



PROCEDURES FOR FORMAL EXAMINATIONS

Contents

1. How examinations are conducted	3
2. Expectations of invigilators in examinations	6
3. How examination papers are prepared	7
4. Expectations of students in examinations.....	12
5. Procedures for using dictionaries in examinations.....	13
6. Location of examinations	15
7. Security and Data Protection in relation to examinations	15
8. General Principles for Special Arrangements and Temporary Examination Adjustments.....	18
9. Details of Special Arrangements available	23
10. Procedures for dealing with disruption in examinations	27
11. Procedures relating to cheating in written examinations.....	27
12. Actions in the event of an emergency requiring the evacuation of an examination room	28
Appendix 1	30

1. How examinations are conducted

Application of the procedures on the organisation of examinations

- 1.1 Where a time-constrained assessment is organised on behalf of Registry Services, relevant Registry Services procedures will apply.
- 1.2 Where any time-constrained assessment is managed wholly by a School (or Partner Institution) (i.e. does not fall within the remit of examinations that are supported by Registry Services, including 'class tests'), the Head of School (or equivalent, in Partner Institutions) must nominate an individual to be responsible for the conduct and operation of these examinations. This is normally delegated to a Course Director or Academic Link Tutor, but it can be a module lead, other tutor or a senior administrator. For these purposes, the nominated individual will be the Examinations Officer.
- 1.3 This guidance applies to all written examinations or time constrained assessments that are organised by either Registry Services, a School or a Partner Institution.

The oversight of time-constrained assessments and examinations

- 1.4 It is the responsibility of the Examinations Officer managing the examination to ensure that:
 - (i) a list of candidates for each examination is produced, and available for inspection by the School(s) concerned;
 - (ii) an examination package is prepared consisting of the essential materials for the examination, including questions papers, any supplementary materials, sufficient examination stationery (which, for School/Partner run examinations, may be purchased in advance¹ from Registry Services), and the list of candidates as an attendance sheet;
 - (iii) the examination package is kept secure at all times;
 - (iv) the examination package is taken securely to the examination room, together with any other materials required for the examination;
 - (v) seating is arranged to minimise disturbances caused by candidates entering or leaving the examination room;
 - (vi) individual place labels are set out at each candidate's desk;
 - (vii) question papers are distributed upon desks and that there is sufficient approved stationery for the examination;
 - (viii) Special Arrangements for approved candidates are fully in place;
 - (ix) a working clock is in the room that will be visible to all candidates.

Starting the examination

- 1.5 The Examinations Officer will take all reasonable steps to ensure that:
 - (i) candidates are permitted to enter into the examination room in time for them to locate their seats prior to the start of the examination;
 - (ii) candidates take into the examination room only those articles and materials that are expressly permitted. Candidates may refer to English/native tongue dictionaries only

¹ The request should be made no less than 2 weeks prior to the date of the assessment.

with the prior agreement of the Director of Registry Services. Candidates may take a soft drink into the examination room;

- (iii) any unauthorised items are placed out of reach of the candidates before the examination commences.

1.6 Normally, no-one shall be permitted into the examination room, except:

- (i) Registry Services staff, the Examination Officer and/or School Administrators;
- (ii) members of the Schools responsible for the setting of the examination papers who are required to be present at the start of the examination;
- (iii) the designated Invigilators for the examination;
- (iv) candidates who are officially registered on the courses of study and who are eligible to take the examination, time constrained assessment or class test.

1.7 Before candidates are permitted to start work, the Examination Officer must:

- (i) inform candidates that the examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected and the candidates dismissed;
- (ii) inform candidates that they will not be permitted to start their examination until formally instructed to do so by the member of staff managing the examination;
- (iii) ensure that candidates are seated in accordance with any prescribed seating arrangements;
- (iv) check that candidates have all the necessary materials to enable them to complete the examination;
- (v) ensure that any dictionaries are those that are approved for all candidates, or for particular candidates, and that these do not contain any material likely to result in cheating;
- (vi) be satisfied before the commencement of each examination that proper provision has been made for its conduct;
- (vii) instruct candidates that mobile phones must be switched off, and must remain so for the duration of the examination. Audio listening devices and video players are only permitted when specified as examination equipment;
- (viii) draw the candidates' attention to the instructions printed on the front of the question paper;
- (ix) bring to the attention of candidates the details of any error notices;
- (x) instruct the candidates to enter a candidate number, module code, and other details as required on their script (or answer booklet), particularly ensuring that their name is not entered as anonymity is a requirement;
- (xi) advise candidates that unless instructions are given to the contrary on the question paper, all work, including rough work, must be done on the examination stationery provided, and that other stationery is not permitted;
- (xii) advise candidates of the clock by which the timing of the examination will be determined;

