



REGULATIONS AND PROCEDURES FOR UNIVERSITY EXAMINATIONS

2009/2010

CONDUCT OF EXAMINATIONS

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

- i. Except in open book examinations candidates must leave all brief cases, books, etc. at a place indicated by the invigilator. No papers, notes or other unauthorised material (including electronic aids or portable telecommunications devices) may be taken into the examination room. The possession of such material renders a candidate liable to an allegation of using unfair means.
- ii. Regulations in respect of students thought to be using unfair means have been issued separately. It is stressed that if the evidence indicates that unfair means have been used or a candidate is found to be in possession of material which might be used for unfair means, the Assessment Board will take a very serious view and may deem the candidate to have failed part or all of the stage assessment and may recommend other disciplinary action.
- iii. Before the start of the examination the answer books, graph paper, etc. will be placed on the desks. Candidates may write their names, etc. on the answer book.
- iv. All students are required to display their Student ID Card at formal examinations and to copy the information from their ID card on to their examination answer books. Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination. If a student does not have an ID card they should obtain a replacement card from Student Services before sitting an examination. Invigilators will not accept a passport or driving licence as alternative forms of ID for the purpose of the examination.
- v. Female students who wear a veil or headscarf may be expected to remove their veil/headscarf before sitting their examination in order to have their identification verified. In these cases, a female member of staff will check the identification of the student in a private room prior to sitting the examination. If a female member of staff is not available at the examination the invigilator should, where they deem it necessary, ask Student Services to arrange a female member of staff to attend in order to confirm the student's identity.
- vi. Shortly before the commencement the candidates will be instructed to stop speaking. The question papers will be given out with the questions themselves remaining concealed.
- vii. At the appropriate time the candidates will be told to begin - they will be informed of the finishing time of the examination.

- viii. During the examination candidates must not participate in any activities which may distract or disturb other candidates. Neither may they attempt to communicate with one another in any way.
- ix. Smoking by candidates or invigilators is prohibited in all examinations.
- x. The use of scrap paper is not permitted; all workings must be done in the answer books provided and handed in.
- xi. 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 which parts of the candidate's paper were produced within the normal examination times.
- xii. Candidates will not be allowed to leave the examination room until after one hour has elapsed.
- xiii. 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.
- xiv. 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.
- xv. 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 issued separately.

GUIDELINES FOR INVIGILATORS

Duties of Invigilators

1. Invigilators have a responsibility to ensure that the examination for which they have been appointed runs smoothly, is conducted in accordance with the University's Examination Regulations and follows these guidelines.
2. The invigilator shall have discretion to take appropriate action that is reasonable to meet unforeseen circumstances not covered by the Examination Regulations and these guidelines. Such action should be reported in writing to the Chairperson of the relevant Module Results Board and the Examinations Administrator within the Quality Assurance and Enhancement Unit. The Examination Regulations give guidance on events such as candidates arriving late, use of unfair means and alarms during examinations.
3. Invigilators have a responsibility to collect examination stationery and question papers from the School Office not later than 30 minutes before the start of the examination and to ensure that an adequate supply of stationery is maintained throughout the examination.
4. Invigilators should arrive in the examination room with examination stationery, question papers and seating plans at least 20 minutes before the planned start of the examination and should ensure that the examination room is suitably prepared. They should make sure there are sufficient places for the number of candidates for which they are responsible. Candidates should not be admitted to the examination room until all preparation has been completed.
5. All examination material to be issued to candidates at an examination should be identical (paper size, colour, format, print, etc) and come from the same source (packet, duplication, photocopier, etc.). It should also be marked in a distinctive way to distinguish it from any unauthorised material brought in by a candidate.
6. All students are required to display their Student ID Card at formal examinations and to copy the information from their ID card on to their examination answer books. Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination. If a student does not have an ID card they should obtain a replacement card from Student Services before sitting an examination. Invigilators will not accept a passport or driving licence as alternative forms of ID for the purpose of the examination.
7. Female students who wear a veil or headscarf may be expected to remove their veil/headscarf before sitting their examination in order to have their identification verified. In these cases, a female member of staff will check the identification of the student in a private room prior to sitting the examination. If a female member of staff is not available at the examination the invigilator

should, where they deem it necessary, ask Student Services to arrange a female member of staff to attend in order to confirm the student's identity.

