

Examination regulations

General

The aim of these rules is to guarantee equality, clarity and transparency for students, and to preserve the competence of the examination board. It also aims to provide lecturers and administrative staff with a framework and support in organising student assessments.

Examinations are assessment tests which may take the form of written or oral, final or partial tests.

The present regulations apply to the oral tests subject to the necessary adaptations to take account of the fact that they are oral tests.

In view of what is at stake, the organisation of examinations and competitive exams requires great rigour, from both a legal and practical point of view.

1 ORGANISATION OF EXAMINATIONS

The person in charge of the course corresponding to the test is the test supervisor.

1.1 NOTIFICATION

Students are notified of examinations by any means necessary to ensure effective dissemination, in particular by a posted notice and/or publication on institutional digital tools at least 15 days before the start of the exams. These procedures serve as a notification of an examination. The date, time, duration and venue of the examinations, as well as the nature of the exams (written, oral or practical exams), are indicated in the notification.

The duration of the test is defined by the examination board, in compliance with the rules for the knowledge and skills tests.

Students will be informed of the format of the oral test, and where appropriate, of the preparation and performance times scheduled.

The exams for fully continuously assessed teaching units (TUs), including the second-chance test, are not subject to a notification and are indicated on a timetable distributed at the very start of the course by the TU and/or course coordinator.

Université Paris-Saclay strictly follows the recommendations of France Universités¹ and will ensure that the necessary arrangements are made to avoid, as far as possible, examinations or tests taking place on the day of major religious holidays, the calendar of which is published in the Journal Officiel de la République Française. However, if, for reasons relating to the organisation of courses and the constraints pertaining to the studies pursued, an examination can only be held on a specific day, the fact that the date chosen coincides with a religious holiday is not such as to render the decision unlawful. The institution is therefore under no obligation to change this date and any student who is absent, unless the absence is duly justified, will be considered to have failed.

1.2 ACCESS TO VENUES

On the day of the exam, the student must appear with their student card and be registered on the list of persons admitted to sit the exam (sign-in sheet). If a student shows up for the exam but is not listed on the sign-in sheet, he or she will be authorised to sit the exam. However, the grade obtained in this exam will only be taken into account after the student's registration for the corresponding examinations has been verified.

Access to the examination room is no longer permitted once a candidate has left it. A minimum attendance time of one hour is required, unless the duration of the test is shorter. In this case, the test supervisor sets the minimum attendance time.

No additional examination time will be granted to candidates who are late.

In the event of force majeure, the lecturer responsible for the test may delay the opening of the envelopes containing the exam papers.

Administrative staff shall prepare the examination rooms (distribution of answer sheets and draft paper of different colours before the exam, provision of sufficient answer sheets for the invigilators, etc.), where these are available.

The test supervisor, together with the administrative department, must ensure before each exam that candidates with disabilities are provided with appropriate support to be able to sit the exams on an equal footing with other students, as per agreements made with the disability service of the university, or the specialist operator².

Access to the examination venues for the health studies entrance examinations for the PASS and LAS courses is the subject of a separate document.

1.3 THE EXAMS

The anonymity of the exam papers is guaranteed for all written final examinations (and thus excludes continuous assessments, mid-term exams and practicals), and these are kept anonymous during marking. The papers of the final written tests must include, in addition to the text of the paper itself:

¹ Conférence des Présidents d'Université - Guide: La laïcité dans l'enseignement supérieur: <https://franceuniversites.fr/wp-content/uploads/2015/09/guide-CPU-web.pdf>

² Specialist operator = University constituent faculties and institutes, component institution, associate member university which registers the student on behalf of Université Paris-Saclay.

- the academic year, the semester, the degree (and, if necessary, the year within the degree), the examination session and the title of the course to which the test relates,
- the duration of the exam,
- the nature of the test (questions, essay, multiple-choice questions, short answer test, etc.), which must be in line with that defined in the procedures for the assessment rules;
- permitted documents and/or composition materials. If no indication is given, no documents or materials are permitted.

Students must sit the exam in the seat assigned to them, sit it alone (unless otherwise specified) and not disturb the smooth running of the exam. In addition, the invigilators are authorised to change any student's assigned seat if they consider it necessary for the smooth running of the exam.