- (xiii) remind candidates that, whilst they are in the examination room, they are forbidden to communicate in any way with, or seek assistance from or give assistance to, another candidate; if candidates require assistance, they should raise their hand to attract the attention of one of the invigilators, but remain in their seat;
- (xiv) remind candidates that they are not permitted to leave during the first or last hour of the examination;
- (xv) ask candidates to turn over the paper to peruse the questions and to raise their hands in the event of a query. Candidates are not permitted to write on the script during this period;
- (xvi) ask that candidates check they have been given the correct examination paper for the module under examination;
- (xvii) remind candidates they should cross through any rough work;
- (xviii) announce clearly to candidates when they may begin to write their answers;

During the course of the examination

- 1.8 After the start of the examination, the Examination Officer should record candidates present and absentees on the candidate list. The Senior Invigilator will record any subsequent late arrivals on the same list.
- 1.9 Candidates must display their University Student Smartcard (or other valid photographic identification) on their desk throughout their examination. The Examination Officer or the Senior Invigilator will make a check on identification during each examination. If a candidate fails to produce identification for inspection, the Examination Officer will make checks using the Student Records System to confirm the student's identity.
- 1.10 In cases where the identity of a candidate cannot be confirmed the student will be permitted to continue the examination, but the matter will be recorded through an incident report. The student will be asked to provide evidence of their ID at a later point (details of how and when to provide this will be confirmed to the student at the time). If it is not possible to subsequently confirm the student's ID, the Director of Registry Services may determine the attempt is void and may recommend that action be taken under the University's Academic Misconduct Procedure.

Actions in the event of a mistake in an examination paper

- 1.11 Candidates may query the wording of an examination paper by asking the Examination Officer or Invigilators to check the wording with the relevant examiners. However, candidates may not seek advice or help from an Invigilator, the Examination Officer or any other member of the administrative staff concerning any other aspect of a paper.
- 1.12 Where a potential mistake regarding the paper is identified during an examination:
 - (i) expert advice will be sought from the appropriate academic School;
 - (ii) no information will be given to candidates about suspected errors on the question paper unless the School concerned gives notice that there has been an error on the paper;
 - (iii) all candidates, including those who may be taking the examination in a separate room, will be informed of the amendment;

- (iv) a record must be made on the Invigilation Sheet of the error notice / amendment given, which the member of the School concerned signs. A copy of such notice is to be forwarded to the Course Director for reporting to the Board of Examiners, together with an assessment of the impact on the candidates.

1.13 It is the responsibility of any School whose examiners have set an examination paper, or any question in an examination paper, to ensure that expert advice is available during the course of any such examination to deal with queries arising from those examination papers. A School Representative will provide, for the Senior Invigilator, contact details (such as a telephone number) on which they will be available for the duration of the examination.

Collection of scripts at the end of an examination

1.14 At the end of the examination the Examination Officer will:

- (i) instruct candidates to remain seated until all the scripts are collected;
- (ii) remind candidates to write their Candidate ID on the front cover of each piece of examination stationery used, as appropriate;
- (iii) collect all scripts while candidates who are present at the end of the examination remain seated;
- (iv) check the total number of scripts collected matches the number of attending candidates stated on the attendance list;
- (v) allow candidates to leave the examination room;
- (vi) release the scripts to the School representative who has been authorised by the Course Director to collect the scripts, or ensure that they are stored securely;
- (vii) ensure that all discarded examination materials are disposed of securely.

1.15 It is the responsibility of each candidate remaining at the end of an examination to ensure that:

- (i) all scripts and any other answer materials are marked with their Candidate ID;
- (ii) staff managing the examination have collected the scripts, and any other answer materials, before they leave the examination room.

2. Expectations of invigilators in examinations

Appointment of Invigilators

2.1 Registry Services (or the Head of School (or their nominee), for local examinations), shall:

- (i) appoint and train suitable persons as Invigilators;
- (ii) appoint a Senior Invigilator for each examination room, who is responsible for the overall conduct of the examination during the examination session).

