SECTION 4

Assessment Regulation 2: Conduct of candidates in examinations and assignments

2.1 The following regulations for candidates apply to all examinations held in the University except where the examiners have specified otherwise. For examinations and other assessments conducted under examination protocols, the University operates a ‘fit to sit’ procedure. A candidate who undertakes an assessment under examination protocols is declaring themselves fit to sit that assessment and a subsequent claim for extenuating circumstances will not be considered.

2.1.1 Candidates will be admitted to an examination room at least ten minutes before the examination is due to start.

2.1.2 Outerwear such as coats, fleeces, anoraks, all bags and similar items must be left in the place designated for this purpose. Apart from writing implements candidates may bring to their examination desks only such instruments, books and other items as have been specified by the examiners. Bi-lingual clean, paper dictionaries only may be used by overseas students whose first language is not English. Electronic dictionaries may not be used. Mobile phones and MP3 players and other electronic devices (except for calculators where these are expressly permitted) must not be brought into the examination room or in-class test, if these are brought into the examination room they must be left in the designated area and switched off. Candidates should have no access to other materials during an examination or in-class test.

2.1.3 A candidate will not normally be allowed to enter an examination room after one third of the time allowed for the examination has elapsed. In the case of unavoidable delay a candidate arriving late should report in the first instance to the invigilator-in-charge.

2.1.4 A candidate must occupy the desk which is allocated to him/her on the seating plan.

2.1.5 Before commencing a written examination candidates must complete and sign and seal the answer book which will have been placed on their desk. Before commencing an electronic examination candidates must sign the working booklets which will have been placed on their desk and type their name and course on the screen.

2.1.6 Candidates are responsible for checking that they have been issued with the correct examination documentation for either a written examination or an electronic examination.

2.1.7 A candidate who wishes to attract the attention of the invigilator should raise his/her hand.

2.1.8 A candidate who wishes to leave the examination room temporarily must be accompanied by an invigilator or by a member of staff.
2.1.9 A candidate may not leave the examination room permanently during the first third of the time allowed for an examination or the last twenty minutes.

2.1.10 Smoking is not allowed at any time in an examination room.

2.1.11 For written examinations, candidates should remain in their seats at the end of an examination session until all the answer books have been collected. For electronic examinations, candidates should remain in their seats until the invigilators have closed all of the electronic examinations and the working booklets have been collected.

2.1.12 A candidate whose conduct is disturbing to other candidates will be warned by the invigilator. Should the conduct persist the candidate will be required to leave the examination room. For written examinations, the answer book will be appropriately endorsed. For electronic examinations the working booklet together with the invigilator’s report sheet should be appropriately endorsed and the examination completed to date should be saved. In both cases, a written report will be sent to the Dean of the School for action under the Disciplinary procedures.

2.1.13 If, during an examination, a candidate is suspected of using unfair conduct he/she will be so informed by the invigilator and have his/her answer book or working booklet together with the invigilator’s report sheet appropriately endorsed. The endorsed answer book or working booklet will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. Additionally, for electronic examinations, the current examination should be stopped and saved, and the electronic examination restarted. In both cases a written report will be sent to the Academic Integrity Officer or deputy.

2.2 If, following an examination, the invigilator or examiner suspects that a candidate has used unfair conduct the answer book or working booklet will be so endorsed and a written report will be sent to the Academic Integrity Officer or deputy. Additionally, for electronic examinations, a printed copy of the completed electronic examination will be sent to the Academic Integrity Officer or deputy.

2.3 In-course assignments (e.g. projects, essays, laboratory exercises) which are to be examined as part of an overall assessment must be carried out in the manner prescribed by course regulations and by the responsible lecturer, in particular

2.3.1 assignments must be carried out under the prescribed conditions;

2.3.2 assignment material must be presented in the required format not later than the date specified in Regulations, or by the lecturer responsible. The submission of work is receipted. In cases of dispute over submission, claims by students to have submitted work will only be considered in cases where the student provides a copy of the receipt to demonstrate submission;

2.3.3 when an assignment is not invigilated, and a student fails to submit work for assessment by the agreed submission date, other than because of the
student’s own proven illness or some other valid cause, the student may be deemed to have failed that assessment;

2.3.4 On submission of an assignment, it is a student’s responsibility to ensure that at least one durable backup copy of material submitted for assessment is retained in a secure location away from the University. Where necessary, photographic evidence of practical work should be retained.

2.4 If there is evidence that assignment material, presented for any form of assessment leading to information which would be taken into consideration by examiners, or members of an Assessment Board, has been arrived at by unfair means then a written report may be sent to the Academic Integrity Officer or deputy.

2.5 The examination methods and procedures may be varied by an Assessment Board where a student, through disability or handicap, is unable to be assessed by the methods approved for the course.

2.6 It is the responsibility of candidates to ensure that personal matters which they might wish to claim had a bearing on their performance are made known in accordance with Section 5 of this Handbook. All evidence must be in English or translated into English and signed by a public authority.

2.7 All assessments must be written legibly. Failure to do so will result in a mark of zero being recorded for the work.

2.8 The following shall apply in cases where a student has engaged the services of a proof reader:

2.8.1 Proof-readers, whether formally paid or not, may legitimately provide guidance and developmental advice on the improvement of spelling, grammar and syntax, and this may be specifically prescribed by a ‘personal learning support plan’;

2.8.2 In using a proof-reader, it is the student’s responsibility to ensure that both s/he and the proof-reader understand the boundaries between the proof-reader indicating errors and the student’s own responsibility for the correction of those errors, and to retain evidence to demonstrate this responsibility has been discharged;

2.8.3 A proof-reader must not make material amendments to any piece of written work. Submission of work in which such amendments have been made would constitute a breach of the academic integrity regulations on the part of the student.

Note: Guidelines on the submission of claims under Assessment Regulation 2.6 are detailed in Section 5 of this Handbook.