The following items must be collected together at the location indicated by the head invigilator for the room:

- Candidates' bags, briefcases and satchels, jackets, etc.;
- All unauthorised materials and documents, so that candidates cannot access them during the test.

Mobile phones, devices able to play audio files and any other equipment capable of being connected must be switched off; they are either placed in the candidate's bag or handed to the room invigilators. Students must not have these items on their person. Handling them during the examination is strictly forbidden.

Under no circumstances may candidates be in possession of documents not authorised for the test, or of any information storage or transmission equipment.

Any garment or fabric concealing a candidate's identity is strictly forbidden for any examination or competitive exam³.

Students may only leave the examination room to go to the toilet if the duration of the test is over one hour. This exit is subject to prior authorisation by the room supervisor and is carried out in accordance with the procedures laid down by the test supervisor.

The regulations also require that students with specific profiles⁴ corresponding to special arrangements benefit from adapted teaching methods and special attendance and assessment procedures. Arrangements and support options are tailored to the specific needs and constraints of each student. They have been the subject of a specific framework approved by the CFVU (Education and University Life Board)⁵. These arrangements must be made as far as possible, and must be compatible with the teaching and assessment procedures of the constituent faculty and institute or institution concerned.

For students with disabilities, these arrangements are based on the advice and recommendations of the student health service doctor, and must be validated by the disability specialist, then signed by the specialist as part of a PAEH (support plan for students with disabilities) (in the institutional sense)⁶. A

³ Act No 2010-1192 of 11 October 2010 prohibiting the concealing of the face in public.

⁴ Decree of 22 January 2014 fixing the national framework for training leading to the award of national degrees of Bachelor, professional Bachelor and Master - NOR: ESRS1331410A

⁵ Framework for special study arrangements for students with special needs, approved by CFVU on 30 March 2026

⁶ Circular letter of 6-2-2023 - Adjustments and arrangements for tests and competitive exams for candidates with disabilities or with a disabling health disorder - nor: ESRS2234137C

notice issued by a doctor appointed by the CDAPH⁷ sets out the specific conditions for the use of machines (e.g. "calculators"), technical and digital equipment, indicating the nature and purpose of these technical aids and taking into account the safety conditions of the activity.

The procedures for the assessment of knowledge and skills (MC2C) indicate, where applicable, the study and examination arrangements offered to students who request them on the course in question.

At the start of the test, the test supervisor announces the start and end times.

Invigilation

Invigilation of tests is the responsibility of academic staff, or can be entrusted to a company.

The test supervisor shall participate in the invigilation, unless it is absolutely impossible for them to do so, in which case they shall appoint one or more substitute(s) and provide them with their telephone number. They are responsible for ensuring that the test runs smoothly, that the candidates sign in, and that the examination answer booklets are collected at the end of the test. They define the rules for the use of toilet permits.

Each examination room is under the responsibility of a supervising invigilator.

The person in charge of invigilation is a qualified lecturer in that subject, i.e. unless prevented from doing so, the test supervisor or their representative if the test is taking place simultaneously in several rooms.

If there are many students, the number of invigilators shall be adjusted to the number of students and the layout of the room. The recommended ratio is one invigilator for every 40-50 students, but the presence of two invigilators is always advisable in case of accident or illness. If this is not possible, an on-call system will be set up by the test supervisor.

Reports and handling of answer booklets

For each test or competitive exam, a report is drawn up and signed by the invigilator in charge of the test. If the test is taking place in several rooms, one report is drawn up for each room.

This report includes:

- The constituent faculty and institute organising the test;
- The degree being obtained and the year concerned;
- A description of the test;
- The location (address, building no. and room no.);
- The date;
- The actual start time of the test;
- The actual end time of the test;
- The number of candidates, stating:
 - The number of candidates invited,
 - The number of candidates invited but absent,
 - The number of candidates present but not invited,
 - The total number of candidates present,

⁷ Commission des droits et de l'autonomie des personnes handicapées (Commission for the rights and autonomy of disabled people)

- The number of answer booklets returned (including blank booklets);
- The number of candidates who returned their answer booklet at the end of the test;
- Any incidents that may have occurred during the test;

An attendance list is appended to the report, which:

- States the surname, first name and student number of each candidate registered for the test.

