

EXAMINATION GUIDELINES – IN SHORT

You are always entitled to three consecutive exams: the first ordinary exam, the re-exam in the same exam period (1st re-exam) and the next ordinary exam (2nd re-exam). Note: course contents and examination conditions may change from year to year. The study board can grant an exemption for additional attempts for an exam provided extraordinary conditions apply.

- **Registration of students for examination: before each semester, you must register for courses and exams in STADS.** If you are a student on the first study year AAU will make the registration. You will automatically be registered for the first exam attempt in the course without the possibility of cancelling. Registration for 2nd and 3rd exam attempt is your own responsibility except for registration for the master's thesis. NB: 3.-9th semester students can cancel participation in an exam if it is done in STADS within the registration period. However not students on the first study year or thesis students.
- **Requirement to take the exam: If you are a student at the first study year, you must take all exams. Requirement to pass the exam: you must pass all exams at the first and second semester within the second study year after you have started the studies – i.e. within 24 months, if this is not the case, you are withdrawn unless an exemption is given, which requires extraordinary conditions.**
- **Sick for the exam (with medical certificate, does not cost an attempt provide the medical certificate is approved by the study board)**
 - Contact your study secretary on the day of the exam
 - Send a medical certificate as soon as possible and no later than two weeks after the exam is held
 - You must register re-exam in the same examination period or at the next ordinary exam
- **Failed to pass a course**
 - You use one examination attempt and you must register re-exam in the same examination period or at the next ordinary exam
- **Failed to pass a project**
 - you use one examination attempt and you must register re-exam in the same examination period or at the next ordinary exam
 - Requirements for the re-exam are made by the supervisor within 8 days after the exam ([examination policies](#))
- **Failure to attend exam or re-exam (use of an attempt)**
 - If you stay away from the ordinary exam you use an exam attempt. You can participate in a re-exam in the same examination period.
- **Before the 3rd exam attempt (courses)**
 - Make an action plan for approval by the student counsellor
 - Follow the course again (it is not a requirement, but it carries substantial weight when the study board decides whether or not to grant an exemption for a 4th exam attempt). NB! You must keep yourself updated with the contents of the course and examination form, which can change.
- **Special conditions for exams (25% extra time, different forms of supporting tools, need for privacy, ear pods, or exemption from the registration procedure for the exam day)**
 - You must apply once each semester (at the beginning of the semester) in connection with the exam registration
 - If you have been granted dispensation reg. special conditions due to a permanent functional impairment, you must inform the study secretary about it before each examination period.
- **Project examination (group examination)**
 - the examination consists of a group presentation, group discussion and individual questions
 - the examination time is set to last between 35 and 45 minutes per examinee (60 minutes for bachelor's and master's theses)
 - present at the examination: examinees, examiner/s and possibly external examiner
- **See also rules and guidelines about exams on the education page at cs.aau.dk**