



## University Examination Regulations for Students

### 1. Examination Timetables

- 1.1 Examination details for main examination weeks are published on the University website approximately one month in advance of examinations week(s). Personalised timetables are later published in e:Vision.
- 1.11 Students are strongly advised to check timetables regularly in the run up to examinations as all details are subject to change at short notice. Where examinations are spread across more than one room, you should go to the room allocated on your personal timetable.
- 1.12 Examinations may take place on any week day during the examination period, and exceptionally during evenings and Saturdays.
- 1.13 The University will endeavour to avoid holding formal examinations during significant religious times and periods. If you believe that you will have a problem attending an examination because of the requirements of your faith, then you must notify the University at the earliest opportunity, and no later than 21 days before the examination.
- 1.14 If you cannot attend the examination because of illness, accident or any other reason, you may wish to apply for Extenuating Circumstances, this must be submitted on the day the examination is scheduled to take place as retrospective (late) claims will not be considered. Details on how to do this can be found in your e: Vision account. Please consult the University guidelines on Extenuating Circumstances for further details.

### 1.2 Reasonable Adjustment Examination Timetables

- 1.21 If you are registered with Student Support and Wellbeing, please check with them ([ssw@wlv.ac.uk](mailto:ssw@wlv.ac.uk)) at least 4 weeks before the examination period that any approved reasonable adjustments you require are in place.
- 1.22 Approximately 2 weeks before the examination period you will be sent a personalised email confirming the details. This will be sent to the email you have identified as your contact email address in e:Vision.
- 1.23 It is your own responsibility to check this information carefully, raising any issues or concerns with the Student Support and Wellbeing staff before the date of the examination. If you are unable to attend or no longer need the arrangements made for you, you must inform Student Support and Wellbeing, email [specialexams@wlv.ac.uk](mailto:specialexams@wlv.ac.uk).

## 2. Entry to the Examination

- 2.1 You must bring your current University ID card to each examination. If you do not have your current University ID card, please bring another form of photographic identification with you, such as a passport or driving licence.
- 2.2 You will be required to have your identification checked. If you arrive at the examinations room wearing anything that covers your face and/or ears then you will be asked to remove the item to be fully identified by the invigilator **prior to the start of the examination**. If requested, you can be taken to a different room so this check can take place.
- 2.3 Failure to be fully identified may result in you not being allowed to undertake the examination and to be referred to the Conduct and Appeals Unit.
- 2.4 You should arrive at the examination venue in good time, we recommend 15 minutes before the start of the examination.
- 2.5 You will be allowed into the examination room approximately 10 minutes before the start of the exam.
- 2.6 Exceptionally you may be able to enter the examination room up to 30 minutes after the official start time but no later than this.
- 2.7 **If you arrive late, you will not be given extra time at the end of the examination.**
- 2.8 You are **allowed** to take a small bottle of water into the examination room. Please **remove the label** before entering the examination room.
- 2.9 Candidates taking 'open book' examinations may only use books, notes etc. as specified by the Module Leader.

### 2.10 Prohibited Items

- 2.10.1 You must not have **revision notes** with you, at your desk or on or about your person.
- 2.10.2 You must not place anything (e.g. pencil case or glasses case) on your desk that may be used to contain or hide revision notes.
- 2.10.3 You must not bring any **blank paper** for you to make rough notes.
- 2.10.4 You are **not allowed** to have on or about your person: pagers, mobile phones, electronic organisers, programmable calculators, watches, including smart watches, dictionaries, fitness Bands/ personal stereos/MP3 players etc.
- 2.10.5 If there is a justifiable reason for you to bring your mobile telephone with you, the telephone needs to be switched off (NOT on silent) and placed with any bags, books, outdoor clothing or other belongings in the designated area which will be pointed out to you by the invigilator.
- 2.10.6 **Do not bring** any valuable items into the examination room. Although you will be able to deposit your belongings in the room where you are taking your examination, this will be in an unsecured area.
- 2.10.7 The University accepts no liability whatsoever for the loss of or damage to the personal property of any student whilst on University premises, so you are advised to leave valuable items at home.
- 2.10.8 The **invigilator may inspect anything** that you have with you **at your desk**.

### 3. At the start of and during the Examination

- 3.1 You must place your Student ID on the corner of the desk for Invigilators to check and record your attendance.
- 3.2 All bags, coats and any valuables should be placed in the designated area, as instructed by the invigilators.
- 3.3 Strict silence must be observed at all times in examination rooms.
- 3.4 During the examination you must not behave in any way which may disturb other candidates. Students causing a disturbance will be asked to leave the room.
- 3.5 You may not read your question paper or start writing until given permission to do so.
- 3.6 Some examinations stipulate a period of 'reading time' in the examination and in some examinations, you will be able to make notes during this time. The invigilator will confirm this with you at the beginning of the examination.
- 3.7 Read the instructions on the examination paper and if you believe that there is an error, 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.
- 3.8 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 ask you to leave the room to alert you to this fact. You will be allowed to return to the examination room and continue with your examination if you wish to do so, however, no additional time will be added at the end of the examination to accommodate for the interruption. The invigilator will draw a line under your work at the time of suspicion and confiscate any items that may be contributing to your academic misconduct. At the end of the examination the matter will be referred to the Conduct and Appeals Unit for further investigation.
- 3.9 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.
- 3.10 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.
- 3.11 **If you need to go to the toilet** during the examination, please raise your hand to alert an invigilator. An invigilator will escort you and will note the time both of you left the examination room and then the time you both returned, and this will be recorded on the invigilators report.
  - 3.11.1 Before entering the toilet, the invigilator will ask you about the contents of your pockets and if you have any items on or about your person. If you have any items that are not permitted in the examination room, you will be asked to hand these to the invigilator who will keep them. You will be allowed to re-enter the examination room if you wish and a line will be drawn under your work, this is so the Module Leader will know that up to that point you had additional items on your person. Following the

examination, the items and your booklet or examination paper will be forwarded to the Conduct and Appeals Unit who will contact you to discuss this further.

#### 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. Examination conditions remain in place whilst outside the room.
- 4.2 Once you are in the room **you may not leave until after the first hour**. If you finish the examination early you must remain quietly in your seat until the first hour has elapsed.
- 4.3 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.
- 4.4 When the invigilator announces the end of the examination you must stop writing immediately.
- 4.5 You should ensure that the front of your answer booklet has been completed and secure any additional sheets to the booklet.
- 4.6 You must remain seated until the invigilators have collected all examination booklets or papers and any spare stationery, have counted the scripts and confirmed that you may leave.
- 4.7 With the exception of toilet breaks (and in the event of an emergency) students will not be permitted to leave the examination room for any other reason and then allowed to return. 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 need to seek the permission of an invigilator before you leave the room. The invigilator will collect your examination booklet and any examination stationery before you leave your desk. Please do not disturb others as you leave. If you wish to make a claim for extenuating circumstances please consult the University guidelines on Extenuating Circumstances for further details. <https://www.wlv.ac.uk/media/departments/academic-standards-and-quality/documents/Guidance-for-Students-circumstance.pdf>)

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