At the end of the test, the report is sent to the education administration secretariat.

2 PLAGIARISM AND FRAUD

Any violation of the present Examinations Charter by a student is liable to constitute fraud or attempted fraud in examinations liable, firstly, to disciplinary sanctions⁸ and, secondly, to criminal prosecution⁹ if the test in question is part of an examination or competitive exam leading to the award of a national degree.

All documents produced within the context of an assessment must be the student's (or group's) own work.

Plagiarism

Plagiarism is the act of "borrowing passages from other authors' works, and passing them off as one's own". In practice, any copying of all or part of a document without defining the borrowed passage with quotation marks; any appropriation of a textual, musical, photographic or other work without stating its source, is plagiarism.

The use of Generative Artificial Intelligence (GenAI) in examinations and assignments is governed by the GenAI charter approved by the Governing Board (date to be given), the main elements of which are listed below.

In the absence of explicit authorisation from the lecturer, the use of the GenAI is not permitted. Unauthorised use of GenAI for assessment purposes constitutes a breach of the principles of integrity and academic quality. It is treated as plagiarism if the student is not the actual author of the work submitted.

Subject to prior and explicit authorisation from the lecturer, the conditions for using GenAI are determined by the lecturer. GenAI can be used to assist with formatting, generation of ideas or approaches to work, and for any other relevant use in line with the practices specific to each discipline. However, any substantial contribution produced by a GenAI tool (in the form of text, code, image or otherwise) must be explicitly cited in the final document, according to the applicable referencing procedures, in the same way as any other documentary source.

Plagiarism, which is a form of counterfeiting, is a criminal offence. As such, it engages the criminal liability of its perpetrator, who is liable to the penalties defined in the Intellectual Property Code.

⁸ French Education Code, Article R. 811-12.

⁹ Law of 23 December 1901 punishing fraud in public examinations and competitive exams.

In the context of an assessment, plagiarism is considered as fraud and is liable to be sanctioned as such in accordance with the disciplinary procedure. Any fraud will be subject to the provisions of Articles R811-10 to R811-42 of the French Education Code, concerning disciplinary procedures in higher education institutions placed under the supervision of the Minister for Higher Education.

Fraud

Each institution reserves the right to use any means of control to identify the perpetrators of fraud.

Before and during the exams, invigilators may ask any candidate to remove an item of clothing covering their ears, while they carry out the necessary checks, if necessary outside the examination room and by an invigilator of the same sex, in particular to ensure that there are no electronic communication devices that may enable fraud. A candidate's refusal to undergo this verification is considered attempted fraud.

The presence of such a device that has not been handed in, even if switched off, will be considered attempted fraud and, as such, may be the subject of a report of suspected fraud drawn up by the invigilator.

Any cases of substitution of people or disturbances affecting the progress of the exam justify expulsion from the examination room by the person delegated to maintain law and order by the president of the university.

In all other cases of fraud or attempted fraud in examinations or competitive exams, the lecturer in charge will take all necessary measures to put an end to the fraud or attempted fraud, in particular by removing the equipment used to commit the fraud, without interrupting the participation in the exam of the candidate(s) concerned. They may seize any items or equipment that could later be used to establish the reality of the facts, with the exception of mobile phones, connected watches and calculators, which must be returned to the student at the end of the test. These items, and their screens where applicable, are photographed in order to establish the fraud (type of equipment, nature of fraud, etc.), and the photos are attached to the report. The supervisor draws up a report describing the facts, which is countersigned by the other invigilators and by the perpetrator(s) of the fraud or attempted fraud. In the event of a refusal to countersign, this refusal is noted in the report.

If the fraud is only discovered after the fact, in particular at the time of marking, it will be recorded in a fraud report by the examiner.

The director of the university constituent faculty and institute, associate member institution or component institution immediately forwards the file to the president of the university to enable them to initiate disciplinary proceedings. Pending a decision by the Disciplinary Section concerning suspected fraud during the first session, the answer booklet must be marked under the same conditions as those of the other candidates. If necessary, the student is allowed to take the second session's exams as a precautionary measure.

