



EXAMINATION CHARTER

Appendix No. 1 to the Academic Regulation of the School of
Advanced Studies in Public Health



University
of Rennes

PREAMBLE

This charter regulates the organisation and validation of examinations within the Ecole des Hautes Etudes en Santé Publique (EHESP).

In accordance with the various tasks entrusted to the school and in compliance with the rules governing the various programmes it organises; this charter covers all the examinations and validation tests organised as part of the courses provided at the EHESP. It defines the provisions common to all departments and services of the school; its provisions are intended to clarify the applicable texts.

This charter applies to any test organised by the Ecole des Hautes Etudes en Santé Publique as part of the procedures for checking knowledge and skills. As a result, it applies equally to assessments conducted under the system of continuous assessment, to those held for students following distance learning courses, as well as to final examinations and, where applicable, resit sessions.

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I. Procedures for the control of knowledge and skills (M3C)

1. Definition and validation

The procedures for checking knowledge and skills (M3C) shall specify, for each teaching unit and module, the number and type of tests per session, their duration and the coefficients, as well as, where applicable, any eliminatory marks and ECTS equivalences ...

The detailed arrangements for continuous assessment shall be made known in writing to the students at the

beginning of each course. They may include any form of assessment: files, orals, presentations, etc.

In the case of continuous assessment, the teacher may decide on a change provided that he or she has informed the pupils in writing within a reasonable period of time.

With regard to courses for students in the hospital civil service or the State civil service, the M3Cs and the validation of courses are defined by decree issued by the Ministry concerned.

As regards courses leading to the award of a national diploma, the M3Cs defined by Articles L.613-1 to L. 613-6 of the Education Code lay down the conditions for obtaining each of the national diplomas awarded by the Ecole des Hautes Etudes en Santé Publique. They fall within the national regulatory framework defined by the following texts:

- Decree No. 2001-274 of 30 March 2001 on the title of engineer graduated by the State
- Decree No. 2002-481 of 8 April 2002 on university degrees and qualifications and National diplomas
- Decree of 25 April 2002 on the national master's degree
- Decree of 29 August 2006 on doctoral studies.

The arrangements for checking knowledge and skills and validating courses are detailed by course and validated by the EHESP bodies prior to entry into the course.

In the case of a course leading to the award of an establishment diploma, the M3Cs and the validation of the course are submitted each year for approval by the EHESP bodies.

2. Information for pupils and students

The procedures for checking knowledge and skills are examined by the bodies (Teaching and Learning Committee; Board of Directors) before the start of courses. They must be stopped and brought to the attention of students by any means and posted on the school's digital spaces (CAMPUS, AGORA) no later than one month after the start of the programme. The arrangements for checking knowledge and skills may not be changed later during the academic year or during the programme.

II. Organisation and conduct of the tests

1. Examination sessions

The jury deliberates in full sovereignty in the light of all the results obtained by each student and their curriculum. It shall respect the principle of equality between candidates and the rules governing the various courses. At the end of the deliberation, the members of the jury present shall sign the deliberation minutes.

a) For civil service courses:

For the courses of civil servant pupils, the composition of the jury responsible for pronouncing the final validation is defined in the training decree.

The appointment of the members of the jury shall be the subject of a decree issued each year by the Ministry concerned.

b) For diploma courses accredited by the Ministry of Higher Education (master and doctoral) and specialised master's courses

For these courses, a signed decree from the head of the institution determines the composition of the selection board for the current academic year.

This jury has dual competence: validate the assessments of the students present on each course constituting the mention, and validate the students selected at the level of the courses by the selection committees, for the coming academic year.

A jury minutes is drawn up at the end of the certification examinations; it is signed by all members of the subject-specific examination board.

For courses under the Education Code, in accordance with Article L613-1 of the Education Code, end-of-courses juries shall be composed of teacher-researchers, teachers, researchers or qualified persons.

In the case of degrees awarded under joint authorisation, joint accreditation or partnership, the composition of the jury is defined in the agreement binding the institutions involved in awarding the degree.

c) For continuing education diplomas or certifications not accredited by the Ministry of Higher Education

For these courses, a jury minutes is drawn up at the end of the certification tests; it is signed by the pedagogical manager of the course as well as the Director of Development and Continuing Education.

d) For CAFDES

For this diploma, a signed decree from the head of the establishment determines the composition of the jury at each certification session.

