

## **RULES FOR THE CONDUCT OF PRESCRIBED ASSESSMENTS AND WRITTEN EXAMINATIONS FOR DEGREES OR DIPLOMAS**

### **1. RESPONSIBILITIES OF THE REGISTRY**

- 1.1 To accept examination entries from resit candidates and collect the relevant examination fees.
- 1.2 To produce an examination timetable for each examination diet to be available not less than four weeks before the start of the diet of examinations to which it refers.
- 1.3 To allocate suitable accommodation for each examination.
- 1.4 To provide instructions for Sacrists and Attendants on the numbers of candidates and on the examination stationery which is to be set out in each examination venue (where departmental accommodation is not being used).
- 1.5 To appoint a Senior Invigilator for each examination hall where more than one examination is taking place. The Senior Invigilator will be the Invigilator who is responsible for the greatest number of candidates in the examination hall concerned.

**NOTE:** *Invigilators will normally be members of staff of the University. Where appropriate, Heads of School may opt to appoint other suitably qualified individuals to act as Invigilators of University examinations. Exceptionally the Vice-Principal (Learning & Teaching) may designate as Invigilators members of the staff of other institutions in which University examinations are to be held.*

- 1.6 To administer the appointment and remuneration of External Examiners, and consideration of the reports submitted by them.
- 1.7 To keep Schools informed of any student with disabilities who requires special arrangements.
- 1.8 To provide invigilated "Extra Time" rooms for Schools to use for students requiring extra time.
- 1.9 To appoint and allocate Readers and Amanuenses to students with disabilities as required and inform the Head of School of the allocation.

### **2. RESPONSIBILITIES OF HEADS OF SCHOOL**

The Head of each School will be responsible for conducting all examinations relating to that School. In particular the Head of School shall be responsible for:

- 2.1 Ensuring that External Examiner(s) are officially appointed in time for the examination diet, and that such Examiners are adequately briefed on their duties and the relevant syllabuses.

- 2.2 Advertising any special arrangements at least four weeks before the start of the examination diet concerned, e.g. that notes may be taken into an examination, and informing the University Office of the specification of any non-standard examination stationery.
- 2.3 The production of Examination Question Papers in consultation with External Examiners, including ensuring that papers state clearly any restrictions on the use of calculators.
- 2.4 Ensuring that sufficient printed copies of Examination Question Papers are available at the hour laid down for the commencement of the examination concerned.
- 2.5 Ensuring that a sufficient number of Invigilators from the members of the staff of the School are detailed for duty at each Examination. Normally two Invigilators should be on duty, preferably one male and one female. If there are more than 100 candidates, three Invigilators will probably be needed. If the number of candidates is low one Invigilator may suffice.
- 2.6 Ensuring that any special examination arrangements specified in an assessment are made for students with disabilities as under:
- 2.6.1 Candidates with disabilities should be informed in advance by the Head of School how any special arrangements will be made and what is required of them.
- 2.6.2 Where special arrangements for candidates require separate accommodation, this must be provided with appropriate invigilation.
- 2.6.3 If computer equipment is needed, enquiries should be directly to IT Services.
- 2.6.4 Readers and Amanuenses are appointed by the Registry. The Head of School will be informed about the Readers/Amanuenses and the School must inform the candidate and the Readers/Amanuenses of the time and venue for the examination. Guidance Notes on the use of Readers and Amanuenses are available in Section 6 of this document.
- 2.6.5 Where a candidate has used a dictaphone, braille typewriter or other equipment whereby the answers are not in an immediately accessible form, a transcript should be produced after the end of the examination. The original version should be available to the examiner if required.
- 2.6.6 When candidates with special provisions require extra time, the Head of School should inform Registry Services and the candidate will be booked into an "Extra Time" room. The Head of School must inform the candidate of the arrangement. "Extra Time" rooms are available for all candidates who require extra time in examinations. These rooms have been introduced to cause minimum disruption to students requiring extra time. Where the invigilated extra time rooms provided by the Registry are used a representative from the School should deliver examination papers to the room up to half-an-hour before the start and collect the scripts within half-an-hour of the finish.
- NOTE: Any expenses incurred in making special arrangements for examinations for disabled candidates may be reclaimed from Student Support Services.*
- 2.7 Ensuring that Invigilators have the necessary expertise, or reasonable access to expertise, to deal satisfactorily with such queries on examination papers as arise during the examination.

