RULES OF PROCEDURE FOR EXAMS AT MAASTRICHT UNIVERSITY
2026-2027

These Rules of Procedure apply to exams held at central assessment facilities of Maastricht University (UM).
These Rules of Procedure were adopted by the chairs of the UM Boards of Examiners on 29 September 2026, enter into force on 30 September 2026 and replace all previously published Rules of Procedure for (Course) Exams.

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Article 1 Applicability

These Rules of Procedure apply to all written exams, whether digital, paper-based, or a combination thereof, administered on site at a central assessment facility of the UM. In exceptional circumstances, additional or modified regulations may apply.

Article 2 Definitions

a. Board of Examiners: the Board of Examiners of a faculty or school;
b. Exam Coordinator: the person responsible for scheduling and organising a written exam on behalf of the Board of Examiners;
c. Head (or other) Invigilator: the person who monitors compliance with the Rules of Procedure at the exam location;
d. Examiner: the teacher authorised to conduct examinations and appointed by the Board of Examiners to administer the exam and determine the results;
e. Exam System: The exams are conducted in TestVision or Canvas;
f. Instruction(s): instructions concerning the rules and course of the exam as communicated via the student portal and/or on the exam cover sheet.
g. Examination time: the official start and end time as announced at the assessment facility and/or indicated on the clock made available for this purpose at the assessment facility.

Article 3 Proof of identity

3.1 Admission

Only students who are officially enrolled at UM at the time of the exam are permitted to participate in the exam.

3.2 Proof of identity at the start of the exam

Students must provide proof of their identity during onsite exams by means of a clearly legible UM Card with an undamaged, recent passport photo bearing a clear

resemblance to the holder and complying with the Digital Passport Photo Guidelines for the UM Card (see Annex 1).
If students cannot provide a UM Card, they may identify themselves using an original and valid identity document. The following documents are accepted:

- passport
- state-issued driving license or identity card ONLY for students from EU/EEA countries
- Dutch residence permit or if approved, EU residence permit.

At the start of the exam, the UM Card or legal ID must be placed on the student's table and be clearly visible.
Copies of IDs (in any format) will not be accepted as proof of identity.

3.3 Failure to provide valid proof of identity

Students who cannot provide a proof of identity during the exam in the prescribed manner will not be permitted to participate in or continue to participate in the exam and will be required to leave the exam room at the Head (or other) Invigilator's instruction.

Article 4 Participation in the exam

4.1 Conditions for participation

Students will be permitted to participate in the exam only if they are entitled to do so under the specific faculty regulations.

4.2 Late arrival

No student will be admitted into the room where the exam is being administered after the exam has officially begun. Students arriving late will not be entitled to participate in the exam, regardless of the reason for their late arrival.

4.3 Applicable rules

The Rules and Guidelines of the relevant Board of Examiners are applicable.

Article 5 Instructions

Students must follow the instructions in the Exam System and/or the instructions of the Exam Coordinator and/or the Head (or other) Invigilator.

Article 6 Changes

There may be errata and additions in this document. In the case of, additions will be published timely.

Article 7 Drinks and refreshments

7.1 Exams shorter than 3 hours (up to 179 minutes)

- Drinks: permitted, provided that the drink is in a bottle or cup with a closable cap or lid.
- Food: food is not allowed.

7.2 Exams of 3 hours or longer (180–240 minutes)

- Drinks: permitted, provided that the drink is in a bottle or cup with a closable cap or lid.
- Food: meals are not permitted. Small refreshments/snacks are permitted provided that opening and consuming them does not cause (noise) disturbance. The use of cutlery is not permitted.

7.3 Medical exceptions

In case of a medical necessity to deviate from the above restriction on refreshments during exams, the student in question must request this facility through Disability Support and seek permission from the Board of Examiners before the start of the exam. Please take into account the processing time for handling the application (for further details, please consult the UM website and the faculty guidelines).

Article 8 Exam room

8.1 Access to the exam room

The exam room will open at least 15 minutes before the exam begins. From the time the exam room is opened, students may enter and must take a seat in accordance with the seating plan posted at the room entrance.

