

Examination regulations – revised September 2011

1 Before the Examination:

- 1.1 Examination details are published on the University web-site. As these may change at any time, then students must check the web-site on a regular basis.
- 1.2 If you cannot get to the examination because of illness, accident or other good cause, then you must notify the University immediately. You must apply for Extenuating Circumstances via your e:Vision account. If you cannot get to a computer then please contact your Student Office and ask that a Helpdesk call be raised on your behalf. Please note that retrospective (late) claims will not be accepted. Please consult the University guidelines on Extenuating Circumstances for further details.
- 1.3 You must print out your examination bar-coded record from your e: Vision account and take this together with University ID card to the exam.
- 1.4 If special arrangements have been made for your examination (extra time, scribe etc) you must make sure you are aware of the location of your examination. If you are unable to attend or no longer need the arrangements made for you, you must inform the Student Enabling Centre, otherwise you may be charged for the costs of providing the extra arrangements.

2 At the start of the Examination

- 2.1 You will be allowed into the examination room at least five minutes before the start of the exam.
- 2.2 You can join the exam at any time up to thirty minutes after the start of the exam but no later than this. If late, you will not be given extra time at the end of the examination.
- 2.3 Do not bring any media player or similar device into the examination room. If possible, please do not bring your mobile phone into the examination room. If this is not possible then you will be asked to deposit this away from your examination desk.
- 2.4 All bags, books and outdoor clothing must be placed in the area designated by the invigilator. This includes mobile phones, media players and similar equipment. If you would prefer to leave your mobile phone with the invigilator, then you must switch the phone off and place it in an envelope provided with your name written on the envelope. This can then be collected at the end of the exam. Candidates taking 'open book' examinations may only use books, notes etc as specified by the examiner.
- 2.5 You are allowed to take a small bottle of water and a small quantity of sweets into the examination room.
- 2.6 You should leave your bar-coded examination record on the corner of the desk along with your Student ID.

- 2.7 You should not have revision notes with you at your desk or on your person at all. You should not bring in any blank paper for you to make rough notes. You should not place anything (e.g. pencil case or glasses case) on your desk that may be used to contain or hide revision notes). The invigilator may inspect anything that you have with you at your desk.

3 During the Examination

- 3.1 Strict silence must be observed at all times in examination rooms.
- 3.2 During the examination you must not behave in any way which may disturb other candidates. Candidates causing disturbance will be asked to leave the room.
- 3.3 You may not read your question paper or start writing until given permission to do so.
- 3.4 Some examinations stipulate a period of 'reading time' in the examination. You cannot write during this period. Read the instructions on the question paper and the answer booklet. If you believe that there is an error in your paper, please raise your hand to attract the attention of an invigilator. A member of the module team will normally be available at the beginning of the examination to address any problems with the examination paper.
- 3.5 During the examination do not speak to or communicate in any way with anyone except the invigilator. Do not use any unfair means to obtain information which would help you complete the examination. Where an invigilator suspects you of academic misconduct they will alert you of this fact, draw a line under your work at the time of suspicion and confiscate any items that may be contributing to your academic misconduct. The matter will then be referred to the Conduct and Appeals Unit for further investigation.
- 3.6 You must write legibly in black or blue ink. If the module leader cannot read your script, then they may fail your script or you may be asked to come to the University to dictate your script under examination conditions. You will be liable for any costs that are incurred in this process.
- 3.7 All rough work must be written in your answer booklet or on paper provided. You should draw a line through such work to indicate to the examiner that you do not wish it to be marked.

4 Leaving the Examination

- 4.1 If there is an emergency or the fire alarm sounds during the examination you must follow the instructions of the invigilator. You should leave the room in silence and maintain silence until permitted to speak by the invigilator. You must not remove any papers from your desk or collect any of your belongings. You may not re-enter the room until given permission. Exam conditions in respect of discussing the paper remain in place whilst outside the room.
- 4.2 An announcement will be made when there are 30 minutes of the examination time remaining. After this announcement you may not leave the room even if you have finished.
- 4.3 When the invigilator announces the end of the examination you must stop writing immediately.

- 4.4 You should ensure that the front of your answer booklet has been completed in full, seal the corner of the booklet and secure any additional sheets to the booklet.
- 4.5 You must remain seated until the invigilators have collected all scripts and spare stationery, have counted the scripts and informed you that you may leave.
- 4.6 Once you are in the room you may not leave until after the first hour. This would normally include visits to the toilet. Students who may have a condition that requires regular visits to the toilet are requested to register with the Student Enabling Centre so that special arrangements can be put in place. If you finish the exam early you must remain quietly in your seat until the first hour has elapsed.
- 4.7 If you have to leave the examination for personal reasons an invigilator must accompany you. Please raise your hand to draw your attention to the invigilator. You will be asked to provide your student number which will be recorded on the invigilator's report and you may be asked to empty your pockets. If you leave the room without permission then you will not be permitted to re-enter the room.
- 4.8 If you feel ill or wish to finish your exam early, you must seek the permission of an invigilator before you leave the room. The invigilator must collect your script and any examination stationery before you leave your desk. Please do not disturb others as you leave. Please refer to point 1.2 regarding the process of applying for Extenuating Circumstances.

DOCUMENT CONTROL:

VERSION:	FINAL DRAFT	AUTHOR(s):	Phil Whittingham/Paul Travill/Registry
APPROVED DATE:	14 th September 2011	APPROVED BY:	Academic Regulations Sub Committee
REVISION DATE:	August 2012		