Responsibilities of staff invigilating examinations

2.2 All Invigilators must be present in the Examination Room well before the commencement of the examination, must remain there for the entire period of the examination, until all candidates have departed and the Examination Officer has concluded all steps required at the end of an examination. They should only be absent from the Examination Room in

pursuit of their invigilation duties or for another urgent cause, and provided there is sufficient cover in the Examination Room for the period of their absence.

- 2.3 Invigilators are responsible for ensuring that all the rules of the examination, and examination conditions are observed. Any breach of Examination Regulations or Procedures may constitute Academic Misconduct and could result in action being taken under the Academic Misconduct Procedure.
- 2.4 Invigilators shall have the power to:
 - (i) remove, or cause to be removed, any candidate from the examination room for good cause;
 - (ii) curtail activities in the environs of the examination room that they consider detrimental to the performance of candidates.
- 2.5 Invigilators should advise a candidate leaving an examination because of illness of the Exceptional Circumstances Impaired Performance process.
- 2.6 The member of staff acting as the Senior Invigilator is responsible for the overall conduct of the examination, and in particular for:
 - (i) handling cases where candidates' conduct is causing a disturbance;
 - (ii) handling cases where candidates are suspected of cheating;
 - (iii) ensuring incident reports are completed by relevant staff and candidates (during or immediately after the examination), as required.
- 2.7 At the end of the examination, the Senior Invigilator completes the Invigilation Sheet with details of any absences and any additional comments. The report is signed by all invigilators, and is retained by Registry Services (or, for local examinations, retained by the appropriate School).

3. How examination papers are prepared

- 3.1 Staff must familiarise themselves with the requirements for examination paper formatting, front page layout and rubrics set out in Appendix 1 of this document (the Appendix also includes example templates staff should use in preparing paper front pages).
- 3.2 If any errors are found in an examination paper after it has been printed, the School concerned is responsible for the reprinting costs.

Responsibilities of the main examiner for the preparation of examination papers

- 3.3 The person who has overall responsibility for setting and preparing each examination paper will be referred to here as the Main Examiner. The Main Examiner will be expected to liaise with their co-examiner(s) to ensure each stage is completed.
- 3.4 The Main Examiner must confirm the paper has been checked before submission to the External Examiner. This check must also ensure that each examination paper complies with the procedures set out in the Appendix of this document.
- 3.5 Once the paper has been commented upon by the External Examiner, the Main Examiner is required to write a short response to the comments of the External Examiners, clearly identifying where any recommended changes have not been carried out, with a brief rationale for their decisions.

- 3.6 The Main Examiner must confirm that the paper has been checked before the Course Director can provide the final copy to Registry Services.

Responsibilities of the Course Director

- 3.7 The Course Director is responsible for:
- (i) identifying the Main Examiner;
 - (ii) ensuring that processes are in place for appropriately formatting the paper, ready for printing, and that each complies with the guidance in the Appendix of this document;
 - (iii) ensuring that in preparing examination papers, where appropriate, a specific (additional) copy of the paper is created which reflects the Special Arrangements for any candidate's Learning Support Plan, as appropriate;
 - (iv) ensuring that each examination paper is thoroughly checked by at least two internal examiners (e.g. main examiner and another internal examiner involved in setting and/or marking the paper) before being sent to the External Examiner(s);
 - (v) submitting the paper for external checking by the External Examiner;
 - (vi) ensuring that the internal examiners update their examination papers in response to the comments of the External Examiners(s), and write a short response to the comments of the External Examiners (including their rationale for not making any recommended changes). The Course Director is responsible for co-ordinating these responses and sending them to the External Examiner(s);
 - (vii) ensuring that the examination papers are, again, thoroughly checked after any changes are made in response to the External Examiners' comments;
 - (viii) ensuring that sufficient number of papers for each examination are prepared, at the same time as the main examination paper, to account for any deferral or reassessment attempts which may be required for that examination (i.e. a minimum of three different papers, per academic year, for each examination). Each instance of the examination must use a new examination paper.
- 3.8 Where the examination is managed by Registry Services, the Course Director is responsible for securely providing examination papers to Registry Services, in line with the following guidance:
- (i) examination papers should not be sent by e-mail or via the internal post; they must be provided in line with the process set out by Registry Services;
 - (ii) clean, clear originals (not photocopies) must be provided by the deadline date;
 - (iii) where a hardcopy is provided, the pages of the examination papers must not be stapled together;
 - (iv) all ancillary material (such as case studies) must also be provided at the same time as the Examination Paper to which the material relates.
- 3.9 Where the examination is managed by Registry Services, they will provide faculties with deadlines by which examination papers must be provided, in advance of the relevant examination period.
- 3.10 If an examination paper is provided in a form which is not usable (e.g. with obvious errors, missing pages/information) Registry Services will notify the Course Director, with an error

