

## **Examination regulations for the James Boswell examinations administered by Boswell-Bèta**

*This translation is derived from the Dutch version. In case of dispute, the Dutch version supersedes the English version.*

### **Article 1: Scope**

Applicability of the regulations: when taking Boswell-Bèta examinations, candidates must comply with the provisions as set out in the regulations, including the additional provisions, and the instructions of the invigilators during examination.

### **Article 2: Terms and definitions**

The following terms and definitions apply to these Regulations:

1. BB: the education and training institute Boswell-Bèta;
2. the chairman: the chairman of the board of examiners;
3. the examination secretary: coordinates examination applications, coordinates examinations, and coordinates the processing of the marking of the collected examination scripts;
4. the board of examiners: consists of a chairman who is attracted from an external institution, the examination secretary from BB, and two (externally) independent members. When reaching a decision, the board of examiners will follow the guidelines used in the Examination regulations according to the conditions drafted by the *Commissie voor Toetsing en Examens* (CvTE) (<https://www.hetcvte.nl>).
5. the examination: the written James Boswell examination as organized by Boswell-Bèta;
6. the invigilator: can be appointed by the examination secretary for an examination moment with the task of ensuring that no irregularities occur during the examination;
7. the candidate: the person who is registered with Boswell-Bèta to take a James Boswell examination;
8. the examination supervisor: the person who is formally responsible for the content during administration of the exam;
9. the first examiner: a Boswell-Bèta teacher who marks the exams first;
10. the second examiner: a Boswell-Bèta teacher who marks the exams after the first round of marking;

### **Article 3: The examinations**

1. Boswell-Bèta provides candidates with the opportunity to show that they have acquired the requisite knowledge and skills for a discipline and/or that they meet the set (education) requirements. In this, the James Boswell examinations follow the required knowledge and skills as set per subject by the CvTE and as published on [examenblad.nl](http://examenblad.nl).
2. The James Boswell examinations are administered under the responsibility of the examination secretary as representative of the board of examiners.

#### **Article 4: Examination dates**

1. The examination secretary determines the examination schedule every year. Relevant national rules and regulations are taken into account.
2. Whenever possible, examinations are scheduled in such a way that they do not overlap with other exams.
3. The examination schedule is announced on the Boswell-Bèta website by the examination secretary.
4. A change in the set times will occur only in the case of force majeure.

#### **Article 5: Registration for the examinations**

1. To be able to take the examinations, the candidate needs to have registered for the examination on time by completing the registration form on the Boswell-Bèta website. Registration closes at 11:59 pm on the sixth working day before the day of the exam.
2. For the August exams, registration will remain open until two days after the results of the same July exam are announced. This is in case the result of a July exam is released later than the closing date mentioned in article 5.1.
3. Registration for an examination is only complete when the candidate has indicated that he agrees with Boswell-Bèta's general terms and conditions and after payment of the examination fees by the candidate or after providing a third party guarantee in writing or by email.

#### **Article 6: Cancellation of exams**

1. Cancellation of participation in an examination is subject to the General terms and conditions as set by Boswell-Bèta (<http://www.boswell-beta.nl/en/terms>).

#### **Article 7: Content and format of the exams**

1. The James Boswell exams are administered in writing.
2. The content of the James Boswell exams is in accordance with the conditions for HAVO and VWO exams, as set by the *Commissie voor Toetsing en Examens* (CvTE) (<https://www.hetcvte.nl>).
3. External specialists test the quality of the exams, which have been created by the Boswell-Beta teachers, on the basis of the CvTE standards. These external specialists are members of the Committee on Tests and Testing of Boswell-Bèta. Members of the Committee on Tests and Testing are appointed by Boswell-Bèta after approval by the Board of Examiners.

#### **Article 8: Rules regarding the exams**

1. To be admitted to the exam, the candidate must produce a form of identification such as a passport, driving license, or another valid identity document which includes a photograph, name, and date of birth. Admittance to the examination will be denied if the candidate cannot produce identification.
2. The examination secretary will ensure that the examination questions will remain undisclosed until the start of the exam.

