SECTION 4

ASSESSMENT REGULATIONS

Students are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students' Union and Students' Union Advice Centre.

Assessment Regulation 1: Arrangements for formal examinations and assignments

Examinations shall be conducted in the following manner except where the regulations of an external body specify otherwise. Students with disabilities and requiring any special or additional needs should notify their year tutor, School office and Student Services (if not already done so) following enrolment. Documentary evidence of their disability and needs must be provided where practicable.

1.1 Responsibility for invigilation is an academic duty. The invigilator-in-charge must be a member of the academic staff of the University. Invigilators other than the invigilator-in-charge may be members of the non-academic staff of the University or other suitable person as approved by the Dean of the School or Registry, responsible for the administration of the examination in accordance with 1.3.

1.2 Invigilators shall be required on the basis of one per fifty candidates with a minimum of two per examination room.

1.3 An invigilator-in-charge will be appointed for each examination to ensure that provisions have been made for the proper conduct of examinations and that the examinations are conducted in accordance with the regulations. Where there are a number of examinations being held simultaneously in a room, the Head of Registry will determine which Dean of School shall nominate the invigilator-in-charge.

1.4 An invigilator shall not be engaged in other work during the period of invigilation.

1.5 It is the responsibility of the module leader or nominee to ensure in advance of the examination period that the examination documentation held by Registry is correct. Except in special circumstances no examination documentation for either a written examination or an electronic examination shall be withdrawn from the Registry before the day of the examination.

1.6 Collection of examination documentation

1.6.1 Written examinations
1.6.1.1 The module leader or nominee should arrange for the collection of papers from the Registry on the day of the examination and should be in the examination room, together with the papers, at least 20 minutes before the written examination is due to start. The papers shall be in a sealed envelope which will be opened in the examination room in time to allow the distribution of the papers before the start of the written examination.

1.6.2 Electronic examinations
1.6.2.1 A technical examination support officer authorised by the Director of Computing and Library Services and the Dean of the School
responsible for the administration of the electronic examination in accordance with 1.3 shall be appointed and shall be available for the duration of each electronic examination.

1.6.2.2 The invigilator-in-charge should pass the electronic examination to the authorised technical examination support officer at least 30 minutes before the electronic examination is due to start and should confirm its successful installation. The invigilator-in-charge should be in the examination room at least 20 minutes before the electronic examination is due to start.

1.7 For written examinations, question papers should be placed on the table face up. Where a number of different examinations are being held in the same room all must be started at the same time and be of the same duration.

1.8 A module leader or subject specialist representing each examination (who may also act as an invigilator) should be identified by the School and available on campus for the duration of the examination.

1.9 Candidates must be seated according to the seating.

1.10 Candidates should be admitted to the examination room at the latest ten minutes before the examination is due to commence.

1.11 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. Unannotated paper versions of general bi-lingual dictionaries only may be used by overseas students whose first language is not English. Subject-specific bi-lingual dictionaries are not permitted. Electronic dictionaries may not be used. Mobile phones and MP3 players and other electronic devices (except for calculators where these are expressly permitted) should 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.

1.12 Candidates should be informed when they are under examination conditions and that all conversation must cease. For written examinations, answer books should then be signed by the candidates. For electronic examinations, candidates should type in their full name and course on the screen and sign the working booklets made available for their rough notes. The examination should then be commenced.

1.13 Candidates should display campus ID cards on the top right hand corner of the desk. Campus cards will be checked by the invigilators against the seating plans so that attendances may be noted. Failure to display a campus ID card will be noted but does not exclude a candidate from an examination. A candidate with no campus ID card will be requested to allow the invigilator to take his/her photograph to be verified with the student record. A candidate whose face is obscured will be asked to confirm evidence of identity for examination purposes and to show his/her campus card to a male/female member of staff, and remove the item obscuring their
face. In the case of female candidates this must take place in an area where this cannot be witnessed by male members of staff or students. Staff have been asked to approach students in a courteous manner taking into account the students cultural preferences and ask that students respond in a similar manner.

1.14 No candidate should normally be allowed to enter an examination after the first third has elapsed. For candidates who arrive within the first third of the examination period and who choose to undertake the examination the standard end time of the examination will apply. The answer book or working booklet together with the invigilator’s report sheet should be appropriately endorsed.

1.15 Invigilators should keep a close watch on candidates during the examinations.

1.16 Where unfair conduct is detected or suspected the invigilator-in-charge should so endorse the candidate’s answer book or working booklet together with the invigilator’s report sheet, attaching a report and informing the Academic Integrity Officer or Deputy as soon as possible after the examination. The endorsed answer book or working booklet should be withdrawn at once and a new one issued. For electronic examinations, the current examination for the candidate should be stopped and saved, and the electronic examination restarted.

1.17 Where a candidate who, after being warned, persists in conduct disturbing others he/she will be asked by the invigilator-in-charge to leave the examination room. The answer book or working booklet together with the invigilator’s report sheet should be so endorsed and an immediate report be sent to the Dean of the School for action under the Disciplinary procedures. For electronic examinations, the examination completed to date should be saved.

1.18 Candidates wishing to leave the examination temporarily for personal reasons may do so under escort. The escort may be either an invigilator or a member of staff summoned for the purpose.

1.19 Except in an emergency a candidate should not be allowed to leave the examination room permanently during the first third or the last twenty minutes of an examination session. In the event of an emergency, candidates should leave the room as instructed by the invigilators and should not enter into conversation with other examination candidates. Candidates should be advised of the time when twenty minutes of the examination remains.

1.20 Closure of an examination.

1.20.1 For written examinations, at the close of the examination the necessary papers should be collected from candidates and no conversation between candidates should occur until all answer books are in the invigilators’ hands.

1.20.2 For electronic examinations, the candidates should be instructed not to touch the keyboard or mouse and no conversation between candidates should occur until the invigilators have closed all of the electronic examinations and all working booklets are in the invigilators’ hands.

1.21 Submission of examination documentation to internal examiners
1.21.1 For written examinations, the invigilator-in-charge should then arrange for the answer books to be conveyed securely either to the appropriate internal examiners in the case of a University examination or to the Head of Registry in the case of an external examination.

1.21.2 For electronic examinations, the invigilator-in-charge should collect a copy of the disc of the electronic examination answers from the authorised technical examination support officer and convey this disc and the working booklets securely to the appropriate internal examiners. The authorised technical examination support officer should submit a second copy of this disc to the Examinations office in Registry and keep a third copy of the disc in the fire safe in Computing and Library Services.