- 2.8 Making arrangements in consultation with the External Examiner for the marking of candidates' scripts, and for the oral examining of candidates (where necessary).
- 2.9 Ensuring the input and confirmation of all course examination results to the Student Record for each candidate. This Includes Medical Certificate and Good Cause results which will have been agreed by the school external examiner during the exam board meeting. Once confirmed in the Student Record, examination results will then be published automatically the following day to the Student Hub.
- 2.10 Informing candidates, by letter, of any changed result and for sending a copy of the letter to Registry, countersigned by the External Examiner, so that the Student Record may be amended.

### **3. RESPONSIBILITIES OF SENIOR INVIGILATORS AND INVIGILATORS**

The Senior Invigilator in each venue will have authority over the other Invigilators present, and will be responsible for:

- 3.1 Ensuring that all Rules for the Conduct of Examinations are observed. They shall satisfy themselves before the commencement of each examination that proper provision has been made for its conduct.
- 3.2 Ensuring that the Examination Question Papers are distributed to the candidates so that the examination may commence promptly.
- 3.3 Ensuring that examination areas are clear of all articles not required for Examination purposes, and that an area of the room has been designated for depositing briefcases, bags and other objects.
- 3.4 Ensuring that students are asked to display their student identity card on the corner of their examination table.
- 3.5 Ensuring that any announcements are made before and after the examination.
- 3.6 Announcing the start and end of the examination.
- 3.7 Deciding if any of the Invigilators may be released from duty during the examination. If necessary, Invigilators so released may be asked to return to the Examination Hall fifteen minutes before the end of the examination to help collect examination scripts.

#### **Invigilators are responsible for:**

- 3.8 Ensuring that they are present in the Examination Hall to which they have been appointed at least thirty minutes before the commencement of the examination. If released from duty during the examination by the Senior Invigilator they should be in attendance at least during the first and last fifteen minutes of the examination.
- 3.9 Checking student identity cards during the examination and marking candidates as in attendance at the examination on the candidate list.

*NOTE: Any student who cannot display a student identity card should be permitted to take the examination but a note should be put on the examination book that no identity card was displayed and the student should be warned that an identity card must be displayed at all examinations.*

- 3.10 Ensuring that candidates do not consume in the examination hall or room any food or drink other than what may be medically prescribed, e.g. cough lozenges, etc.

- 3.11 Ensuring that there is no smoking in the examination hall or room.
- 3.12 Ensuring that there is no communication, either spoken or written, between the candidates during the period of the examination.
- 3.13 Ensuring that the correct examination stationery is available, and for distributing refill books to candidates as required.
- 3.14 Ensuring the collection of all scripts at the end of the examination period, and for their disposal in accordance with the instructions of the Head of the School concerned.
- 3.15 Reporting to the Head of the relevant School any infringement of the rules by a candidate and for informing the candidate of this action and that the Head of School may refer the case to the University Disciplinary Committee. The candidate should be permitted to continue with the examination.
- 3.16 Taking into their custody the script of any student requiring to leave the examination hall or room and noting thereon at the end of what is then written, the time of the student's departure and re-entry.
- 3.17 Taking appropriate steps to curtail activities in the environs of the examination hall which they consider detrimental to the performance of candidates.

#### **4. RULES FOR CANDIDATES**

- 4.1 Candidates with disabilities must ensure that appropriate assessments and/or medical certificates to support the need for any special arrangements are obtained and that these are received by Student Support Services at the earliest opportunity. Late submission of these may result in lesser arrangements being made.
- 4.2 Candidates are responsible for arriving at the examination hall or room in good time, and for displaying their student identity card on the corner of the examination desk.
- 4.3 Candidates are responsible for reading and adhering to the instructions on the front sheet of the examination answer book.
- 4.4 Candidates will not be admitted to an examination hall after the examination has been in progress for thirty minutes.
- 4.5 Candidates will not be permitted to leave during the first thirty minutes and the last thirty minutes of any examination.
- 4.6 Candidates may be permitted to leave an examination hall temporarily with the consent of the Invigilator, but must hand in their script to an Invigilator before doing so.
- 4.7 Candidates may only take printed or other written materials to the examination desk when it has previously been advertised by the School and when it is stated in the rubric to the question paper that such material may be used.
- 4.8 All bags and other objects must be deposited where the Invigilators direct. Candidates may use their own slide-rules, mathematical instruments and such other aids to drawing as the Invigilators permit.

