

EXAMINATION RULES

Students are required to demonstrate their learning through a variety of assessment methods, one of them being examinations. The University is committed to ensuring that examination candidates are given the best possible opportunity to perform to the best of their ability in examinations.

The University has in place policies, procedures, rules and regulations to ensure that examinations are conducted rigorously and fairly.

The University determines when examinations take place and students must attend examinations as required. Candidates for University examinations must read - and will be assumed to have read - the following rules which apply to all examinations conducted by the University.

- 1 It is a candidates' responsibility to ensure that they know the correct date, time and location of all their examinations. Candidates should note that some examinations may take place in off-site venues. If candidates find a mistake on their personal timetable, or if something is missing, or if they do not receive a personal timetable, they must contact their School Office immediately.
- 2 By sitting this exam you are declaring that you are fit to take the exam. You will not be able to submit a PMC for standard of performance at a later date. If you are unwell at any point during the exam, please alert one of the invigilators.
- 3 If a candidate wants the University to be aware of a disability, it is his/her responsibility to declare it to the University. Disability and Learner support will inform Timetabling and Examinations, Student Administration and the candidates' School of any candidates who have individual requirements before the examination period.
- 4 During examinations, candidates must obey any instructions given by the invigilators; candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said.
- 5 In the event of a fire alarm or other emergency requiring evacuation of the examination venue, the invigilators will tell candidates to leave all examination materials on the desk, leave the room in an orderly fashion and assemble at the designated point outside. Candidates must not communicate with any other candidate as they will still be under examination conditions.
- 6 Candidates must take their University Identification Card to each examination and place it on their desk. An invigilator will check ID Cards against the attendance list during the examination.
- 7 Candidates must make sure that they take whatever equipment they will need to use with them to each examination as long as these items are permitted in that examination. Spare equipment is not kept in examination venues.
- 8 Unless specific instructions to the contrary are given:
 - a) candidates are allowed to take to an examination desk: pens and pencils, erasers, rulers, geometry equipment (e.g. set square, compass, slide rule etc) and, except when their use is prohibited, electronic calculators cleared of all pre-stored programmes or information, i.e. nothing in the memory; **no spare stationery is provided you must remember to take your own**
 - b) candidates are not allowed to take to an examination desk (even in pockets): books, electronic or magnetic information storage devices, e-books, tablets, mobile phones, smart watches or any other electronic equipment, data tables, notes, paper (including exam timetables), blotting paper, or any other item that could be used to gain advantage. These items must be left in bags or given to the invigilators before the start of the examination; plastic bags will be available for mobile phones; and
 - c) candidates are not allowed to take dictionaries (including electronic dictionaries) to an examination desk unless their use is specifically allowed in the instructions on the examination paper.

- 9 Candidates should only take the minimum amount of belongings into the examination room. The Senior Invigilator will tell candidates where to leave cases/bags/coats etc, usually at the back of the room. Small valuables such as purses, wallets, credit cards etc may be placed on the examination desk. The University cannot be held responsible for the safe-keeping of candidates' belongings during an examination. The temperature in the examination room can be difficult to control. We try and keep the room at a suitable temperature but please dress thoughtfully.
- 10 Candidates will be allowed into the examination room 10-15 minutes before the scheduled start time of the examination (or earlier for larger venues) so that the examination can start on time.
- 11 Candidates will not be allowed to enter an examination room after the examination has been in progress for 40 minutes
- 12 It is the candidates' responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should attract the attention of an invigilator immediately.
- 13 Candidates must clearly identify their work by completing their personal details on each answer book and on every other item of examination stationery used. All items forming part of their work must be attached together securely (with the treasury tags provided) unless instructed otherwise by the invigilator.
- 14 For examinations using anonymous marking (all level 5, level 6 and level 7 examinations), candidates should fold and seal the front page of each answer book as indicated. Candidates should then write their student roll number (as shown on their ID card) onto the front of the answer book.
- 15 All work must be written in the answer books or on other examination stationery provided in the examination room by the University. Students may not take paper to the examination desk for rough work (see 18 below).
- 16 Candidates must write their answers in ink; pencil should only be used for drawing diagrams, sketches or graphs.
- 17 Candidates must write their answers legibly; examiners cannot mark what they cannot read.
- 18 Candidates must not tear out pages or parts of pages of answer books. See 19 below about rough work.
- 19 Rough work and all calculation must be written in the answer books and should be crossed through if it does not form part of the answer to the question being attempted; there is no separate "rough paper". Answers should be numbered clearly to indicate the question to which they refer.
- 20 A candidate must not communicate in any way with another candidate during the examination and must not disturb other candidates including when leaving the room for the toilet or finishing the exam early.
- 21 Candidates must not leave their examination desks during an examination except with the permission of an invigilator. And when doing so leave the venue quietly so as not to disturb other candidates.
- 22 If candidates need the toilet, they must attract the attention of an invigilator by raising a hand without disturbing other candidates. No extra time is allowed for toilet visits unless specifically stated on a Reasonable Adjustment Plan.

