

Exam regulations for take home exams - bachelor students

SOSANT2xxx Advanced bachelor course:	Take home exams Time frame: the number of days/weeks from the day the essay is assigned to the due date will vary from course to course and from semester to semester. Essay length: minimum requirement 2,900 words – maximum length 4,400 words (including cover page and foot- or endnotes). The list of works cited may not exceed 1 page and is not to be included in the total number of words.
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General guidelines for take home exam papers

Exam papers must:

- be type-written
- have numbered pages
- have a font size and line spacing which makes it easy to read
- have a cover page which specifies:
 - total number of words
 - the course code and title
 - which question you have chosen to answer
 - semester and year
 - your candidate number in the upper right-hand corner. Do **NOT** write your name on your exam paper! Your candidate number can be found in the StudentWeb.

The exam paper is to be handed in **Fronter**. Information on how to hand in your exam paper in Fronter can be found on the course semester page.

In addition to handing in the exam paper in Fronter, you must hand in **two (2) identical paper copies**. Every copy of your exam paper must be **stapled** together. Please see the course semester page for information on when and where to hand in the paper copies.

At the same time, **one** signed copy of the declaration of sources must be turned in together with your exam paper. Do not attach this form to your exam paper.

The declaration may be downloaded from the following site: <http://www.sv.uio.no/sai/studier/admin/>

Here you will find the declaration under “Eksamen”: *Declaration of sources* (in English) or *Erklærings skjema* (in Norwegian).

The exam paper must be written in accordance with guidelines for referring to quotes and sources:

<http://www.sv.uio.no/english/studies/resources/sources-and-references/> (in English)

or <http://www.sv.uio.no/studier/ressurser/kildebruk/> (in Norwegian).

You can find the guidelines *Praktiske råd og retningslinjer for skriving av hjemmeoppgaver*

in Norwegian under “Eksamen” on: <http://www.sv.uio.no/sai/studier/admin/>

Essays which do not meet the requirement for the minimum number of words or which exceed the maximum number of words will not be accepted or returned later without assessment or grading.

Exams at the University of Oslo may be checked for correct word count and incidents of cheating. The text recognition software Ephorus could be used to find cases of plagiarism.

The exam essay must be written in accordance with University regulations. Exam papers not written in accordance with University regulations may be subject to charges of cheating. Please see (in English) *Routines for handling suspicion of cheating and attempted cheating at the University of Oslo*, Reglementsåndboken, 3.3.2.:

<http://www.uio.no/english/about/regulations/studies/studies-examinations/routines-cheating.html> or (in Norwegian)

Rutiner for behandling av mistanke om fusk/forsøk på fusk ved Universitetet i Oslo, Reglementsåndboken,

3.3.1.: <http://www.admin.uio.no/admhb/reglhb/studier/andre-regelverk/fuskesaker.xml>