3. Before start of an exam, no communications or information of any nature will be provided to the candidates regarding the examination questions.
4. Should a mistake in the examination questions be discovered during the examinations, this will, in principle, not be communicated. The examination secretary can decide otherwise in this matter. The mistake will, if necessary, be taken into account in the grading scale.
5. The examination questions cannot leave the room during examination.
6. The examination questions will be answered on special examination paper, which will be supplied by the examination secretary.
7. The examination secretary will see to it that for written examinations a sufficient number of invigilators are appointed, who will ensure that the examinations proceed in an orderly fashion.
8. The candidate must follow the instructions of the invigilator that are given prior to, during, or immediately after the examination.
9. If the candidate fails to follow one or more of the instructions, as referred to in the previous section, he may be excluded from further participation in the examination in question, and this will result in a grade not being awarded.
10. The duration of an examination is such that students will have a reasonable amount of time to answer the questions.
11. Candidates are allowed to enter the room where the examination is held until 30 minutes after the starting time of the examination. If a candidate cannot be present within this time-period due to force majeure, the examination secretary will decide if access is granted. In all cases, the candidate will submit his work at the time which applies to the other candidates.
12. During the examination the candidates are not permitted to leave the exam room without the consent of the invigilators.
13. During an exam it is candidates not allowed to communicate other than with invigilators, the examination secretary or his representative. When communication between candidates is observed, Article 9 will be activated for the candidates involved.
14. Candidates are not permitted to leave the exam room within the first 30 minutes of the examination.
15. At the end of the examination, the invigilators collect the papers and check immediately whether all candidates have submitted their work.
16. After the first candidate has left the room, candidates arriving late will not be admitted to the exam anymore.
17. Except for an allowed (graphing) calculator, a candidate is not allowed to have any electronic devices at his/her disposal. To monitor this, candidates are asked to have jackets, bags and all other electronic equipment put in a designated place indicated by the invigilator. When in violation, the candidate will be informed that Article 9 has been activated.
18. For allowed calculators at an exam, the following rules do apply:
  1. At a Mathematics exam only graphing calculators are allowed.
  2. At exams Physics, Chemistry and Biology only non-graphing calculators are allowed. .
  3. Calculators that are allowed at a James Boswell exam are published on <http://www.boswell-beta.nl/en/exams>.

## **Article 9: Fraud**

1. Fraud is defined as the deliberate violation of the rules and regulation described in this document or the directions given by the examination secretary or his representative, with the goal to obtain benefit in the assessment of the exam.
2. In case of fraud, or if fraud is suspected, the examiner will inform the examination secretary of this in writing after the examination.
3. If a candidate is found to have committed fraud, he or she is allowed to finish the examination. A candidate does not have to be notified during the examination that he or she is suspected of having committed fraud, or he or she has demonstrably committed fraud.
4. The examination secretary will notify the candidate in writing that there might be a case of fraud and informs the board of examiners.
5. The board of examiners will determine if fraud has been committed, and the chairman of the board of examiners will notify the candidate in writing of the decision and sanctions in accordance with section six, which specifies the possibility of appealing to the board of examiners.
6. The board of examiners will, in all cases, impose sanctions by declaring the examination null and void. If the candidate was reprimanded before, this may be followed by a complete exclusion of participation in all examinations or other forms of assessment for a duration of 60 months.

## **Article 10: Candidates with a handicap**

1. Candidates with a functional disorder will be given the opportunity to take the examination in a fashion that has been adjusted to their handicap as much as possible.
2. Candidates with a functional disorder who want to take the examinations in a fashion that has been adjusted to their handicap as much as possible can appeal to the examination secretary to this end. The director will, if necessary, seek expert advice before arriving at a decision. In such cases, the examination secretary will determine the way in which the examination will be administered.
3. Candidates who are of the opinion that they qualify for an alternative method of examination should submit a written request to this end to the director at the earliest possible date along with a statement by experts. This request must be submitted at least five workdays prior to the date of the examination, thus the latest the sixth workday before the exam at 11:59 pm.
4. The adjustments can consist of at least an extension of a maximum of 30 minutes of the duration of the examination. Other possible adjustments can include: an exam with an increased letter type, or typing instead of writing answers.

