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PREAMBLE

This document contains guidance on the administration of University examinations as well as, where relevant, in-class assessments.

The document presents a summary of the 2014-15 Examination Regulations and Procedures. Please note that some information has also been refreshed in the light of changes in technology and other University regulations.

There should be no conflict between the 2014-15 Examination Regulations and Procedures and this guidance.

The document can be found in electronic format on the Student Handbook webpages: http://www.bolton.ac.uk/Students/Handbook/Home.aspx

Both students and staff are responsible for ensuring that they read and observe the guidance.
CONDUCT OF EXAMINATIONS

Examinations within the University will be conducted in accordance with the following, excepting when those issued by External Examining Bodies require a different procedure.

A. **Invigilators:** It should be ensured that there are sufficient invigilators throughout the examination to allow for a candidate leaving the examination room temporarily to be accompanied by one invigilator. If required there should be both male and female staff available for contact by the invigilator/s to deal with any emergency.

A Lead Invigilator should be nominated, who is responsible for ensuring the actions outlined under Section 1 and the “Lead Invigilator's Report Form” (See Annex 1 at the end of this document).

B. **Module Leaders:** If Module Leaders are not invigilating an examination they should be available for contact during the examination, should an invigilator require any clarification on the examination they are observing.

C. **Dictionaries:** The use of language translation dictionaries (e.g. Arabic-English, English-Urdu, etc.) is permitted in all examinations and in-class assessments except when language translation itself is the skill being assessed.

It is the responsibility of each candidate to supply themselves with a language translation dictionary, if they so wish. Such dictionaries must not have been annotated in any way. Where a candidate chooses to use a language translation dictionary it should be available on their desk at all times for checking by the invigilator.

The use of any other type of dictionary (which includes electronic versions) is not permitted unless specifically stated on the front of the examination paper.

D. **Calculators:** Some examinations and in-class assessments may require calculators to be used in order to perform calculations. Students cannot use any calculating device which would enable them to secure an unfair advantage. Calculators must therefore not be programmable or capable of communication or retrieval of data (from the internet or otherwise). Programmable calculators and mobile phones are therefore not allowed.

The use of a calculator is not permitted unless specifically stated on the front of the examination paper.
E. **Open-book Examinations:** Students may be expected to bring in specific material into the examination such as text books and notes if this is specified in the Module specification.

The front of the examination paper should clarify if the examination is open-book and what materials are permitted.

F. **Specific Requirements:** Invigilators should ensure that they are aware of all students in the examination or in-class assessment who have any specific requirements. These requirements might include extra time, materials in alternative formats, rest-breaks, the use of a computer etc.

Consideration of such requirements needs to be given in advance of the examination; for example calculating the length of the examination for those who have been granted additional time and/or rest-breaks, seating arrangements, etc.

Students who have been granted a scribe, reader or interpreter should be seated in a separate room to their peers. Support workers must not be left alone with the student during examination time.

The invigilator must be mindful to maintain confidentiality and sensitivity at all times, taking care not to disclose the student’s disability in the company of others.

G. **Headwear:** Students wearing headwear may be asked to remove this for the purposes of identification and/or to assure the invigilator that they are not using earphones. If the headwear, e.g. a veil, is being worn for religious purposes, then at the request of the student, a member of staff of the same gender as the student, will (if necessary) conduct such necessary checks in a private room.

H. **Fire Alarm:** In the event of a fire alarm being sounded during the examination, candidates must act on instructions given by the invigilator in accordance with regulations in Annex 1.

I. **Examination Procedures:**

**Before the Examination**

1) Invigilators should pick up examination papers, booklets, attendance slips and adequate clocks from the Academic Support Services Office at least 30 minutes before an examination. They should check there are sufficient materials for the number of students for which they are responsible.
2) A sign showing “Examination in Progress” should be placed on or near the door of the examinations room.

3) Before students enter to examination room, examination papers, answer booklets, attendance slips, graph paper, etc. will be placed on the desks. Invigilators should make sure there are sufficient places for the number of candidates for which they are responsible.

4) Students should be told to arrive at the examination room at least 20 minutes before the start of the examination.

5) Students should not be permitted to enter the examination room until it is fully prepared.

6) Before entering the examination room, students should be informed that once in the examination room they should not speak, except with an invigilator having raised their hands.

7) Students should also be asked to have their ID cards, writing utensils, any allowable materials, drinks/sweets to hand before entering the room. They should also be asked to ensure that mobile phones are switched off and informed that these should not be kept on their person in the examination room.

Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination.

8) When entering the examination room, students should be advised that they should place all over-garments, bags, materials and portable electronic devices (including mobile phones), at a place indicated by the invigilator – usually the front of the examination room.

9) Candidates should be seated as directed by the invigilators and place their ID cards, writing utensils, any allowable materials, drinks/sweets on the desk in front of them.

10) Once seated, candidates should write their student number and examination details on the front of the answer booklet. They are not permitted to look at the examination questions before the start of the examination.