report that is copied to the relevant Head of School. In extreme cases, the examination may be cancelled or postponed by the Director of Registry Services.

- 3.11 It is not necessary to provide Registry Services with a copy of the paper if the examination is being wholly administered and invigilated by the School/Partner.

Publication of rubrics

- 3.12 It is good practice to ensure that all candidates are given access to the front page of the examination, including the rubric and other instructions (as detailed in Appendix 1), in advance of the examination. Normally this can be done by providing access to past papers but care must be taken in the cases where the rubric has changed.
- 3.13 When the rubric has altered or the examination paper is being presented for the first time, the release of the front page must be delayed until the final version of the examination paper has been approved.

Provision of additional resources for examination papers

- 3.14 The term 'Case Study' is used in this section to cover all substantial additions to the examination paper that cannot readily be typed and attached to the examination paper as an appendix. Formatting requirements for case studies are sent out in Appendix 1.
- 3.15 Schools are responsible for providing copies of such material in ample time for printing and, when appropriate, issuing the advance copies of this material to the students.
- 3.16 Where candidates are permitted to bring resources into the Examination Room, the Course Director will ensure that the relevant instructions are contained within the rubric of the question paper that is forwarded to Registry Services (or the relevant School / Partner Examinations Officer).

Materials made available in advance of an examination

- 3.17 Where a case study, a whole question paper, or a part of a question paper, is issued to students in advance:
- (i) If students are not allowed to use this material in the examination room, they must be given clear instructions to this effect on the front page of the Examination Paper.
 - (ii) If students are allowed to use this material in the examination room and are permitted to annotate this material, there will be no check during the examination on the annotations, unless the School specifies to candidates the nature of the annotation and arranges for a check to be made.
 - (iii) If students are allowed to use this material in the examination room but are not permitted to annotate this material, then the advance copy will not be allowed into the examination room. In this case:
 - a. where providing in hardcopy, the School must arrange for the advance copy to be printed on coloured paper, preferably a colour such as green that is difficult to photocopy;
 - b. any student found to have brought into the examination room a coloured copy may be subject to proceedings under the Academic Misconduct Procedure;
 - c. the advance copies must be prominently marked: "This copy may not be taken into the examination; students found in possession of it in the examination may be suspected of cheating";

- d. a fresh copy, on white paper, will be issued to every student in the examination room.
- 3.18 When material is issued in advance, the rubric of the main paper must include one of the following statements.
 - (i) "Case Study on X: a fresh copy is attached. The copy issued in advance must not be used in the examination; possession of the advance copy during the examination may make you liable to an allegation of cheating. If you have a copy with you, please give it to the invigilator immediately."
 - or
 - (ii) "Case Study on X: you may use the copy of the case study issued to you in advance".
- 3.19 Schools can provide online access to such materials, provided it is clear to students how to get a paper copy from the School if they wish. If the material is not allowed in the examination room, then this copy must not be printable as this would contravene the "coloured paper" convention outlined above.
- 3.20 The School is responsible for:
 - (i) printing and issuing the advance copies of this material, including the cost of printing;
 - (ii) ensuring that all students concerned know about the issue dates, times and locations where the document(s) can be collected/located;
 - (iii) advising students that failure to collect/access the advance copy will not be treated as an exceptional circumstance;
 - (iv) ensuring that a detailed record is kept of those students who have collected the relevant materials, preferably by getting students to sign for them;
 - (v) ensuring that spare copies are available in the examination room;
 - (vi) ensuring that the advance copies are annotated as described above.

Copyright material in examinations

- 3.21 The Copyright, Designs and Patents Act (CDPA) 1988 permits the reproduction of quotations or extracts from copyright works for examination purposes. However, if past examination papers are made available in the Library or online, normal copyright rules must be observed.