8.2 Seating and facilities

A seat will be available for each student who has registered for the exam in conformity with the registration procedure.

For digital onsite exams, the University may provide the students with a computer for the duration of the exam. These computers and additional hardware are the property of the University and must remain in the exam room. Use of these facilities is subject to the University IT and fair use policies.

Article 9 Personal belongings and other materials

9.1 Personal belongings and clothing

Before the exam starts, coats, bags and other personal belongings must be placed underneath the table. Bags must be closed.

On the table only items that are needed for the exam itself are permitted as specified in the exam instructions. No other personal belongings are allowed on the table.

Head coverings are not permitted, except head coverings for religious reasons. Students who need to wear head coverings for medical reasons must submit a request to Disability Support and obtain prior approval from the Board of Examiners. Please take into account the processing time for handling the application (for further details, please consult the UM website and the faculty guidelines).

9.2 Electronic devices and information carriers

Materials such as communication devices, mobile phones, headphones, electronic earplugs, step-counting devices, smart glasses, other fitness trackers and other

information carriers must be switched off and stored in students' bags or on the floor (screen facing down). Use of these materials is not permitted during the exam unless the Board of Examiners has determined otherwise.
These unauthorised materials must not be taken out until the student has finished the exam and left the exam room.

9.3 Watches
Students are not permitted to wear watches during the exam, nor have a watch anywhere else on them. Watches must be placed in students' bags or on the floor (upside down) before the exam starts and are not to be taken out until after they leave the exam room.

9.4 Earplugs
Only noise-reducing foam earplugs are permitted. All other types of earplugs, including electronic earplugs, are not permitted. Students must present the earplugs to the invigilator before use and upon request. By wearing noise-reducing earplugs, students accept the risk of missing announcements and any resulting consequences. Students who require electronic earplugs for medical reasons must submit a request to Disability Support and obtain prior approval from the Board of Examiners. Please take into account the processing time for handling the application (for further details, please consult the UM website and the faculty guidelines).

Article 10 Leaving the exam room/seat
10.1 Leaving early
Students are not permitted to leave the exam room until 30 minutes after the official start of the exam.

10.2 Permission to leave temporarily
Students are not permitted to leave the exam room nor their seat without the Head (or other) Invigilator's permission.

Article 11 Disruptive behaviour
11.1 No disruptive behaviour
Students are not permitted to engage in any behaviour that is disruptive to the other students or to the Invigilators or other persons present in the exam room. The Head (or other) Invigilator determines whether behaviour is disruptive and will speak to the student in question.

11.2 Consequences of disruptive behaviour
If a student creates a serious disruption, the Head Invigilator may exclude that student from further participation in the exam. The Head (or other) Invigilator will report this by completing an Irregularity Report Form.

11.3 Emergencies during the exam

In the event of an emergency, students must follow the instructions of the (Head) Invigilators, Exam Coordinator, emergency services (such as the fire brigade) and/or emergency response workers at the exam location.

Article 12 Procedure for handing in exams

12.1 Time of submission

Students are permitted to hand in their exams to the relevant Invigilator no earlier than 30 minutes after the exam starts. Students may submit their exams in two ways, depending on the time of submission:

1. During the exam:
    - After obtaining permission from the Invigilator, taking the exam papers to the Invigilator and handing over the completed work.
    - By closing the exam in the exam system.

2. After the examination time has elapsed:
    - The student must close the exam in the exam system.
    - Students are not allowed to make any changes to the exam paper once the examination time has elapsed (see Article 16(g)).
    - Students must remain seated until the (Head) Invigilator has collected their completed work/answer form/exam paper from their desk.

The faculty management may determine that the exam questions must also be handed in.

12.2 Digital exams

For digital onsite exams, the students must follow the procedure specified by the exam instructions or the exam software.

