



**LUNDS**  
UNIVERSITET

## **Rules for take-home exams for students at the Centre for Languages and Literature**

*Approved by the board of the Centre for Languages and Literature on 15 January 2016*

You must be registered or have been registered on the course in order to take part in the exam. Follow the instructions provided by the lecturer/director of studies/exam manager.

### **1. IMPLEMENTATION**

A take-home exam comes with exam instructions; it is very important to study them as a Pass grade requires exact compliance with the instructions. Students should therefore read the exam instructions carefully so as to be fully informed of the rules applicable to the exam in question.

### **2. TIME AND PLACE**

In a take-home exam, the student is given a number of questions to answer. The student can choose where to sit and write the answers to these exam questions.

**The take-home exam is to be done within the allotted time and according to the instructions for that specific exam. The submission deadline is as unmovable as that for an invigilated written exam.**

### **3. ACADEMIC INTEGRITY**

The exam answers are to be produced **independently** and all sources must be stated with **correct references**. Quoting and/or copying text from literature and websites without correctly referring to sources is prohibited. Violations qualify as cheating/plagiarism and can lead to disciplinary measures.

**For information on reference management and the rules which apply at Lund University: [Guidelines on plagiarism](#)**

### **4. DESIGN**

Any instructions specific to the exam in question are provided by the lecturer and state what design (font, text size, line spacing, word count, etc.) must be respected for the take-home exam. All design aspects must be taken into account for a Pass grade on the exam.

### **5. ASSESSMENT CRITERIA**

Different assessment criteria apply to different take-home exams/examinations. It is important to be familiar with the applicable criteria so that the take-home exam contains relevant information of a sufficiently high quality to merit a Pass grade.

### **6. RETRIEVAL OF MARKED EXAM PAPERS**

Marked exams can be handed out to students by the marking lecturer, often in conjunction with the exam feedback. If this is not done or the student does not attend the feedback, the exam papers can be retrieved from a location indicated by the lecturer. Please note that marked exam papers are not usually sent home to students.