years.
- Also; for grading of appeals and all master thesis.
- You must find the external grader yourself but can ask for advice with the Study Programme Manager or the Office of Studies and Academic Affairs.
- Oral exams/presentations must have a second grader, but they can be internal.



What are exams?

What are coursework requirements?

All type of assessment that are graded A-F or pass/non pass. Strives to be impartial.	Graded approved/not approved. Non-anonymous.
Generates the right to ask for an explanation and to appeal on the grade. Generates a retake exam if anyone failed or was ill.	An approved coursework requirement generates the right to sit for an exam.
The examination system is Inspira. Grading is done in Inspira.	Submission in Canvas. Grading in Fagpersonweb.
Exam dates for school exams or home exam of less than 24 hrs are set by administration. You can set a deadline for home examinations longer than 24 hrs, but the deadline must be firm and not individual. Any extensions must be in co-operation with the Examination team.	Academic responsible take cares of submissions, deadline and any extension of deadlines.
Must be described in the Study Handbook online.	Must be described in the Study Handbook online.

Coursework requirements must be graded two weeks before exams



Grading

Three weeks
after exam;
grading and
solution guide
must be
finalised

- According to national law:
 - There's a three-week deadline for grading. The examination team cannot grant an extended deadline.
 - Examiner guidance or proposed solutions to the exam must be presented to students at the same time as the grade is published.
 - Students may ask for an explanation on the grade up until one week after publication.
- The grade F is not taken into consideration for multiple partial exams, unless you state otherwise in the online description of your subject (Study Handbook).
- In the case of partial grades, the grades are combined by the school's FS system.



Examination question set

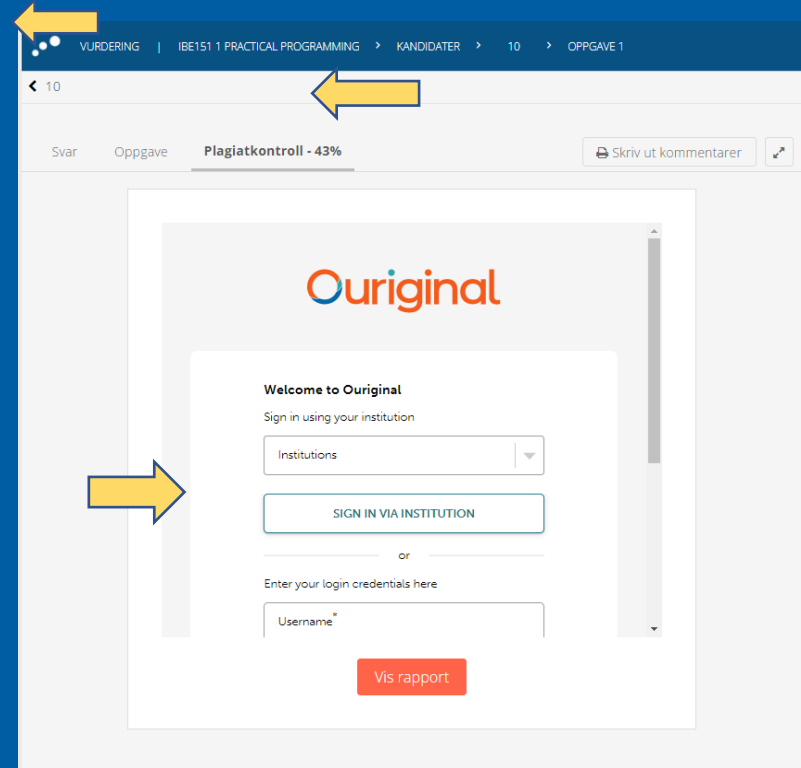
Question set
must be
finalised one
week before the
exam

- For home exams over a longer period of time:
 - Send the exam question set to eksamen@himolde.no.
 - Students must write their answer on their own computer and upload the answer (normally a PDF)
- School examinations in Inspera:
 - Students answer directly in Inspera without access to their own files or internet.
 - Contact Exam Team to learn how to make an examination question set for school examinations.



Plagiarism check

- Automatically set up for all exams in Inspera.
- HED institutions in Norway use the system Ouriginal.
- You must check the plagiarism yourself in Inspera. Examination team can offer assistance.
- Activate account in Ouriginal
: <https://www.himolde.no/tjenester/it/canvas/faglerere/urkund-login.html>



What to do when suspecting cheating?



Don't work alone.

Contact co-examiner or the Study Programme Manager.
Notify the Examination team that grades must be withheld until further notice.



Follow the regulations step by step (link):

<https://www.himolde.no/english/studies/examination/regulations-cheating-and-plagiarism/case-preparation-and-processing-in-cheating-cases.html>



You must document your suspicion and create a report.

The Dean decides whether the university will initiate proceedings against the student. If so, the case will be heard in the Committee for Appeals.



Don't give the grade F when it's cheating.

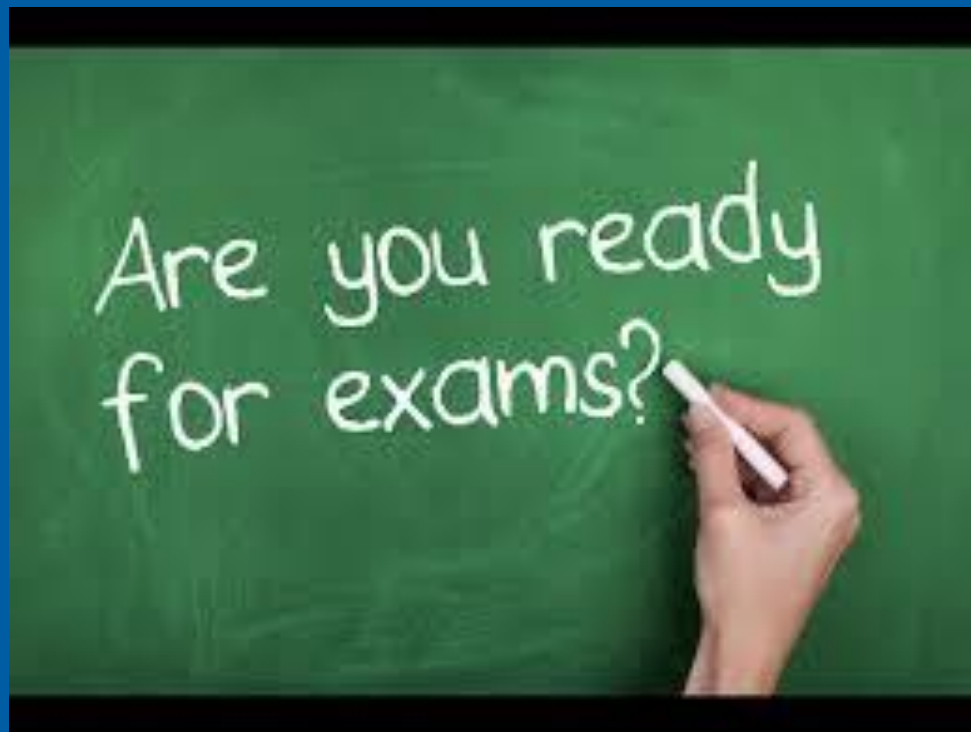
Attention: This gives the "sinner" the right to complain about the grade, as well as to take a written exam.



Contact

If you're a faculty member:
eksamen@himolde.no

If you're a student:
studentweb@himolde.no



Molde University College
Specialized University in Logistics