12.3 Leaving the exam room

After students hand in their exams, they must leave the room as quickly and as quietly as possible. Students who have handed in their exams and left the room will not be permitted to re-enter the room. The Board of Examiners may determine that students must provide proof of identity in conformity with the provisions of Article 3 also when handing in their exams and before they can leave the room.

12.4 Submission deadline

Exam papers must be handed in no later than the official end of the exam or at the instruction of the Head (or other) Invigilator or must be closed in the exam system.

12.5 No amendments after the exam

Students are not allowed to make any changes to the exam paper after the examination time has elapsed. Students must have entered their name and/or student ID number before the examination time has elapsed (see also Article 3 Proof of identity).

Article 13 Toilet visits

13.1 Times at which toilet visits are not permitted

No toilet visits are permitted during the first and last 30 minutes of the exam.

13.2 Maximum number of toilet visits per exam duration

- Examination time 61–120 minutes: maximum of one toilet visit.
- Examination time 121–180 minutes: maximum of two toilet visits.
- Examination time 181–240 minutes: maximum of three toilet visits.

13.3 Medical or urgent exceptions

If due to a medical necessity a student may have to make more than the maximum number of toilet visits permitted during the exam, the student must submit a request to Disability Support and obtain prior approval from the Board of Examiners. Please take into account the processing time for handling the application (for further details, please consult the UM website and the faculty guidelines).
In cases of acute, incidental necessity, the student must notify the (Head) invigilator before the exam.

13.4 Procedure for toilet visits

Students wishing to leave the exam room temporarily to go to the toilet must request permission from the Head (or other) Invigilator by raising a hand. If permission is granted, the student will receive a toilet pass in exchange for their ID, which will be returned in exchange for the toilet pass upon their return to the exam room.

13.5 Number of students at the same time

No more than two students (per block) shall be allowed to go to the toilet area at the same time.

13.6 Checks on departure and return

Before gaining access to the toilet/toilet area and after returning from a toilet visit, students will be asked to show the contents of their pockets and the like to check for unauthorised materials as referred to in Article 9.2, with due regard for students' privacy.

- If a student refuses to show the full contents of their pockets and the like, an Irregularity Report Form will be drawn up.
- Article 9.2 shall apply by analogy.
- If a student does not wait for permission to visit the toilet or visits the toilet without permission, an Irregularity Report Form will also be drawn up.

13.7 Checks in the toilet area

Detection devices may be placed in toilet areas to monitor (electronically) that students do not use communication devices and/or other electronic equipment while the exam is under way. The individual restrooms are not surveyed visually.

Article 14 Compliance with completion instructions

14.1 Obligation to comply

The answer form, exam questions, instruction text in the digital exam or exam booklet contains instructions for completing the answer form, exam questions or exam booklet in question. Students must comply with these completion instructions.

14.2 Consequences of non-compliance

Failure to comply with the completion instructions, use of materials other than those specified (see Article 9.2), alteration of pre-printed information or making notes elsewhere on the answer form will make it impossible to process the answer form and determine an exam result. Students bear full and exclusive responsibility for the consequences of failure to comply with the completion instructions.

14.3 Reporting errors

Any suspected errors in the completion instructions must be reported immediately to the Head (or other) Invigilator.

Article 15 Irregularity Report Form

15.1 Suspected fraud or irregularity

If fraud or an irregularity is suspected, the Head (or other) Invigilator shall submit a report using an Irregularity Report Form.

15.2 Reporting non-compliance with temporary measures

In case of a force majeure situation during onsite exams, incidental measures may be in place. Students that do not comply with these measures will be reported by the Head (or other) Invigilator using an Irregularity Report Form.

15.3 Content and procedure of the form

- The (Head) Invigilator shall describe in detail on the Irregularity Report Form the factual situation as observed.
- The form shall be drawn up in Dutch or English, depending on the language spoken and written by the student concerned.
- The (Head) Invigilator shall verify that the student understands the content of the form.
- After the student has read and agreed to the contents of the Irregularity Report Form, the (Head) Invigilator and the student shall sign the form.
- If the student does not agree to the content of the form, the student may indicate this in the designated field on the form.