If the examination includes a second group of tests, the student suspected of fraud is allowed to take part in this if their results allow them to do so. Under no circumstances can the examination board award a zero mark on the basis of a suspicion of fraud; it considers the cases of students caught in the act of fraud under the same conditions as for all other candidates. If it results in a candidate being declared to have passed the exam, this deliberation is subject to the resolute condition of conviction by the competent disciplinary authorities. No certificate of achievement can be issued until the disciplinary section has given its decision. Only a provisional transcript can be issued. If the disciplinary section declares the corresponding test or group of tests null and void, the administrative authority

refers the matter to the examination board for a new deliberation on the results obtained by the person concerned.

Disciplinary proceedings

The head of the course may also refer any disciplinary issues to the President of Université Paris-Saclay.

3 ORGANISATION OF EXAMINATION BOARDS

3.1 STRUCTURE AND OPERATION OF DEGREE EXAMINATION BOARDS

In Master's programmes, there are two levels of official examination boards within each track, for both first and second sessions: the degree examination board (track) and the EF (élément de formation – course element¹⁰) examination board for each year of study.

For each track and each EF, the members of the various examination boards are appointed annually by the head of Université Paris-Saclay.

The composition of degree and EF examination boards is posted no later than 15 days before the start of examinations¹¹.

Examination board members are notified at least one week before the deliberations, in accordance with the procedures defined by each constituent faculty and institute.

Competent to standardise the grades proposed by the examiners, the examination board may proceed to:

- adjust, upwards as well as downwards, the grades proposed by the examiners;
- offset grades even if this is not provided for in the test regulations, in order to ensure equality between candidates in the various optional tests¹².

Deliberation takes place in a non-public session in the sole presence of the members of the examination board.

However, the presence of an administrative staff member is authorised to act as secretariat for the deliberation session.

Deliberations are not subject to the obligation to state reasons.

All members of the examination board must be present during deliberations.

Double marking is not compulsory unless required by the procedures for the assessment of knowledge and skills or the specific rules of the examination or competitive exam. If it is not provided for, it is left to the choice of the constituent faculty and institute or examination board.

¹⁰ A course element is defined by year, by a coherent educational programme, by a site or campus where the course takes place, associated with the referring constituent faculty and institute or component institution, and possibly by a registration system. It corresponds to all or part of the track's architecture in a given year, and to the version of an educational programme on a given site within the same track.

¹¹ Circular letter no. 2000-033 of 1 March 2000 on the organisation of examinations in public higher education institutions

¹² CE, 6 November 1981, Fournié, Rec, p. 405

The decision of the examination board is based on all the results obtained by the candidates in the various tests, provided that there are no mistakes of law (non-compliance with the regulations governing the examination or competitive exam) or clerical errors in the calculation of the candidates' points. The examination board's assessment of the candidates' merits is final, and the validity of this assessment is not subject to review by the administrative judge.

3.2 COMPOSITION OF THE PROGRAMME AND DEGREE EXAMINATION BOARDS

In the Master's programme, the examination board for each track and course element is chaired by the president of the examination board, and comprises at least two other members. The number of members is limited to seven. In the Master's programme, the president of the EF examination board must belong to one of the institutions operating the study path. The president of the examination board is, by default, the head of the track.

In undergraduate programmes, the examination board for each programme is generally chaired by the head of the programme and comprises at least two other members. The number of members is limited to eight. The EF examination boards are also generally chaired by the head of the course and comprise at least two other members. The number of members is limited to eight. In accordance with the articles relating to vocational undergraduate degrees, these degrees are awarded on the recommendation of an examination board which includes professionals from the sectors concerned by the vocational undergraduate degree, making up at least one quarter and at most half of the examination board.

The EF examination boards meet for a first session and for a second session if one is organised, and must carry out the following tasks: validation of UE and block results, compliance with the learning agreement for each student, possible invitation to a second session according to the procedures for the assessment of knowledge.

The examination board meets as often as necessary. The examination board, or failing that, the academic team for the course, meets in the middle of the year to review each student's learning agreement. The examination board meets at least once after each examination session.

