



Date 2023-11-12

Coordinated Examination Service,  
LU Estates

## General rules for examinations held in Annexet and Sparta

### Identification in conjunction with sitting examinations

Students are to be able to prove their identity by presenting a valid physical (not digital) photo ID. If the student cannot present a valid photo ID, they will not be allowed to take the exam.

The student's face is to be visible, that is, from forehead to chin.

If the student has forgotten to bring their ID, they are allowed to collect it as long as the student has not already seen the exam paper. If allowed to go collect their ID, they are to be back before the second admission has been completed.

### Valid types of photo ID:

- Swedish passport
- Swedish driving licence
- Swedish national identity card
- Swedish ID card for residents issued by the Swedish Tax Agency
- National identity card issued by an EU/EEA/Schengen country
- Foreign passport

Provisional passports do not constitute a valid form of identification.

If the student has lost their ID document, the student must contact their department/division in good time before the exam for a recommendation on an alternative solution.

### **Students with photo identification from abroad**

In situations where a foreign ID document is used, it is recommended that the student present their LU card as a supplement to the approved physical photo ID as described above. The LU card is not itself a valid form of identification.

### **Identification of students with protected identity**

If a student's personal data is restricted in Ladok, they must present an "alias certificate" (confirming their name and personal number in Ladok). The personal identity number on the student's ID document and the attendance list are different and the certificate shows both personal numbers. When confirming their identification in connection with an exam, the student presents a valid ID document with one of the personal identity numbers stated on the alias certificate.

**The rules stated above come into effect from 15 January 2024.**

For questions about the general rules for examinations held in Annexet, please contact the Coordinated Examination Service at [tentamensservice@bygg.lu.se](mailto:tentamensservice@bygg.lu.se).