A jury minutes shall be drawn up at the end of the certification tests; it shall be signed by all the members of jury.

2. Resist session

Resist sessions are specified in the M3Cs of each course or certification.

Learners who prove that they have been absent for reasons of force majeure (due to an event which is unforeseeable and irresistible and of an exceptional nature unrelated to the student), assessed by the teacher responsible for the course, in agreement with the teacher responsible for the teaching unit concerned, may benefit from a resist session, in accordance with the rules in force. The organisation of this session is the responsibility of the teacher.

For learners who composed during the initial examination session, the mark from the resist session shall replace the mark from the initial examination session, regardless of the result.

Any learner who has passed a test (or a group of tests) will not be allowed to attend the resist session.

3. Plagiarism or fraud

Plagiarism: an anti-plagiarism charter is available from the EHESP Integrity Referent.

Any violation of the rules set out above will be considered fraud and may result in referral to the Student Disciplinary Section or the Student Disciplinary Board.

4. Continuous assessment

Continuous assessment is the set of tests reserved for checking knowledge throughout the course.

In connection with the M3Cs, the organisation of continuous assessments is the responsibility of each course manager.

All assessments must be integrated into the curriculum of the module or teaching unit concerned. Grades must be brought to the attention of students or pupils individually, no later than one month after the end of the teaching unit concerned. The notes are validated definitively during the training juries.

5. Terminal exams/final validation

The start of the final examinations or the final validation tests of a course may not take place until at least one week after the end of the courses related to the course concerned.

a) Instructions to be followed throughout the test

Bags, documents, mobile phones or other connected objects, and other materials shall be placed out of reach before the start of the test.

Except as expressly authorised by the subject, no material (note, book, document, electronic medium) will be held by the learner during the tests. When documents or materials are authorized by the subject, they are for strictly individual use, and cannot be exchanged between students or between pupils. They are blank of any annotation, highlight, post-it or memory.

The use of mobile phones or any other means of communication, even for clock use, is strictly prohibited.

Learners compose alone and personally.

It is forbidden for learners to speak or exchange any information between themselves during the test.

Any questions will be addressed to supervisors who cannot comment on the statement of the test.

Learners shall use only copies and drafts made available to them by the EHESP.

Apart from the anonymize header, the copy must not bear any distinctive sign capable of identifying the learner.

Failing that, the jury may consider that there has been a breach of anonymity and cancel the copy.

b) Convening of candidates or students for examinations

For each examination session, candidates will be notified of the assessments by any appropriate means. (display, digital, etc.), in particular for learners who are not on the site or who benefit from reduced courses.

c) Schedule of exams

The examinations are organised each year according to the timetable set by the Director of the EHESP. The timetable shall be communicated at the time of entry into courses and no later than one month after the start of each semester or module to the learners concerned.

For the courses concerned, a final timetable for the tests must be published within 15 days of the start of the final examinations.

In exceptional circumstances, this period may be reduced to five days.

The exact date and time of the oral tests shall be communicated to the learners as soon as they are aware of the organisation by the teaching and schooling teams, and at least three working days before the start of the oral tests.

d) Exams topics

d.a) Role of the teacher responsible for the teaching unit to be examined

Subjects may relate only to the curriculum of the courses inscribed and actually delivered as part of the programme. The teacher shall specify which documents or materials are authorised and how they are to be used, as well as the name, duration and date of the test. In the absence of any mention, it will be considered that no documents or material are authorised.

The teacher is responsible for the form, nature and routing of the subject he or she gives and for his or her confidentiality until he or she is handed over to the service. This subject shall be handed over at least 15 days before the date of the examination to the head of the teaching unit concerned. Several topics to choose from can be proposed.

In the case of teaching units involving several teachers, the head of the teaching unit concerned is responsible for ensuring the consistency of the subjects and proofreading the subjects given by each teacher. Once this has been verified, it forwards the matter to the secretariat of the course concerned.

The subject of the examination must remain confidential until the start of the test.

The teacher must be present at the examination site during the test. If they are unable to do so, they shall appoint a qualified teaching representative and indicate the contact details (address, telephone number) enabling them to be contacted and the arrangements for submitting copies.

d.b) Role of the teaching team

The pedagogical team of the programme concerned shall reproduce the subjects of the examination which concern it and shall ensure their confidentiality until the date of the examination.

