



BUSINESS SCHOOL
AALBORG UNIVERSITY

Business School Aalborg University
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Principles Regarding Exam Questions

These principles regarding exam questions have been developed to help students and colleagues create a formative learning space for exams based on the already formulated exam questions.

The purpose is also to avoid situations where students of Aalborg University Business School experience and may potentially complain that exam questions are reused from one year to the next and that they are thus unable to demonstrate their individual knowledge, skills and competences within the scope of the module's learning goals.

Exam questions must be based on the module's learning goals and provide the students with the best possible framework for demonstrating their knowledge, skills and competences in relation to these learning goals.

It must be clear to the examiner/internal examiner and, where relevant, external examiner how the learning objectives (knowledge, skills and competences) of the individual student are expressed.

The exam questions must be adjusted to the exam in question. E.g., the same questions cannot be used for on-site written closed-books exams and open-books exams, respectively.

For many modules, some exam questions will be so fundamental and central to the module that they must form part of the sum of exam questions used each year. This is perfectly acceptable, as long as thought is put into how the exam questions are formulated and tested:

- Try as best possible not to use the same exam questions from one year to the next, allowing the students to reach the correct answer in a way that makes it impossible to determine whether it was the student's knowledge, skills and competences that led them to this answer. This may be avoided by changing the phrasing of exam questions, by asking the students to describe/illustrate how they arrived at the answer, by choosing on-site closed-books exams or by adjusting the length of the exam to make sure the students are forced to concentrate on answering the exam questions.
- Direct reuse of exam questions with broad formulations, and where the students, in order to provide an individual answer to the question, must demonstrate knowledge, skills and competences within the scope of the module, is acceptable. In such exam situations, the exam question will facilitate a more formative exam.

Ask a colleague to quality assure your exam questions before using them in exams. Resources have been allocated for such activities.

Make sure to take notes during exams and/or grading to be able to defend yourself in situations where the students subsequently ask to see the grading notes.