11) Invigilators should check ID cards and any authorised materials on the students’ desks before the start of the examination.
At the Start of the Examination

12) At the start of the examination, the Lead Invigilator will inform students of the length of the examination/s and that it is/these are conducted in accordance with the University’s Examination Regulations and Procedures, as well as Academic Misconduct Regulations. Where examinations of different lengths are taking place in the same room, then students taking shorter examinations should be told to leave quietly at the end the time period allocated.

13) The lead invigilator will also advise candidates:
- that they cannot leave the examination room until after one hour has elapsed
- that they should raise a hand to communicate with an invigilator
- that they should not attempt to communicate with anyone other than invigilator or participate in any activities which may distract or disturb other candidates
- that the use of scrap paper is not permitted and all workings must be done in the answer books provided and handed in
- of any special examination instructions.

During the Examination

14) Invigilators should remain vigilant and be careful not to disturb candidates throughout the examination period.

15) No candidate will be admitted after the expiry of half an hour from the start of the examination, other than in exceptional cases of unforeseen emergency beyond the candidate's control.

Whether or not the candidate should be allowed to continue beyond the normal expiry time of the examination is at the discretion of the invigilator. In such cases the invigilator will indicate on the candidate's answer booklet what was produced within the normal examination times.

16) Only one candidate at a time will be allowed to leave the room in order to use the toilet and he/she will be accompanied by a member of staff.

17) In the event of a candidate feeling unwell and having to leave the examination room temporarily, he/she should be accompanied by an invigilator. The length of time a student is absent from the examination should be recorded on the student's answer booklet.
18) Where candidates leave the room before the end of the examination they should do so quietly, causing the least possible disruption to other candidates. Invigilators should note the time of leaving on the candidate’s answer booklet.

At the end of the examination
19) Candidates will be told when they have ten minutes of examination time left. After this time no candidate will be allowed to leave the room until instructed.

20) Candidates will be told to stop writing at the end of the examination and ensure that their student number is written on all sheets submitted.

21) Candidates should remain seated until all answer booklets and other materials are collected.

22) Invigilators should ensure that all answer booklets are collected at the end of the examination, checking that there is a booklet for each candidate in attendance (if necessary by matching these to the attendance slips to the booklets).

23) All answer booklets and unused stationery must be returned to the Academic Support Services Office immediately after the examination.

24) If the Academic Support Services Office is closed when the examination has ended, then the examination booklets should be stored in a secure location and returned at the earliest possible convenience.

Invigilators shall have discretion to take appropriate action that is reasonable to meet unforeseen circumstances not covered by the exam procedures above. Such action should be reported in Lead Invigilator’s Report Form.

J Suspected Academic Misconduct

1) Examples of academic misconduct in examinations and in-class assessments include:

I. having at the examination desk any unauthorised notes or other unauthorised material (whether or not concealed in any manner), including electronic devices capable of storing and retrieving data

II. the use of an unauthorised dictionary or electronic device;

III. the use of unauthorised programmes on electronic devices, including algorithms on calculators that have been programmed prior to the assessment;
IV. **communicating or trying to communicate** in any way (oral, written, electronic, non-verbal) with another person during an examination or test except where the examination rubric permits this e.g. group assessments

V. **copying or attempting to copy** from another student sitting the same examination or test

VI. being party to **impersonation** where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another

VII. leaving the examination or test venue to refer to concealed notes or other unauthorised material;

VIII. **taking rough notes, stationery, scripts or examination or test papers**, which indicate that they are not to be removed, away from the examination or test venue;

IX. **provision or assistance** in the provision of false evidence or knowledge or understanding in examination

2) The suspicion that a candidate has engaged in Academic Misconduct may arise at a particular point in the examination or emerge over a period of time.

3) At the point at which the invigilator/s is sufficiently sure of their suspicion then they should notify the candidate.

4) If applicable, any unauthorised device/material should be confiscated and kept by the Lead invigilator.

5) A line is drawn under the candidate’s work in the answer book and the time and nature of the suspicion is noted. This information is also recorded on the Lead Invigilators Report Form.

6) In the case of examples 1 i–v, a candidate may continue with an examination, providing there is no disruption to other candidates.

7) Academic Misconduct does not have to be proven at the time but suspicion should be well founded and may, for example, occur during marking.

8) Following the examination, the Module Leader should be notified and a Module Leader’s Report on Suspected Academic Misconduct completed.

9) The University’s Academic Misconduct Regulations and Procedures should be implemented:

ANNEX 1: Procedure in the Event of an Alarm during the Examination

When the alarm bell rings:
Invigilators should announce that:

i. candidates must leave all examination papers, answer booklets, working papers and any other materials approved for use in the examination on the desks.

ii. any candidate communicating with any other person may be disqualified.

iii. candidates must follow the invigilator in silence out of the building where further instructions will be given.

The invigilators should write down the time of the alarm, collect the Lead Invigilator’s Report and escort the candidates to the nearest muster point.

