

# Examination Regulations

## For students in the Technology, Construction and Transport programs

These examination regulations apply to all individuals involved in examinations for vocational education programs under the Technology, Construction and Transport field at HEG.

They are based on the Executive Order on Tests and Exams in Vocational Education and Training Programs.

---

## Exam types and selection of exams

All *Basic Course 2* programs conclude with a final basic course exam in the subject specific to the education. The exam is assessed by an external examiner from another school or an industry-appointed censor. The *Main Course* ends with a journeyman's test assessed by one or more industry-appointed censors.

If the program includes general subjects, there will be an exam in one of them, following the specific executive order and the local curriculum for that subject. If there are multiple general subjects in a program, the school administration will draw lots to determine which subject is the exam subject for each class.

This regulation must be handed out and reviewed with the students by the teacher before an exam.

---

## 1. Arrival time and identification

You must arrive **at least 30 minutes before** your scheduled preparation or examination time. If you are late or fail to show up, you are **not entitled** to take the exam. If your delay is justified (e.g., illness or other valid reason), you may be offered an opportunity to take the exam at a later time.

You must be ready to **show photo ID** to the examiner and censor upon request.

---

## 2. Waiting and preparation rooms

- Smoking is **not allowed** in the exam room.
- **Mobile phones or similar devices are not allowed** during the exam.
- **No games or music** are permitted during the exam.
- If you wish to leave the room, you must ask for permission and be accompanied.

- Please avoid noise or disruptive behavior in and around the exam area, as it may disturb other students, examiners or censors.

---

### 3. Irregularities and cheating

If a student **unlawfully receives help or accesses information** (including, for example, the use of AI or communication with others during preparation time) in violation of the exam rules for the subject, this will be reported to the institution and may result in expulsion, and the exam attempt will be counted as used.

Likewise, **disruptive behavior** during an exam may lead to a warning or, in serious cases, expulsion from the exam – which will also count as an exam attempt.

---

### 4. Illness

If you are sick and unable to attend your exam, you must call **Student Services** no later than 8:00 AM on the exam day at **(+45) 96 98 10 00**.

If you have to leave an exam due to illness, notify Student Services immediately.

If no notification is received, the exam will be considered a **no-show**, and the attempt will be counted as used.

You may take a **make-up exam** if you can **document your illness**. You must contact your doctor on the same day and send a medical certificate to **elevservice@heguddannelser.dk** no later than **the day after the exam**.

Please note that **you must cover any costs** associated with obtaining the medical certificate.

---

### 5. Absence

If you are absent from an exam **without a valid reason**, you may request a new exam attempt **in writing with justification**. However, all exams and tests must be completed before a **school certificate** can be issued.

---

### 6. Re-examination

An exam is passed when you receive at least the grade **02** (on the Danish grading scale).

You may retake the exam if you fail.

You are allowed **only one re-examination per subject**, unless there are extraordinary circumstances.

**Documented illness-related absence does not count as an exam attempt.**

---

## 7. Exam eligibility

To take an exam, you must have **participated satisfactorily** in the teaching. This includes completing and submitting **assignments/projects** required for the exam, and having them **approved by the teacher**.

---

## 8. Special conditions

If you have a **disability or special needs**, the school offers appropriate support – for example, **extra preparation time** or **reading assistance for students with dyslexia** – to ensure equal opportunities for all students.

---

## 9. Complaints about exams

You may submit a **written and reasoned complaint** to the school no later than **2 weeks after your grade has been published**.

You have the right to receive a **copy of your own written exam paper** and the **exam question** used for oral exams.

Your complaint may concern:

- The **exam basis**, including guidance and how the questions relate to the educational goals
- The **exam procedure or the grading** process

Complaints must be submitted to **school management**, and you will receive a written reply.

---

**Himmerlands Erhvervs- og Gymnasieuddannelser**

Østre Boulevard 10

9600 Aars

(+45) 96 98 10 00