

## **REGULATION 11 CONDUCT OF EXAMINATIONS**

1. For each invigilated examination there shall be designated, by a University Examinations Officer, a Head Invigilator responsible for the conduct of the examination, together with such other invigilators as may be necessary. The duties of the invigilators are specified in Directions for Invigilators, prepared by the Examinations Officer, and the Examinations Officer will ensure that annual training is delivered for invigilators.
2. Attendance at all examinations prescribed in the Programme of Study or Scheme of Study is compulsory. A candidate who is absent from any examination must, without delay, submit to their department his or her reasons for absence and, in the case of illness, submit a medical certificate.
3. Candidates are required to be available for the entire duration of the main examination periods. Examinations can take place on any date for the entire duration of the main examination periods, including Saturdays and exceptionally public holidays where necessary. The precise days to be used for each examination period (falling on the approved dates within the Academic Year as agreed by Senate) will be determined by the Examinations Officer and confirmed by the Director of Academic Services.
4.
  - (a) Each examination session shall be conducted on the day and at the time shown by the examination timetable authorised by the Examinations Officer. The time allowed for the examination shall be shown on the question paper.
  - (b) The Examinations Officer may approve, in the case of a candidate's disability, injury, medical condition, learning difficulties such as dyslexia or for other good cause, special arrangements for the conduct of that candidate's examination, subject to the overall requirement that academic standards are maintained. In order to apply for such requirements, candidates must meet with a member of the Learning Success team.
  - (c) Notwithstanding the provisions of these Regulations, the Director of Academic Services may, for good cause, approve on behalf of Senate special arrangements for the conduct of a particular examination or examinations.
5. Candidates are required to arrive at the exam venue 20 minutes before the start of the exam.
6. Each candidate will be required to identify himself or herself in the examination room by producing his or her student registration card.
7.
  - (a) No candidate can be admitted to an examination later than one hour after the beginning of the examination. A candidate who arrives late will not be given extra time, except in exceptional circumstances outside his/her control. Candidates who are more than one hour late will not be permitted to sit their exam.
  - (b) No candidate will be permitted to leave earlier than one hour after the beginning of the examination nor within fifteen minutes of the end of the examination.
  - (c) A candidate leaving before the end of the examination must surrender his or her examination script to an invigilator and will not be readmitted.

- (d) A candidate leaving the examination room temporarily for any reason must be accompanied by an invigilator.
  - (e) A candidate must sit at the desk allocated on the seating plan and place his or her student registration card face up on the desk to enable the invigilator to confirm identify.
  - (f) Candidates may not talk to each other from the time of entering the examination room until the time they leave. A candidate who needs to attract the attention of the invigilator is required to raise his/her hand.
  - (g) No candidate may start writing until the invigilator announces the start of the examination.
  - (h) At the end of the examination, all candidates must remain seated until all examination scripts have been collected and the invigilator in charge directs that they may leave.
  - (i) No examination materials may be removed from the examination room by a candidate except, at the discretion of the University, his or her examination paper.
8. Large bags may be placed in the examination room only at the discretion of the invigilator in charge. Candidates are required to leave personal items in the designated area at the beginning of the examination. Valuable items such as keys, purses, mobile telephones and other small electronic devices may be placed under the student's chair, and a clear plastic bag will be provided for this purpose. Mobile phones and other electronic devices must be turned off. Possession of a mobile phone or other electronic device that allows information to be stored or internet access is strictly prohibited unless stored within the clear plastic bag under the chair
9. During an examination candidates must not consult, or have access to, unauthorised material such as books, mobile phones, electronic devices (that allow information storage or internet access), notes or other aids unless their use is authorised for the particular examination. No pencil cases/tins will be allowed in any Examination Venue. Students are permitted to use a completely clear plastic bag or clear case with no writing in any area to contain their stationery.
10. Candidates may only use models of non-programmable calculators on an approved list issued by the Examinations Officer. Candidates are not allowed to store formulae in calculators and exam invigilators will check that all calculators' memories are cleared at the start of the exam. Candidates who arrive with other models of calculator to those specified will not be permitted to use them in the examination.
11. Any unauthorised material found in the possession of the student after an examination has begun will be confiscated. The candidate's answer paper will be annotated at that point, and the circumstances of the confiscation will be recorded by the Head Invigilator on the appropriate form. Unauthorised material will normally be submitted to the student's department for checking, except for mobile phones, where the normal expectation is that the phone will be returned to the student at the end of the examination. The possession of a mobile phone must be seen as a significant examinations offence, and the normal expectation is that it should be treated the same as the possession of unauthorised written material in the examination.

12. Candidates are responsible for checking that they have the correct examination papers and materials needed to complete their exam.
13. A candidate who suspects that there is an error in an examination paper should consult an invigilator.
14. Candidates will be liable to Disciplinary Proceedings, as laid down in the Regulations, for irregular conduct relating to an examination including:
  - (i) consulting or having access to unauthorised material such as books, electronic devices (that allow information storage or internet access), and notes during an examination unless their use is authorised for the particular examination.
  - (ii) aiding or attempting to aid another candidate during an examination.
  - (iii) obtaining or attempting to obtain aid from another candidate during an examination.
  - (iv) attempting to read the work of another candidate.
  - (v) the removal of examination stationary from the examination room (exam papers may only be removed if authorisation is given by the head invigilator).
  - (vi) indiscipline or causing a disturbance during an examination.
  - (vii) plagiarism.
  - (viii) impersonation.
  - (ix) any deed (verbal or physical) deemed inappropriate or considered as an examination offence by an invigilator.
15.
  - (a) Regulation 19 sets out the procedures to be carried out by Schools in cases of suspected academic misconduct. If, under these procedures, the matter is reported to the Director of Academic Services, he or she may consult as he or she thinks appropriate and practicable. He or she shall then decide on the action to be taken, which may include reference to the Assessment Board or to Senate for decision or the commencement of disciplinary proceedings as laid down in the Regulation 13.
  - (b) In the case of an irregularity discovered during an invigilated examination, the Examinations Office or Head Invigilator (in consultation with the Examinations Office) shall take such immediate action as he or she considers necessary, and shall report the matter, using the prescribed form, to the student's department.
16. The Examinations Officer or Head Invigilator (in consultation with the Examinations Officer) may, after warning the candidate, exclude from the examination room any candidate whose conduct is in the opinion of the invigilator likely to disturb other candidates. Any such exclusion shall be reported to the Director of Academic Services and to the student's department.
17. In the event that the fire alarm is activated and the exam room evacuated during an examination, students will continue to be under exam regulations. When it is safe to re-enter the building, the Director of Academic Services, or a senior departmental member of staff (e.g. Examinations Officer) will decide if the examination is to continue.

18. Examinations Office staff have a general discretion to take such action during an examination as may be required in consequence of unforeseen circumstances, subject to a report being made to the department as soon as possible. In the absence of Examinations Office staff, the Head Invigilator may take any such action as may be required, subject to a report being made to the relevant department as soon as possible.

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