

Examination regulations VET

Green academy Aarhus

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Purpose:

The examination regulations must ensure that tests in vocational education and training are on Agricultural Education Center Aarhus is implemented in accordance with centrally established rules and the school's own internal rules

Content and description

The detailed terms and rules for the conduct of the examination and the assessment basis as well as conditions

who must be present to be nominated for the examination is stated in the local curriculum for education. The local curriculum is at the student level

The vocational training includes the following tests

- The final exam in the basic course
- Basic course tests on basic courses
- Basic course tests on the main course
- Samples in undergraduate subjects selected as an extension
- Final test / main test

Number of exams in basic subjects on basic courses

The basic course ends with a test in one basic course / elective. The test subject is found by extraction from

the basic subjects / electives that the student has followed and is given no earlier than 10 working days before

exam time.

Extraction of samples

Which tests the student must complete is stated in the Ministry's priority list.

Samples are communicated to the teacher 4 weeks before the exam day and the students 2 weeks before.

Recommendation for executive exams, final projects and test exams.

The student is usually automatically set for exams and exams.

However, a student may be denied a recommendation if the student does not meet the conditions that apply

for the subject in question.

A student may also be denied a position whose special requirements are approved tasks in connection with examinations are not fulfilled - including requirements for portfolio, project reports, theme projects, projects and other types of documentation to be included as examination basis. (see description in student plan)

A student who is denied access based on the above is referred to the next ordinary examination.

Crediting

Pupils can obtain credits for exams and exams if there is evidence that the student has previously obtained at least the grade 02 in a corresponding subject at least same level (at least 02 both in written and oral, if the subject has 2 methods of evaluation). If the subject with credit is drawn to the exam - it is deleted and there do not extract another test subject instead.

Credit can also be given on the basis of an individual competence clarification. It's a teacher with teaching competence in the subject in question, who completes the competence clarification. meeting times

- The student must meet 15 minutes. before the start of the test. No students must get into the room before the supervisors are present.
- If a student does not meet at the appointed time, he / she may be in charge of the test however, allow the student to participate in the examination when it is after them circumstances must be considered safe or predominant likely to have not had the opportunity to become acquainted with the contents of the task. End time of the test will not be changed.

Help supplies

All written, printed and electronic aids must be brought to the examination, unless otherwise stated in the subject description or description of the sample in lesson plan.

For students who have received special educational support or have special Prerequisites that can be equated with this, the school can grant exemption for use of special aids and / or extra time.

Language

All tests are carried out in Danish, unless stated in the description of these some subjects that the language of the examination is different from Danish

Written test

- The student must first be made acquainted with test texts and questions during the examination beginning except for projects in the form of a project. No copies of the task must be taken out of the room as long as the sample lasts.

- During the exam, the student must only contact the supervisors.

- During the exam, the student must show the greatest possible consideration for the other examiners

in the room.

- A student must not normally leave the room until the answer has been submitted. Should If necessary, the student must be accompanied by a supervisor.

- The duration of the exam should not normally be extended beyond that of the exam time.

- Each student must write their name, subject and level on each piece of paper provided and the answer sheets are numbered consecutively. Everything there To be judged, must be handed in together. If the draft is to be assessed, there must be is clearly referred to this. All delivered paper must be handed over.

- When using a PC for exams, printed sheets must be provided with a header where the student writes his name, subject and level.

- Upon handing in the receipt, the supervisor is acknowledged.

- Task formulas, journals, IT equipment and electronic storage devices (usb, cdrom etc.) must not be removed from the room before the end of the examination.

- Do not use equipment that can communicate with the outside world (ex. mobile phone, Bluetooth etc.).

Oral test

Conditions for conducting oral tests including preparation time, examination time,

Examination basis and basis for assessment can be found in the subject document for each subject and in

the subject description in the local curriculum.

Admission examination for the basic course

The entrance examination is a written test (2 hours) and the rules follow the rules for written tests.

Final project on the basic course

The practical test and conditions for conducting the practical test in the basic course the individual education programs described in the learning activity "practical test" i Student plan and in the local curriculum.

Basic subjects

Samples are held according to the applicable rules for the individual basic subject.

Final test on the main course

The practical test and conditions for conducting the practical test on the main course the individual education programs described in the learning activity "practical test" i Student plan, in the local teaching plan or in the curriculum.

apprenticeship

An exam for each individual program is described in the "Guide to the test for the individual education "during the individual programs as well as in the student plan and the local teaching plan.

No show

If the student does not meet due to illness, or the examiner must leave the examination due to illness, the student is suspended for a sickness test, which is held as soon as possible after the ordinary test.

If a student does not leave the exam without a legal reason, the student is first set to the test at the next

ordinary trial term. The absence counts for the number of times a student can be set for the exam (usually 2 times).

A student who does not pass the exam can be set for re-examination for final exams.

The re-examination is normally held within 3 months, after the ordinary test.

For exams, however, in some cases it may be possible to first be examined by the next ordinary swear test.

Violation of examination regulations

Occurs when the censorship of the answers is presumed that an examiner improperly received help (copying or copying) at the task

answer, this must be notified immediately to the school's management, who decides the answer can be approved.

complaint Rules

Complaints about the exam and the trial must be made no later than 2 weeks after the character has been notified to the person concerned.

Complaints submitted to the school must be in writing and justified and concern

- The test basis, including test questions, assignments and the like
- The trial course
- The assessment

In connection with a complaint, the student can get a copy of the exam paper and the test answer.

The school's decision in the appeal case can be appealed to the Ministry of Education within a deadline of 2

weeks from receipt of the school's decision.

Guidance and reference

In case of doubt or problems arising when the test is completed,

Contact the Director of Education.

In connection with the execution of tests, the following orders are based:

- Executive Order on Vocational Training No. 1010 of 22 September 2014
- Statutory Order on Basic Subjects, Vocational Subjects and Vocational Personnel Procedures in Denmark

vocational education and training no. 1009 of 22 September 2014

- Executive Order on the Law on Vocational Training No. 789 of 16 June 2015
- Executive Order on tests and examinations in the basic vocational programs

No. 41 of 16 January 2014

- Order on grading scale and other assessment no. 262 of March 20, 2007.

Once you have opened one of the selected orders, you must be aware that the rules

may have changed. These changes to the text will appear in the box "Recent changes to the regulations"

on the right side of the screen.

Examination regulations JU 2019

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