Article 16 Suspected irregularity

In accordance with the applicable Education and Examination Regulations and Rules and Guidelines, fraud or another irregularity may in any event be suspected where a student:

a. exchanges information with another student or other persons in the exam room in any manner whatsoever before, during or after the exam is administered;
b. exchanges information with another student or other persons in any manner whatsoever before, during or after visiting the toilet during the exam;
c. has unauthorised materials on the table and/or within reach. Unauthorised materials include, but not limited to:
    - forms of identification other than a UM Card or legal ID (see also Article 3);
    - wearing a watch during the exam;
    - communication devices and/or other electronic equipment (mobile phones, headphones, smart watches, step-counting devices and the like);
    - other information carriers (calculators, palmtops and the like) other than the authorised materials specified on the front page of the exam;
    - dictionaries, books, texts, and such, other than the authorised materials specified on the front page of the exam;
    - notetaking materials - notes can be made on blank pages in the exam booklet or on the scrap paper provided by the exam administrators, if this is authorised as specified on the front page of the exam;
    - other fitness trackers and the like.
d. leaves the room without an (head)invigilator's permission;
e. goes to the toilet without an (head)invigilator's permission;
f. takes something out of their bag without an (head)invigilator's permission.
g. makes any changes to the exam paper after the official examination time has elapsed without permission from a (Head) Invigilator;
h. has disregarded the instructions of the (head)invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
i. has posed as someone else or let someone else pose as him/her;
j. has falsely obtained, or attempted to, access to an exam;

Article 17 Confiscation of unauthorised materials

17.1 Inspection by the (Head) Invigilator

If in the Head (or other) Invigilator's judgment a student has unauthorised materials as referred to in Article 9.2 within reach, the Head (or other) Invigilator may ask to inspect them.

17.2 Confiscation procedure

The Head (or other) Invigilator shall inform the student of the potential irregularity observed and confiscate the unauthorised materials. In principle, the student may continue to participate in the exam.

- Confiscated materials that may serve as evidence of the irregularity shall be photographed and/or recorded on video and returned to the student at a time determined by the Board of Examiners.
- Confiscated mobile phones shall be returned to the student upon completion of the exam.

17.3 Objection to confiscation

If the student objects to the confiscation of unauthorised materials, the Head (or other) Invigilator will record this on an Irregularity Report Form. .

17.4 Written permission from the Board of Examiners

If a student has written permission from the Board of Examiners to use material referred to in Art 9.2, they must inform the Exam Coordinator or Head (or other) Invigilator at the exam venue before the start of the exam and must be able to present a copy of this document.

Article 18 Damage to or loss of property in the exam room

Maastricht University hereby expressly excludes any liability for damage to or loss of property entrusted to or confiscated by the Head (or other) Invigilator.

Article 19 Violations

Any violation of these Rules of Procedure shall be documented on an Irregularity Report Form. Article 16 shall apply by analogy.

Article 20 Consultation

In cases not provided for in these Rules of Procedure, the Exam Coordinator shall decide the matter in consultation with the Head Invigilator and, if possible, the Examiner or Board of Examiners.

In the event of any discrepancy or difference in interpretation between the Dutch and English versions of these Rules of Procedure, the Dutch version shall prevail.

These Rules of Procedure for (Course) Exams are the property of the committee of chairs of the UM Boards of Examiners (CoBoE). All chairs of the UM Boards of Examiners are represented on this committee. The CoBoE can be contacted through the Board of Examiners of the student's own programme.

Annex 1

Digital Passport Photo Guidelines for the UM Card

- The photo is a recent photo of you and bears a clear resemblance to you.
- The photo shows solely your uncovered face.
- Both eyes are visible and clearly recognisable.
- Your head fills the available space as much as possible.
- The photo is in focus.
- The photo is not rotated.
- The dimensions are at least 85 x 113 pixels (width x height: 30 x 40 mm).
- The photo is in JPEG or JPG file format.
- Both colour and black-and-white photos are permitted.