Copying for examination purposes

- 3.22 The CDPA states that "Copyright is not infringed by anything done for the purposes of an examination, by way of setting the questions, communicating the questions to the candidates or answering the questions". The one exception to this is the making of a reprographic copy of a musical work for performance by a candidate. This means that extracts or quotations from copyright works may be copied for inclusion in examination papers without prior permission. However, copies made under this provision may not subsequently be used for any other purpose without permission.

Past papers in the library

- 3.23 Past examination papers added to library stock are not considered to be 'for examination purposes', so normal copyright rules apply to any extracts included in them. The University

may have special agreements in place for the use of some copyright works but, in general, permission must be sought from the copyright holder.

Past papers on the web

- 3.24 Schools wishing to put past papers on the web which contain extracts from copyright material should contact the Copyright Unit, who will request permission from the copyright holder.
- 3.25 An alternative approach, which avoids the necessity of obtaining permission, is to remove the extract from the paper and replace it by a reference directing readers to the original work.

General Copyright advice

- 3.26 Short extracts incorporated into individual questions should not normally need copyright clearance.
- 3.27 For extensive use of copyright material the School should contact the copyright holder and ask for permission.
- 3.28 Permission will normally be granted, especially for materials that are out of print, but a licence fee may be charged, which the School must meet. If the copyright is breached, all those involved could be liable, and fines for breaching copyright can be punitive.
- 3.29 Copyright protection extends not only to the contents of the document copied but also to the layout. Pictures reproduced in any texts may well have a different copyright owner from the text itself, particularly in newspapers and periodicals.
- 3.30 It is very important to note that copyright is not limited to the contents of books, but also includes charts, diagrams, statistical tables and other types of artifacts.
- 3.31 Music scores are rarely permitted to be copied; their copyright tends to be much more stringently applied than that of texts. Supplementary materials such as these must never be copied without permission from the copyright holder, even if out of print.
- 3.32 Use of proprietary names or registered trademarks in questions or attachments should normally be avoided, and clearance sought if it is necessary to use them.
- 3.33 For information, advice and assistance contact the Library.

Examination resources

- 3.34 Where a Board of Examiners permits candidates to bring into the examination additional resources, candidates must be informed in writing, at least four weeks before the commencement of the examination period, that:
 - (i) the responsibility for bringing any materials stipulated as required for the examination is theirs; *and*
 - (ii) possession of unauthorised material or resources in the examination, whether for intended use or not, may cause them to be subject to proceedings under the Academic Misconduct Procedure.
- 3.35 In examinations where additional resources are not stipulated in the rubric, the possession of such a resource will cause the candidate to be subject to proceedings under the Academic Misconduct Procedure.

4. Expectations of students in examinations

General expectations of candidates in relation to examinations²

- 4.1 Attendance at all examinations and assessments associated with the approved course of study is required, and any candidate who fails to be present for such an examination at the time and place published by Registry Services, the School or Partner Institution (except when prevented from doing so by illness or other sufficient cause) will be deemed to have failed that examination.
- 4.2 All candidates are required to undertake examinations at the location appointed by Registry Services or, for examinations wholly managed locally, by the School or Partner Institution.
- 4.3 Only a candidate who is registered on a course of study at the University (or its Partner) and is eligible to do so, may enter the examination room for that course.

Responsibilities of candidates for attendance at examinations

- 4.4 It is the responsibility of the candidate to be aware of the details of the examination timetable, and to ascertain the correct time and place of each examination for which they are a candidate.
- 4.5 Failure by a candidate to attend an examination, at the published time and place (unless an approved deferral³ has been/is granted) will be deemed to have failed the examination and will receive no marks for that examination. Misreading of the examination timetable will not be regarded as reasonable cause for missing an examination.
- 4.6 It is the responsibility of candidates to take their University Student Smartcard or other form of photo identification to each examination.
- 4.7 Candidates unable to take examinations on particular days during a published examination period owing to religious commitments should contact Registry Services in writing at the start of the academic year. Although the University is sympathetic to the religious commitments of candidates, it may not always be possible to accommodate all individual requirements.