Toilet Visit: If you need a toilet break please note you will be escorted by a member of staff of the same gender wherever possible and accompanied to the door of the cloakroom but not inside the cubicle. The invigilator will make a note of the time in your answer book at the current place and on the attendance lists. Please leave the room quietly.

- 23 If candidates require supplementary material (e.g. another answer book or a piece of graph paper) or wish to hand in their scripts or to leave the examination room for a personal reason, they must attract the attention of an invigilator by raising a hand without disturbing other candidates.
- 24 Smoking including the use of e-cigarettes are not permitted in any University building.
- 25 Food and drinks are discouraged in the exam room, and drink cans are prohibited.

- 26 Candidates who need to take medication during an examination should inform the Senior Invigilator before the start of the exam.
- 27 No candidate may leave the examination room during either the first hour or final 15 minutes of an examination. Candidates who wish to leave may do so at other times with an invigilator's consent provided that they hand their completed scripts to an invigilator before leaving. Candidates must leave the venue without disturbing other candidates.
- 28 Candidates who have handed their completed scripts to an invigilator and who have left the examination room will not be re-admitted under any circumstances.
- 29 Candidates must stop work when instructed to do so by the Senior Invigilator.
- 30 At the end of the examination, silence must be observed until the scripts of all candidates in the examination room have been collected by the invigilators. Candidates must not leave their desks until the Senior Invigilator announces that they may do so.
- 31 No candidate may remove answer books or any other item of examination stationery from an examination room whether used or not.
- 32 No candidate may use unfair means in an examination or help or attempt to help any other candidate to use unfair means in an examination.
- 33 Breaking **any** of the Examination Rules may constitute Academic Misconduct.
- 34 **If you miss an examination because of illness or other cause you must notify your School Office immediately.**

ACADEMIC MISCONDUCT (USE OF UNFAIR MEANS) IN AN EXAMINATION

Candidates should be aware that the University takes an extremely serious view of any unfair practice in examinations. The use of unfair means is regarded as a serious offence within the University's Academic Misconduct Procedure and Student Disciplinary Procedure. All reported cases, regardless of intent will be investigated. Students found guilty of this offence will lose academic credits, be suspended or be expelled from the University.

Academic Misconduct in an examination setting includes: plagiarism, a failure to acknowledge the work of others; collusion, working or attempting to work with another student; copying from or communicating with another examination student; falsifying experimental or other investigative results in the context of an examination; taking unauthorised material into an examination.

Candidates are reminded of Examination Rule 8, which strictly prohibits the taking of notes and pre-stored electronic information to an examination desk even if it does not relate to the examination, unless such information is specifically permitted within the instructions of the examination.

Students are advised to familiarise themselves with all examination rules and will be assumed to have done so.

If you do not fully understand something in any of the Examination Rules, or any of the other policies, procedures or regulations, you should contact your School Office, your personal tutor, Timetabling and Examinations in Student Administration 0161 295 0023 Option 4 then Option 3, or the Students' Union Advice Centre 0161 295 3379 who will be able to explain it to you.