Based on the results of the first session, the first-session graduation board awards the degree and associated classifications, as does the second-session graduation board.

At the end of the 1st year Master's programme, if the 60 ECTS credits have been validated, the EF examination board must, at the student's request, award the Master's degree, with the title being that of the track, with no indication of the type of study path.

For each deliberation of the examination board, a report of the deliberation is drawn up under the responsibility of the president of the examination board under the following conditions:

- Examination board members present sign the report;
- The report is dated and signed by the president of the examination board, who approves it in its final form.

The report shall include the following elements:

- The title of the degree or examination;
- The date of deliberation;
- The identity of the president and members of the examination board;
- A list of all students marked "Passed" or "Deferred" as appropriate.

All reports are signed and returned to the relevant tuition service. In the case of yearly examination boards, the reports can be handed in to the education administration secretariat.

4 RESULTS AND APPEALS

4.1 ANNOUNCEMENT OF RESULTS

Student results for each session of the EF, as well as degree results, must be posted exclusively:

- With respect for the anonymity of the students by using student numbers.
- In the form Passed, Deferred, Failed. No grade must be shown.

Students may request a transcript of their grades, including their ranking, if the course has not provided for this.

4.2 APPEALS

The examination board's decisions are final. They may, however, be subject to an appeal under the conditions laid down by the regulations in force. Any clerical errors must be reported to the president of the examination board, who may reconvene the board to correct them.

However, in the event of a discrepancy between the grade set by the examination board and the grade displayed or entered on the transcript of report (e.g. a typing or transcription error), the error may be rectified without the examination board's intervention, provided that this rectification has no impact on the decision of whether the student has passed the year.

4.3 RULES FOR STORING EXAMINATION ANSWER BOOKLETS

Answer booklets that are not returned are kept for one year after publication of the results. Answer booklets that are or may be the subject of litigation are kept until a final decision has been reached on the outcome.

4.4 RULES GOVERNING THE SHARING OF ANSWER BOOKLETS AND AN INTERVIEW WITH THE EXAMINATION BOARD

After the announcement of the results, students are entitled to request, within a reasonable time:

- for their answer booklet to be shared with them, if it has not already been returned to them
- and for an interview in accordance with the procedures laid down by each constituent faculty and institute; these procedures are normally communicated to students when the results are announced.

Specifically concerning the right to the sharing of their answer booklets, this is not simply a right for each candidate to consult their answer booklet, but also the right to obtain a copy of it.

Examination or competitive exam answer booklets are administrative documents and must be made available to candidates on request, in accordance with the provisions of the French code of the relationships between the public and the administration cited in reference.

This right:

- is open to all candidates, to the exclusion of any other person, after the results have been announced, for the statutory period of one year during which answer booklets are kept.
- is limited to each student's own answer booklet;
- is exercised at the requestor's discretion and within the limits of the administration's technical capabilities
 - either by a free on-site consultation;
 - or by issuing a copy on a medium identical to or compatible with that used by the administration, at the requestor's expense, and these expenses may not exceed the cost of producing the copy, under the conditions laid down by decree;
 - by email, free of charge, if the document is available in electronic form;
- shall not be subject to any additional condition not provided for, such as a consultation in the presence of the lecturer or a prior interview with the lecturer.

In practice, even if the copy is not available in a digital format, it is advisable to digitise it and to use the simplest and least expensive means of communication, i.e. sending the digitised answer booklet via email, provided that:

- the requestor requests or agrees to this means of communication, and provides an email address to which the copy may be sent;
- the Administration has ensured that the requestor is indeed the candidate who wrote the answer booklet.

4.5 RULES GOVERNING THE COMMUNICATION OF EXAMINATION PAPERS AFTER THE END OF THE TESTS

Once the tests have been completed, the test papers, approved in principle by the president of the examination board, are administrative documents which may be automatically shared with any person who so requests, in application of the provisions of the French code of the relationships between the public and the administration cited in reference¹³.

Examination papers are not protected by copyright, and the lecturer who created the paper has no rights over it, nor can they object to it being passed on to third parties, particularly for the purpose of compiling annals of exam papers.

¹³ French code of the relationships between the public and the administration - Article L. 311-9;