Responsibilities of candidates in the examination room

- 4.8 Candidates will sit at the desk identified by their name. A candidate shall not leave their seat without the permission of an Invigilator.
- 4.9 Candidates who are late for an examination may enter after the examination has begun, but will not be allowed additional time at the end of the examination.
- 4.10 Candidates will observe silence within the examination room from the time that they enter the room. A candidate who causes a disturbance may be required to leave the examination room.
- 4.11 Candidates will ensure all coats, bags and other personal objects are deposited where directed, well away from the candidates' seating area (usually at the rear of the room).
- 4.12 Candidates may not behave in a way that is distracting to other candidates.

² Students are made aware of their responsibilities in relation to examinations [here](#).

³ Approved through an Exceptional Circumstance request, Temporary Learning Agreement or Learning Support Plan.

- 4.13 Candidates must ensure that any non-essential⁴ electronic devices are switched off for the duration of the examination.
- 4.14 Candidates may only take additional resources to their desk when the Course Director has previously notified the candidates that such material may be used, and it is stated in the rubric of the question paper.
- 4.15 Candidates who bring in equipment that is likely to create a disturbance may be required to leave the examination room.
- 4.16 Candidates may not leave the examination during the first hour and the last hour of an examination. Candidates may leave the examination at other times, provided they have the permission of an Invigilator. At the end of an examination, candidates may not leave the examination room until an Invigilator (or the Examination Officer) gives permission. Any candidate that leaves the room must ensure their written work is left on the desk, for collection at the end of the examination.
- 4.17 Candidates may not leave and return to the examination room during an examination, unless supervised by an Invigilator while absent. In exceptional cases, a suitable person (deputed by the Senior Invigilator) other than an Invigilator may accompany a candidate. A candidate who is absent from the examination room for part of an examination will not be permitted to continue beyond the time appointed for the end of the examination.
- 4.18 Candidates who wish to leave an examination room must do so quietly, and with the minimum of disturbance both inside and immediately outside the examination room.
- 4.19 Candidates present at the end of an examination must remain in their places until all written work has been collected.
- 4.20 Candidates must not remove the examination question paper, examination stationery or any other examination materials from the examination room.

5. Procedures for using dictionaries in examinations

Use of dictionaries for individual candidates

- 5.1 The use of a dictionary (English, foreign language or bilingual) may be considered appropriate in relation to a student's medical or learning condition. It must be approved as a Special Arrangement in the student's Learning Support Plan, in advance of the examination, and the edition approved must not contain any technical data of potential use to the student. This approval must be agreed by Student Wellbeing Services, in consultation with Registry Services.
- 5.2 Candidates whose first language is not English may apply to use a basic hardcopy translation dictionary (which does not contain a thesaurus) during an examination. Each application will be considered by the Director of Registry Services (or their nominee) individually, on its merits. Students will not be permitted to use an electronic dictionary of any form.
- 5.3 Unless 5.1 applies, it is the responsibility of the candidate to make a written application to the Director of Registry Services to request use of a translation dictionary, no later than seven working days in advance of the relevant examination.

⁴ Essential devices would include those which provide health monitoring assistance, e.g. glucose monitoring.

- 5.4 When a candidate is given permission to use a dictionary in an examination, Registry Services will issue a certificate for the student to bring to the examination room detailing the kind of dictionary that is permitted. A list of the candidates permitted dictionaries will be made available at the start of the examination.
- 5.5 The candidate is responsible for the provision of the translation dictionary. Dictionaries must be the candidate's own property. Normally, only one dictionary may be used, although more than one volume of the same dictionary could be allowed.
- 5.6 For any foreign language courses, no special dictionary arrangements are available for non-native speakers of English, as this could give an unfair advantage over other candidates (e.g. a French native speaker studying French may not be given preferential treatment over native English speakers by having access to a dictionary).
- 5.7 The candidate is not permitted to use a dictionary that contains extensive definitions, formulae tables or diagrams.
- 5.8 The dictionary shall be subject to inspection by the Examinations Officer and/or invigilators at any time during the course of the examination. Normally, such inspection takes place before the start of the examination. The dictionaries will be checked for annotations and concealed notes that may be used for cheating.

Use of dictionaries for all candidates

- 5.9 A Board of Examiners may decide that all candidates for an examination may use dictionaries. If this is the case, the nature of the permitted dictionary will be clearly specified in the rubric for the examination. Where the use of dictionaries is not clearly specified, dictionaries will not be permitted in the examination except where agreement has been given to an individual (as per 5.1-8).
- 5.10 Where a dictionary is permitted for all candidates, this would apply to native and non-native speakers of English alike.
- 5.11 Where dictionaries are permitted for all candidates, they shall be subject to inspection by the Examinations Officer and/or Invigilators at any time during the course of the examination. Normally, such inspection takes place before the start of the examination. The dictionaries will be checked for annotations and concealed notes that may be used for cheating.