It is responsible for transmitting subjects and copies to those present to ensure the supervision of the test.

e) Conduct of examinations

Candidates' access to the examination rooms

Entry conditions

Access to the examination rooms shall be open to students and pupils only in the presence and under the responsibility of the test supervisors.

Any candidate whose name is not on the list is allowed to compose but is warned that the results of the examination can only be validated after verification of the regularity of his situation. His name and contact details will be added to the list.

No latecomer may be allowed to compose after the distribution of the examination subjects. However, the supervisor responsible for the room may, where the delay is due to force majeure, authorise a late candidate to take part in the test, provided that the delay does not exceed 20% of the total duration of the test. No additional time will be granted to the late candidate, and mention of the delay as well as his circumstances will be included in the minutes.

Exit conditions

The rules on exit conditions apply regardless of the length of the test, and even if the candidate wishes to give up and make a blank copy.

At the end of the test signal given by the classroom teacher, all candidates immediately stop writing. Any refusal to stop writing will be entered in the test report.

Each candidate gives a copy, even white, and anonymous. Candidates who have left the room may no longer submit copies or forgotten dividers.

At the end of the test, the candidate signs the attendance list against delivery of his/her copy. A test report shall be drawn up and signed by the supervisors. It shall indicate the number of candidates present and absent, the number of copies handed in and any observations and incidents noted during the test (e.g. fraud or attempted fraud, delays, etc.).

Temporary exit

Once the subjects have been distributed, no candidate shall be allowed to travel and leave the test room temporarily before the end of the first hour.

However, in the event of a medical emergency, he is allowed to leave before the end of the first hour. He is then accompanied by a supervisor.

After the first hour, candidates may only be authorised to leave the room temporarily:

- > 1 by 1.
- > Without documents or means of communication.
- > Against the delivery of their copy to the supervisors who will return it to them on their return.

Any abnormally prolonged absence will be recorded in the test report.

Final exit

Once the subjects have been distributed, no final exit is allowed before the end of the 1st hour.

In the event of a test lasting less than or equal to 1 hour, no exit shall be authorised. Candidates may leave the room permanently only after a copy has been submitted in their name, even if it is white.

A candidate who leaves the examination room without submitting a copy would be considered to be in default.

6. Users with special needs

For users with special needs: high-level sportspeople, close helper ... specific facilities may be envisaged in connection with teaching teams and the Directorate of Studies.

In order to ensure equal opportunities with other learners, candidates for examinations with a temporary or permanent disability may benefit from the accommodation made necessary by their situation.

In the event of permanent disability, an approach to the institution's disability officer must be carried out no later than one month after entry into the programme and renewed each year.

In the event of a temporary disability, the student or pupil must contact the institution's disability referee as soon as possible.

Learners with disabilities shall be entitled to a third additional time of composition and/or any other special provision in their favour, provided that they have contacted their course manager and/or the disability officer. To be able to benefit from these adjustments, learners with disabilities, even temporarily, must apply to the directorate of studies at least one month in advance and provide a medical certificate at least two weeks before the start of the tests.

7. Secularism

Learners cannot invoke religious, philosophical or political reasons to refuse to take certain tests, to challenge the choice of subjects, to ask to change the date of one test, or to claim to choose one examiner over another.

III. Fraud and attempted fraud and its consequences

Any violation of the rules set out above will be considered fraud and may result in referral to the Student Disciplinary Section or the Student Disciplinary Board.

In the event of flagrante delicto or attempted fraud, it is expected that:

- ➔ Supervisors shall take all necessary measures to stop the fraud or attempt. They shall seize the documents or material enabling the facts to be established. They shall draw up a record of the incident and draw up a precise and detailed report which shall be attached to it. The minutes shall be countersigned by the other supervisors and by the perpetrator(s) of the fraud or attempted fraud. In the event of refusal to countersign the minutes, they shall be entered in the minutes.
- ➔ The learner continues to compose. However, in the event of substitution of persons or disturbances affecting the course of the test, expulsion from the examination room may be ordered.
- ➔ The jury must deliberate on the situation of the suspected learners under the same conditions as for the other candidates. If this deliberation leads to the declaration of an admitted candidate, the attestations are issued on a conditional basis. Where a candidate is implicated, the Director shall refer the fraud to the President of the Disciplinary Section. He receives the report of the facts and the supporting documents and transmits a copy of this report to each of the accused persons.

