

Checklist for examination abroad

Preparations

- ☐ Printed exam papers – the examination venue has familiarised itself with the procedures for receiving and storing printed exam papers
<https://www.udir.no/eksamen-og-prover/eksamen/administrere-eksamen/#a110474>
- ☐ Information on udir.no – the examination venue has read and familiarised itself with the information on how to conduct the examination, which can be found under *Administrere eksamen* [Administering examinations] on udir.no
<https://www.udir.no/eksamen-og-prover/eksamen/administrere-eksamen/>
- ☐ Security – the examination venue has a minimum of two invigilators who can take over for each other, if necessary. The invigilators have received information about the procedures for conducting examinations and have familiarised themselves with the information about user support at udir.no <https://www.udir.no/eksamen-og-prover/eksamen/brukerstotte-eksamen/>
- ☐ Stable network access – the examination venue confirms they have stable network access, allowing a 4-6 hour examination to proceed without significant interruptions
- ☐ Limit technical aids – the examination venue confirms that it controls the candidate's access to technical aids (e.g., by using a secure examination network or enhanced security measures).
<https://www.udir.no/eksamen-og-prover/eksamen/administrere-eksamen/#a110488>
- ☐ Cheating and consequences of cheating – the examination venue is familiar with what is considered cheating and how cheating during the conduct of the examination shall be handled
<https://www.udir.no/eksamen-og-prover/eksamen/administrere-eksamen/#a110489>
- ☐ For examinations in the Safe Exam Browser (SEB) – the examination venue has familiarised itself with the technical framework for conducting SEB examinations and ensured that SEB works on the venue's network.
<https://www.udir.no/eksamen-og-prover/eksamen/brukerstotte-eksamen/#a227926>

During conduct of the examination

- ☐ Candidate identification – the examination venue has procedures in place to ensure that the correct person attends and completes the examination.
- ☐ Dialogue with the responsible school in Norway – the invigilator and/or other responsible persons at the examination venue are aware that they must have ongoing dialogue with the school administrator at the responsible school in Norway during the conduct of the examination (communication in Norwegian or English). As a minimum, there must be dialogue in connection with:
 - Registration of attendance
 - Logging in
 - Information on the *Viktige meldinger* [Important notifications] page at udir.no
 - Submission of the examination
- ☐ Submission of the examination – the examination venue is familiar with the different ways of submitting the examination and can guide the candidate, if needed
<https://www.udir.no/eksamen-og-prover/eksamen/administrere-eksamen/#a110490>

- ☐ Examination monitoring – the examination venue confirms that it can ensure that pupils do not communicate during the examination and that automatic text generators such as ChatGPT or translation software are not used.

Signature

Responsible person at the examination venue