Outside the building:
Invigilators should:

i. announce that any candidate communicating with any other person may be disqualified or that the examination may be cancelled.

ii. line up the candidates in an orderly fashion.

iii. reassure the candidates that the completion time of the examination will be adjusted to allow for the interruption.

iv. check the number of candidates and match this against the information on the Lead Invigilator’s Report.

v. inform the candidates that on returning to the examination room they should rule a line across their script at the point where the examination was stopped, and initial this point, and that the examination will recommence on the instruction of the invigilator once he/she is satisfied that candidates have complied with this instruction.

The invigilator should escort candidates back in an orderly fashion once permission has been given to re-enter the building by the appropriate security officer.

On returning to the examination room
The invigilator should inform the candidates of the time at which the examination will now end and should instruct them to resume working after following the procedure noted in point v above.

After the examination
Details of the incident should be recorded on the Lead Invigilator’s Report Form, and the Module Leader and Chair of the Assessment board notified.
ANNEX 2: Guidance on the Use of Scribes in Examinations or In-class Assessments

Note: This guidance is provided for the benefit of candidates, scribes and staff. It elaborates but one type of special arrangement from amongst those noted in the University’s Code of Practice for Students with Disabilities and/or Learning Difficulties, to which reference should also be made.

Candidates may request the use of a scribe (also referred to as an amanuensis) via procedures given in the Code of Practice if they suffer from long-term or temporary disabilities which impede or prevent them from communicating by any other practicable and acceptable means.

1. Written permission for the use of a scribe must have been obtained in good time from the Chair of the relevant Awards/Progression Board or nominee, prior to the examination or in class assessment in accordance with the code of practice.

2. The use of a scribe should neither give a candidate an unfair advantage nor should it disadvantage them.

3. The use of a scribe must not result in the modification of the specific syllabus requirements of the unit or module. (In some cases the writing or drawing of answers by the candidate may be the skill being examined, in which case alternative courses of action will need to be pursued by the programme authorities.)

4. Additional time will be permitted for the use of an scribe and will normally be up to 33% of the prescribed duration of the examination, the precise amount to be approved and recorded by the Chair of the relevant Assessment Board or nominee.

5. A scribe is responsible to the Chair of the relevant Assessment Board or nominee and the person who is to act as the scribe must be deemed acceptable by them prior to their engagement and use.

6. A scribe should be an adult who is able to produce an accurate record of the candidate’s answers, can write legibly, type or word process at a reasonable speed and, in the case of a scientific, mathematical or technical subject, ideally has a working knowledge of that subject.

7. A scribe should not have been the candidate’s lecturer or tutor on any occasion. On no account may a relative or friend of the candidate be used as a scribe in an examination.
8. A candidate should wherever possible have adequate practice in the use of a scribe. The Chair of the relevant Assessment Board or nominee should be consulted as soon as is practicable, preferably at the beginning of the course, about any candidate who will require a scribe so that the candidate may have adequate practice before undertaking the examinations or coursework tasks.

9. The need for a scribe may not arise until immediately before or during an examination. Under such circumstances invigilators should make all reasonable attempts to provide a scribe, alternative accommodation and supervision and ensure that as far as possible the regulations governing the use of scribes are observed. The situation must be reported as soon as possible to the Chair of the relevant Assessment Board or nominee and to any member(s) of staff responsible for the collation and reporting of mitigating circumstances in examinations.

10. A candidate using a scribe must be accommodated in such a way that no other candidate is able to hear what is being dictated. The amanuensis should not act as the invigilator.

11. Prior to or during the examination or the production of assessed coursework a scribe:

(a) must neither give factual help to the candidate nor offer any suggestions;

(b) must not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;

(c) must write down, type or word process answers exactly as they are dictated, including punctuation only as stipulated by the candidate;

(d) must draw or add to maps, diagrams and graphs strictly in accordance with the candidate’s instructions;

(e) must write, type or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;

(f) must at the candidate’s request read back what has been recorded and may at any time ask the candidate to spell any words with which they are unfamiliar;

(g) must not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination;
(h) must immediately refer any questions by the candidate about the examination or any problems in communication during the examination directly to the invigilator. **If in doubt always ask the invigilator.**

(i) must allow the candidate on request to view and seek correction of the script at any time during the prescribed examination period;

(j) will **not** be responsible for supplying any materials necessary for the completion of the examination;

(k) will use or permit the candidate to use the examination answer booklet (and **not** scrap paper) to write down any ‘rough work’ relating to the production of an answer.

It should be noted that failure to comply with the guidance given in this paragraph could result in the candidate being reported for suspected use of **Academic Misconduct.**

12. If the candidate or other person considers that the arrangements made do not, for any reason, enable the candidate to demonstrate his/her capability in the examination (following any representations which might be made to the Disability Unit in Student Services), a request for special consideration should be submitted to the Chair of the relevant Assessment Board or nominee and to any member(s) of staff nominated to oversee the collation and reporting of mitigating circumstances in examinations.