

Department of Archaeology
and Ancient History

Examination guidelines for first cycle courses and study programmes at the Department of Archaeology and Ancient History

In accordance with the University's guidelines, the following are to be arranged for every course/module:

1. Ordinary examination. Students registered for the course in question do not need to sign up for this.
2. Re-sit shortly after the ordinary examination. The student must register for this examination. However, when the ordinary examination takes place at the end of the spring semester, the catch-up exam in August serves as the opportunity for the re-sit.
3. Catch-up exam at the end of the academic year, usually in late August. The date of catch-up exams is set jointly for all courses, and is announced on the department's website at the end of the spring semester. The student must register for this examination.

After the examination has been completed, the lecturer is to send the examination questions to the education administrator for archiving.

The examination results are to be available and registered in Ladok no later than 15 working days after the examination opportunity and no later than two weeks before the re-sit opportunity.

Academic markers are to submit a results list to the education administrator as documentation for registration in Ladok. This is to clearly state not only who has completed the course and which grade has been awarded, but also who has not completed the course and which parts are lacking in order to be awarded a grade. In cases where the academic marker is not the same as the examiner of the course/module, a copy of the results list (and other documentation if required) is submitted to the examiner as documentation for authorisation in Ladok.

The course director or module coordinator is responsible for providing students with detailed guidelines regarding examination of the course/module at the start of the course. For ordinary examination opportunities, both invigilated exams and in the distribution of take-home exams, the academic staff member responsible for the examination is to be available to answer any questions. This component is to be scheduled.

After the examination, the student is to be given an explanation as to why a certain grade has been awarded in the form of written or oral feedback. If the student is

dissatisfied with the assessment, they may submit a written complaint, as well as the examination in question, to the director of studies. The complaint is to be submitted no later than two weeks after the grade has been announced. This complaint is to state the course concerned, who the academic marker was, and in what way the student thinks the assessment is incorrect. The matter is then reviewed by the head of subject.

According to the List of Rights for Students at Lund University, the University has an obligation, when a course has been discontinued or the content has changed significantly (e.g. changes to modules or required reading), to offer examination in accordance with the former course content for a period of one year following the change.

Invigilated exams

Re-sits of invigilated exams are only provided for those who do not pass the ordinary examination, or for those who have been ill or had a valid reason for not being able to take the ordinary examination. A student who cannot take the ordinary examination is to inform the lecturer and state the reason for this. Students who do not take the examination opportunity and have no valid reason for missing it are referred to the catch-up exam at the end of the academic year.

New questions are always set for re-sits and catch-up exams relating to invigilated exams.

In re-sits and catch-up exams, the student can obtain one of the grades in the current syllabus.

Grades from collected invigilated exams are not reviewed. Students who have received a grade of Pass may not retake the examination.

Take-home exams

For take-home exams, the questions, with instructions, are issued on a set date via email or via the teaching platform, or at a teaching session.

Regarding take-home exams, the general rule is that the submission deadline is to be met. If the submission deadline cannot be met, the student is to contact the lecturer as soon as possible in order to agree on a later submission deadline, if applicable. In other cases, the exam is not accepted and the student is referred to the catch-up exam at the end of the academic year.

If a submission is late, and there is no special reason, the grade of *Pass with Distinction* is not awarded.

Regarding incomplete take-home exams, the individual lecturer determines whether or not the student is to be given the opportunity to complete the remaining questions. If the student completes the remaining questions, the grade of *Pass with Distinction* is not awarded.

In the case of a grade of Fail on a take-home exam, the student is referred to a re-sit with one or more new questions.

In re-sits and catch-up exams relating to take-home exams, the student can obtain one of the grades in the current syllabus.

Students who have received a grade of Pass may not retake the examination.

Academic papers

For a grade of *Pass with Distinction* on first and second cycle academic papers, a complete manuscript is to be submitted at the set time. In the case of illness or other valid reason, the student is to contact the lecturer as soon as possible before the submission deadline has expired in order to agree on a new submission deadline. If the student cannot meet this requirement, the only grades that can be awarded are *Fail* or *Pass*.

A grade on an academic paper course also requires that the student defends their own paper and critically reviews another student's paper. If there are no other papers in the subject at the time of the defence, the examiner may act as critical reviewer and the student may conduct a critical review in writing of an old academic paper in order to fulfil the requirement for the defence.

Lund, 19 August 2019