## **Article 11: Assessment**

1. The assessment of the exams will take place on the basis of previously established written standards, which have possibly been adjusted after marking.
2. For the James Boswell examinations, teachers appointed by Boswell-Bèta will act as first and second examiner of exam scripts.

3. The examination secretary will see to it that all examiners assess on the basis of the same standards.
4. The method of assessment is such that the candidate can ascertain how the result of the examination was established.
5. The candidate passes an examination if he obtains a grade of 5.5 or higher. The candidate fails the examination if he obtains a grade lower than 5.5
6. For the assessment of the result of an examination the grade last awarded applies.

#### **Article 12: Deadline assessment and result**

1. The result will be announced in writing (by email) to the candidate within twenty working days from the administration of the examination at the latest.
2. In special situations it is possible to request for expedited marking. A request for expedited marking must be submitted at the latest ten working days before the exam, thus the latest the eleventh workday before 11:59 pm.
  1. For an exam in May a request for expedited marking is not possible when there was a similar exam in April of that year.
  2. The result of an exam in July will be available a few days before the close of the registration of the same exam in August. For an exam in July it is not possible to request for expedited marking.
  3. The result of an exam in August will be available before August 31<sup>st</sup>. For an exam in August it is not possible to request for expedited marking.
3. The first and second examiners will jointly determine the final grade.
4. After having received the information regarding the final result, the Boswell-Bèta administration will inform the candidate of the result.
5. Candidates who fail an examination will be directed to the examination schedule by the director in order to take the re-sit.
6. The conditions that apply to a regular examination also apply to a re-sit, also where registrations are concerned.

#### **Article 13: Right of inspection**

1. During a maximum of ten working days after the result of a written exam has been announced, the candidate can submit a request for access to his/her marked script. Date and time of access will be determined by Boswell-Bèta.
2. During the summer period reviewing a marked script in between the July exam and August exam is not possible. A review of marked scripts will be organized in the month of September following the exams of August
3. During the inspection, the candidate can view the examination questions and assignments as well as the standards on the basis of which assessment was carried out.
4. It is not allowed to copy, scan, photograph, or otherwise duplicate the marked scripts.
5. Bags, coats, mobile phones, tablets, and laptops are to be left with the Boswell-Bèta administration office during the inspection.
6. The candidate has 30 minutes to inspect the marked scripts at a location inside the Boswell-Bèta premises.

7. Notes made during the inspection will be checked by an administration staff member.
8. During inspection it is not possible to discuss the content of the standard-setting of the examination.
9. The examination scripts can only be inspected by the candidate. You will have to identify yourself with a valid passport, identity card, or driving license.
10. The examination scripts of the candidates will be stored by Boswell-Bèta for a period of five years after the day on which the examination was administered.

**Article 14: Catch-all provision**

1. In cases for which these examination regulations do not provide or by which rules lead to undesirable consequences, the board of examiners will decide.

**Article 15: Amendments**

1. Amendments to these regulations will be decided by the board of examiners.

**Article 16: Commencement**

These exam regulations will come into force with immediate effect. As such determined by the board of examiners.

Utrecht, August 15 2024

## **Addendum to the Exam regulations for James Boswell online examination.**

### **Article 1**

This document provides additional articles to supplement the regular Exam Regulations as stated above.

When a candidate approves to these additional regulations the candidate hereby accepts to comply to articles set to online testing as described in this addendum.