8. Candidates must leave all briefcases, books, etc. at a place indicated by the invigilator. No papers, notes or other unauthorised material may be taken into the examination room. Invigilators should inform students that any calculators to be used in the examination are to be used only for calculations. Any use of programmable calculators for the purpose of storing information, which is then used to answer examination questions, may render the student liable to the charge of using unfair means.
9. Invigilators must inform candidates that the use of scrap paper is not permitted. All workings and rough work must be handed in and must be done in the answer book where required.
10. Candidates shall be seated as directed by the invigilators.
11. In the event of a candidate wishing to leave the examination room temporarily, he/she should be accompanied by one invigilator. It should be ensured that there are sufficient invigilators throughout the examination to meet this eventuality. Where possible there should be both male and female staff capable of being contacted within a School to deal with any emergency.
12. In the event of a candidate feeling unwell and having to leave the examination room temporarily, the invigilator should note down on the script the length of time the candidate is absent and a brief explanation of the circumstances, so that they can be taken into account when the paper is marked.
13. The Regulations on the Use of Unfair Means refer to when the latter is 'suspected'. Suspicion may include occasions where it is clear to the invigilator that unfair means are being or are about to be or have been used. Suspecting a candidate may arise over one single occurrence or emerge over a period of time. It is the point at which the invigilator is sufficiently sure of their suspicion that the procedure should be invoked. Use of unfair means does not have to be proven at the time but suspicion should be well founded and may, for example, occur during marking.
14. When a candidate is suspected of using unfair means during an examination the appropriate action of invigilators is described in Section 5.1 of the Regulations on the Use of Unfair Means. It is most important that the invigilator records in writing as soon as possible all relevant details. This may include the timing of events, the location of candidates and members of staff, the physical layout of the examination room, furniture, etc.
15. If the examination for which they have been appointed is scheduled to end earlier than other examining in the examination room, the invigilator shall ensure that the candidates leave the examination room quietly, causing the least possible disruption to other candidates.

16. Invigilators shall ensure that all answer scripts are collected at the end of the examination and check that there is a script for each candidate in attendance, if necessary by ensuring individual student numbers match those on the checklist. All scripts for internal examinations are to be returned to the School, not the Quality Assurance and Enhancement Unit.
17. After candidates have completed the examination and vacated the room, all unused stationery should be collected by the invigilators and returned to the School Office.

PROCEDURE IN THE EVENT OF AN ALARM DURING AN EXAMINATION

When the alarm bell rings:

Invigilators should announce:

- i. Candidates must leave all examination papers, scripts and working papers 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 examination register and escort the candidates to an appropriate place apart from the crowds.

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 register.
- 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

A copy of these instructions will be sent to the Chair of the relevant Module Results Board and the external examiner(s) together with a report from the invigilator

confirming that the procedure was carried out correctly and including details of any infringements of the examination regulations. Copies will also be presented to the external examining body if appropriate.

GUIDANCE ON THE USE OF AMANUENSES IN EXAMINATIONS OR ASSESSED COURSEWORK

Note: This guidance is provided for the benefit of candidates, amanuenses 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.

An amanuensis is a scribe who, in the preparation of coursework and/or in sitting an examination, writes down, types or word processes a candidate's dictated answers to questions. Candidates may request the use of amanuenses 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 an amanuensis must have been obtained in good time from the Chair of the relevant Awards/Progression Board or nominee, prior to the examination or the commencement of coursework, in accordance with the procedures given in the **Code of Practice**.
2. The use of an amanuensis should neither give a candidate an unfair advantage nor should it disadvantage them.
3. The use of an amanuensis 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 amanuensis 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 Awards/Progression Board or nominee.
5. An amanuensis is responsible to the Chair of the relevant Awards/Progression Board or nominee and the person who is to act as the amanuensis must be deemed acceptable by them prior to their engagement and use.
6. An amanuensis 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. An amanuensis 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 an amanuensis in an examination.
8. A candidate should wherever possible have adequate practice in the use of an amanuensis. The Chair of the relevant Awards/Progression Board or nominee should be consulted as soon as is practicable, preferably at the

beginning of the course, about any candidate who will require an amanuensis so that the candidate may have adequate practice before undertaking the examinations or coursework tasks.

9. The need for an amanuensis may not arise until immediately before or during an examination. Under such circumstances invigilators should make all reasonable attempts to provide an amanuensis, alternative accommodation and supervision and ensure that as far as possible the regulations governing the use of amanuenses are observed. The situation must be reported as soon as possible to the Chair of the relevant Awards/Progression 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 an amanuensis must be accommodated in such a way that no other candidate is able to hear what is being dictated. **The amanuensis may not normally also act as the invigilator.**
11. Prior to or during the examination or the production of assessed coursework an amanuensis:
 - (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 unfair means, as per the Examination Regulations.

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 Awards/Progression Board or nominee and to any member(s) of staff nominated to oversee the collation and reporting of mitigating circumstances in examinations.