

Dear Examiner,

We have listed some scenarios that might occur during the grading of papers and exams. These scenarios concern when to give the grade “U” or “-3” and what to do in case of illness.

Exam form	Submission	Oral defense	Result	Subsequent re-exam
<b>Written submission with oral exam</b>	Yes	Yes	Fail (if not sufficient)	Yes
	Yes	No show	Fail (-3)	Yes
	No submission	-	Absent (U)	No
	Blank paper	Yes	Fail (-3)	Yes
<b>Written submission only</b>	Blank paper	No show	Fail (-3)	Yes
	Yes	-	Fail (if not sufficient)	Yes
	No submission	-	Absent (U)	No
	Blank paper	-	Fail (-3)	Yes
<b>Written exam</b>	No show	-	Absent (U)	No
	Blank paper	-	Fail (-3)	Yes

### When to register a “U”

#### No submission

If **no exam paper has been submitted**, Student Affairs and Programmes will register a “not submitted” on the grade sheet. Subsequently, the student will be graded with a “U”. *The student is not entitled to sign up for the subsequent re-exam.*

#### Illness

If you know that the **absence or lack of submission is caused by illness**, the student must still be graded with a “U”. If the student hands in a sick note or similar at Student Affairs and Programmes no later than 8 working days after the submission or exam day, **the absence (U) will be annulled**. *The student may choose to sign up for the subsequent re-exam.*

### When to register a “00” or “-3”

#### Failed exam

The student must be graded with either “00” or “-3”, he/she **fails the exam**. *The student may choose to sign up for the subsequent re-exam.*

#### Blank submission

The student must always be graded with a “-3”, if he/she **submits a blank exam paper, regardless of the type of exam** (hand-in exam or written exam). The blank exam paper will be sent to the examiners, who must grade it with a “-3”. *The student may choose to sign up for the subsequent re-exam.*

#### Written submission followed by oral exam

The student may choose to **submit** the exam paper, but **not show up** at the oral exam. The student must be graded with a “-3” on the grade sheet, since he/she cannot pass the exam without being present at the oral exam. The same goes for students who show up at the oral exam saying nothing or saying only that they wish to fail the exam. *The student may choose to sign up for the subsequent re-exam.*