### **Article 2: Requirements for online testing**

A candidate is eligible for online testing when the candidate can attribute to the following requirements:

1. The candidate is living outside the Netherlands.
2. The candidate has a sufficient chance of entering a study at a Dutch university when considering rank of submission (Numerus Fixus)
3. The candidate has been informed to be eligible for online testing by the admission office of a Dutch university.
  - a) **Be aware that writing two or more exams on VWO level in a single exam period (December, April, May, July and August) is a severe challenge. Try to separate your exam schedule over more exam periods.**
4. Final admission to an online testing of a James Boswell exam is ultimately decided by Boswell-Bèta.
5. An admission is finalized for online examination when the candidate has effectively registered for the exam and paid for the corresponding fees.
6. Hereby the candidate agrees to online testing at CET (Central European (Summer) Time) times.

### **Article 3: Internet requirements.**

The candidate must make sure that the following internet requirements are established:

1. The candidate has availability over a **stable** internet connection with an upload speed of at least 1 Mb/s.
2. The candidate will have an online camera (fixed or webcam) available for online monitoring by an invigilator.
3. The candidate will have a working microphone available.
4. When an internet connection fails for more than five minutes during the examination the exam will be declared void. There will be no possibility of re-entering the exam when internet connection is re-established after these five minutes.
5. When the candidate is unable to fulfill additional requirements, online examination will not be possible.

#### **Article 4: During the examination**

At the examination the candidate will keep the following rules into account:

1. The candidate is the only person in the room where the exam is written.
2. The candidate will remain in view by camera during the time of the examination to be monitored by an invigilator. The candidate hereby agrees that his/her actions will be monitored by an invigilator.
3. The examination environment is such that switching between applications during examination will immediately result in a lost focus to the exam. However, by providing a valid reason the candidate is allowed to continue with the exam. The candidate is advised not to press the <esc> button, as it will result in a lost focus to the exam. In case of an accidental mistake the candidate will receive the option to re-enter the examination by giving a valid reason. If this option is not used within one minute, the candidate loses the option to continue with the examination.
4. Switching between tabs in a browser will immediately result in a lost focus. However, by providing a valid reason the candidate is allowed to continue with the exam. In case of an accidental mistake the candidate will receive the option to re-enter the examination by giving a valid reason. If this option is not used within one minute, the candidate loses the option to continue with the examination.
5. A candidate is expelled from the exam when:
  1. The internet connection fails during the exam for a period longer than five minutes. Longer than five minutes of a failing internet connection is equivalent to the candidate effectively having closed his/her online examination. Rejoining the exam will then no longer be possible, and the exam is deemed as not having been written. If the failure of connection is re-established within five minutes, the candidate will be allowed to rejoin the examination.
  2. When the candidate hits the button "submit exam" before uploading the written pages, rejoining the exam will not be possible. The exam is then declared void.
6. The candidate's presence should be clear at all times. If the candidate's presence gets out of view from the camera the examination will be blocked by the invigilator if this happens for a period longer than 30 seconds. In such cases the exam will be declared void.
7. The candidate is allowed to have drinks and/or snacks at the exam.
8. The candidate is allowed to have sanitary breaks if needed. A request hereto has to be submitted to the invigilator.

#### **Article 5: Exceptions**

1. There is no possibility of requesting enlarged letter type. Usually computer screens already allow the candidate to adjust letter size.

#### **Article 6: Finalizing the exam**

1. In finalizing the examination the candidate has to scan the exam papers he/she wants to submit. For this the candidate has the availability over a smartphone with at least the capability of scanning a QR-code. If the candidate cannot comply with this Article 3.5 will be applied.
2. The pages the candidate wants to submit will be numbered (e.g. 1 of 6, 2 of 6 etc.). Each page will have the candidate's name on it.



3. The pages a candidate submitted are legible. It is up to the candidate to commit to submission of a page to secure legibility and when needed to correct orientation of a page (top to bottom).
4. The candidate will follow the instructions during submission.
5. When all pages have been scanned successfully the candidate must perform a final submission, and thus closing the exam.
6. The result of the exam will be determined based on the pages a candidate has scanned in and uploaded to be part of the online examination.

**Article 7: Overruling**

1. When discrepancy or contradiction occurs between articles in the regular Exam Regulations and the articles in this Addendum, the articles in this Addendum will be leading.

Utrecht, August 15 2024