The penalties incurred range from the warning to the definitive exclusion of any public higher education institution.

Disciplinary proceedings are initiated without prejudice to the criminal proceedings provided for by the Act of 23 December 1901 punishing fraud in public examinations and competitions.

Where an official pupil is implicated, the matter shall be referred to the Disciplinary Board by the Director, in accordance with the provisions laid down in the Rules of Procedure of the EHESP.

IV. Correction and dissemination of results

1. Transmission and processing of notes

Each proofreader shall submit all the corrected copies to the pedagogical secretariat concerned on the date fixed by the course manager, in any event, at least 15 working days before the juries are to be held.

The transcription of marks onto the jury deliberation report is carried out by the course coordinator's administrative office, under the responsibility of the jury chair. The report is then submitted to the Directorate of Student Affairs and Academic Services for the purpose of issuing transcripts, certificates of achievement, diplomas, and diploma supplements.

2. Publication of results and Appeals

a. For civil service courses

The publication of results at the end of the programme is carried out in accordance with the procedures set out in the relevant course decrees.

In the event of a dispute, the pupil may appeal free of charge to the Ministry concerned. The request for an ex-gratia appeal shall be sent by a recorded delivery letter with proof of receipt.

b. For courses leading to a diploma

The final and original minutes of the diploma juries shall be forwarded by the secretariat of the person responsible for the courses to the Directorate of Education as soon as possible. Diploma certificates and transcripts are issued to students by the Education Department no later than three weeks after the jury's deliberations.

In the event of a dispute, the student may lodge an informal appeal with the chair of the examination board within two months of the publication of the results. The request for an informal appeal must be sent by registered post with acknowledgement of receipt.

c. For all EHESP learners:

Continuous assessment grades must be made known to learners no later than one month after the end of the teaching unit concerned.

Unless there is a material error, the marks and results are final after deliberation by the final jury.

No results are communicated by phone or e-mail. The certificate of successful completion of a diploma is only drawn up and issued by the education service.

Upon communication of the grades, the learner may request to see his/her copy within one month. Within the same period, the learner may also speak with a teacher and/or the chair of the jury.

A contentious appeal may be lodged with the administrative court within two months of publication of the results. If an ex-gratia appeal is brought within the period of those two months, the period for bringing proceedings shall be interrupted.

V. Provisions on remote examinations

These terms and conditions do not apply to continuous assessment.

1. General principles

The final exams can be dematerialized by decision of the person in charge of the course. They may take oral or written examinations using the tools decided and deployed by the EHESP. The learner logs in via the identifiers provided by the EHESP at the time of their administrative registration.

For reasons of fairness between all learners, the same test cannot be organised both in person and remotely, except in cases of force majeure.

The organisation of remote tests may be specified in the procedures for checking knowledge adopted by the institution's bodies. Whatever happens, this method is communicated to the learners as soon as possible and at least 15 days before the tests are held. In exceptional circumstances, this period may be reduced to 5 days.

The learner is solely responsible for his equipment and the technical conditions required.

Any learner who does not have adequate equipment and/or a connection of sufficient quality is required to report to the teacher as soon as he or she is aware of the remote examination procedure.

An identity check may be carried out before the start of the test in question. Learners must present themselves in outfits that do not prevent the verification of their identity or the fact that they do not conceal headphones or any other computer/electronic equipment allowing, in particular, access to unauthorised documents.

For learners with disabilities, paperless written and oral tests are subject to the same conditions as face-to-face tests.

2. Implementation

a. Organisation of written distance examinations

The learner undertakes to compose alone and personally, not to communicate with third parties throughout the course of the test, and not to consult documents other than those explicitly authorised by the teacher and mentioned on the subject of the test.

At the end of the time indicated on the subject, the learner must return to work in accordance with the procedure laid down. No other sending arrangements will be accepted. In case of technical difficulty of the digital platform used for the organisation of the test, the teaching team will indicate the alternative modality chosen.

The deposit of the expected file on the dedicated platform shall be deemed to be the final exit from the virtual examination room.

b. Organisation of oral distance examinations

To access the virtual exam room, the learner connects via the technical modality provided and at the time indicated on the invitation.

The learner's camera and microphone must be activated throughout the test.

No recording of an examination session is allowed.