- 4.9 Examination papers shall either prohibit calculators or allow those only as specified under:
- 4.9.1 When there is any restriction on the type and use of calculators permitted, examination papers will state this. However, it is not permitted to use a mobile telephone as a calculator.
- 4.9.2 No calculator instruction manuals will be allowed in examination rooms in any circumstances.
- 4.9.3 Candidates are responsible for the performance of their own calculators.
- 4.10 No candidate may consume any food or drink (except bottled water) in the examination hall or room other than what may be medically prescribed, e.g. cough lozenges, etc.
- 4.11 No smoking in the examination hall or room is permitted.
- 4.12 There must be no communication, either spoken or written between candidates during the period of the examination.
- 4.13 Any electronic or smart device, including those that can send and/or receive information or store data are not permitted on your person during an exam. This includes but is not limited to mobile phones, smart watches, e-readers, wearable technology items, fitness trackers and smart glasses. Such devices should be turned off completely and placed in a jacket or bag and left in the area designated by the Invigilators. You may also leave such devices under your examination desk, turned completely off. Invigilators may ask to see such devices and examine them at any point in the exam room.
- Students are permitted to have an analogue or simple digital watch with them during the exam for the purposes of timekeeping. Watches must be taken off and placed on the examination desk for the duration of the exam. Such watches must not have any smart capabilities (regardless of them being turned on) such as messaging, internet access, data storage, calculator or other connectivity abilities. Invigilators may ask to see watches and examine them at any point in the exam room.
- 4.14 Candidates who are guilty of any misconduct, including copying from or communicating with any other candidate during an examination will be reported to the Head of the relevant School, who may refer their case to the University Disciplinary Committee.
- 4.15 Candidates must not leave the examination hall until either they are directed to do so by an Invigilator or their written work has been handed to an Invigilator. At the end of an examination, the Invigilators will either request all candidates then present to remain in their places until all written work has been collected or direct candidates to leave quietly.
- 4.16 Candidates may refer to English/native tongue (excluding electronic) dictionaries when permitted by their Schools to do so. Such dictionaries must, if so requested, be presented to an Invigilator for inspection prior to examination.

**Infringement of these Rules will constitute a breach of University discipline**

**5. CHEATING IN PRESCRIBED DEGREE ASSESSMENTS [Extracted from the Code of Practice on Student Discipline (Academic)]**

- 5.1 Where there is reason to believe that academic misconduct may have taken place, the Head of School shall follow the appropriate procedure dependent upon the nature of the allegation and in the case of plagiarism the student's level and programme year
- 5.2 The penalties which shall be imposed by a Head of School or Investigating Officer if an allegation of cheating is admitted or, following a hearing, proved are as set out in sections 5.2 to 5.6 of the [Code of Practice on Student Discipline \(Academic\)](#). However, the Investigating Officer or Disciplinary Committee may choose to impose a lesser penalty where it is thought appropriate to do so.

**6. GUIDANCE NOTES ON THE USE OF READERS AND AMANUENSES IN EXAMINATIONS**

- 6.1 Readers should be able to read accurately and at a reasonable rate.
- 6.2 Amanuenses should be able to produce accurate records of candidates' answers, write legibly and at a reasonable speed.
- 6.3 The use of Readers and/or Amanuenses, Interpreters or Lipspeakers should neither give candidates with disabilities an unfair advantage, nor further disadvantage candidates.
- 6.4 Wherever possible, candidates should be given adequate practice in the use of Readers and/or Amanuenses.
- 6.5 Candidates using Readers and/or Amanuenses may be permitted additional time in which to complete examinations.
- 6.6 During examinations Readers and/or Amanuenses, Interpreters or Lipspeakers must not:
- (a) give any factual help or offer advice.
  - (b) give advice on which questions to answer or in which order.
  - (c) give advice regarding when to move on to the next question.
- 6.7 During examinations Readers should:
- (a) read accurately, and only the rubric and questions.
  - (b) read, as often as requested by candidates, the instructions, questions and answers already recorded.
  - (c) if requested by candidates, give the spelling of words which occur in question papers (otherwise spellings must not be given).
- 6.8 During examinations Amanuenses should:
- (a) write down answers exactly as they are dictated.
  - (b) require candidates to provide spellings of specialist or technical terms used in their answers, if necessary.