

Guidelines for planning of exams at Department of Chemistry and Biosciences

AAU's rules for holding the exam are collected on [Alt om Eksamen](#) (in Danish). Examinations are prepared and administered according to [Eksamensordningen](#) and the institute's examination plans, which are approved each semester by the board of studies and head of studies and located in Moodle.

Guidance for preparing written exams

- Exam questions are asked in such a way that they can be used to assess the extent to which the student meets the learning objectives of the course. Questions need not be asked within a specific syllabus.
- The questions should challenge the students to varying degrees and lead to reflection on the basis of knowledge, skills and competences gained in the course (the learning objectives) rather than merely reproducing parts of the course material.
- The questions in the exam set must reflect the content and form of the teaching, e.g. by using questions of the same type as included in the course teaching.
- Exam sets must be original in the sense that they must not be considered copies of previous exam sets used at AAU or other universities.
- The quantity of reading materials is adapted to the duration of the exam: if, for example, scientific articles are used as the basis for questions, the course instructor can choose to post the article itself - and give the student the opportunity to read through the text before the exam itself.
- If exam questions are graduated to a point scale, this must appear in the exam set. The scale should be kept as simple as possible, preferably in that all sub-questions are weighted equally, and it can only be indicative of the final assessment, which must be based on a subjective assessment of the degree of fulfillment of the course's learning objectives.
- In the case of multiple-choice exams, it must be stated how the answers are graded and whether minus points are applied.
- Written exams are prepared in the template that appears in the institute's exam plan. This shows which aids are permitted for the individual exam.
- Written exams are sent to the study secretary no later than 8 working days before the date of the exam.
- Moodle quizzes are uploaded by the course instructor, who is responsible for ensuring that the time of display is in accordance with the exam schedule.
- Before sending / uploading to the study secretary, written exams are reviewed internally by a reviewer who must be a colleague within a relevant subject area and should appear in the exam plan.

The reviewer's duties consist of

- to come up with technical and understanding amendments or modifications to tasks and the order of the tasks
- to assess and correct language and references to formulas and figures in order to avoid misunderstandings and create clarity for the student.

Oral exams

- At the exam, there must be two assessors who have reviewed the questions in advance and made a plan for the exam.
- A timetable must be drawn up for when the student must get up. Ask if the study secretary about rules for this.
- The student must be informed about how the exam is conducted and whether it is with or without preparation time.