Treatment of candidates found using unapproved dictionaries

- 5.12 An incident report will be created and the candidates will be subject to the Academic Misconduct Procedure in the following circumstances:
- (i) a candidate is found to be using a dictionary in an examination where dictionaries are not permitted by the examination rubric, and where special permission has not been granted by the Director of Registry Services to the candidate for the use of a dictionary;
 - (ii) a candidate is found to be using a dictionary other than that permitted by the rules of the examination or an individual agreement by the Director of Registry Services;
 - (iii) where use of a dictionary is permitted (for all or an individual), a candidate is found to be using an unapproved dictionary type, a dictionary containing annotations and/or concealed notes that may be used for cheating.

- 5.13 In all circumstances covered by 5.12, the dictionary will be retained by the invigilator and provided to the Examination Officer, alongside the incident report.

6. Location of examinations

- 6.1 Examinations taken at more than one location must be held concurrently.
- 6.2 Exceptionally, the Director of Registry Services may set this requirement aside to enable a student to undertake an examination at a separate location, where:
- (i) extended invigilation procedures are put in place; *and*
 - (ii) a student is required, for academic reasons associated with the course, to be in residence outside the University at the time of the examination; *or*
 - (iii) there are exceptional reasons, supported by appropriate evidence; in such instances, any additional cost involved in arranging/running the examinations will normally be borne by the student.
- 6.3 All University examinations must be appropriately invigilated, as determined by the Director of Registry Services.

General Requirements relating to examination locations

- 6.4 Candidates should be provided with appropriate conditions in which to take the examination.
- 6.5 A clock must be visible to each candidate in the examination room.
- 6.6 Due attention is to be paid to such matters as heating, lighting, ventilation and the level of noise. Where relevant, the accessibility of the location must also be taken into consideration.
- 6.7 Examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.
- 6.8 The room must be suitable for the prevention of academic misconduct; in particular, seating arrangements must prevent candidates from overlooking work of others, intentionally or otherwise.
- 6.9 For written examinations, wherever possible:
- (i) all candidates should face the same direction;
 - (ii) each candidate should have a separate desk or table of sufficient size to accommodate the question paper and answer booklet;
 - (iii) if candidates are not working at individual desks, they must be sat sufficiently apart so their work cannot be seen by, and contact cannot be made with, other candidates;
 - (iv) no display material that might be helpful to candidates should be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference material during the examination.

7. Security and Data Protection in relation to examinations

- 7.1 All electronic and paper copies of examination materials must be kept securely stored at all times.

- 7.2 Any breaches in security will require a new paper to be set.
- 7.3 In the administration of examinations, the University will process personal data relating to examinations in line with the principles set out in the UK GDPR and Data Protection Act 2018.
- 7.4 All assessed work including all examinations, attendance records and feedback must be kept and disposed of in line with the [Retention Schedule](#) and Student Privacy Notice.
- 7.5 Examination scripts will not normally be returned to candidates. Examination Scripts and Question papers are to be retained by the Faculty, in line with the Retention Schedule and Student Privacy Notice.
- 7.6 The administration of examinations is a legitimate purpose for data processing by the University. However, all Schools involved in the examination process should take care regarding the security and public availability of data, particularly sensitive data.
- 7.7 All personal data produced and processed for the purpose of examinations and assessments may be obtained by a data subject via a subject access request. However, the UK Data Protection Act and GDPR 2018 has an exemption clause from data subject right of access regarding exam scripts.
- (i) This means that a student could make a Subject Access Request (SAR) to the Data Protection Officer for their personal data relating to the examination process.
 - (ii) Examination scripts are expressly exempted from the data subject right of access. This means that the University is under no obligation to permit candidates to have access to either original scripts or copies of the scripts.
 - (iii) Comments on the examination script are not exempt from the right of access by the student.
 - (iv) A subject request for disclosure of information (a SAR) may be made even if only an examination number identifies the candidate. The same principles apply.
 - (v) Where examiners' comments have been made directly onto scripts the actual 'annotated' script is exempt in the event of a SAR. However, all comments must be reproduced onto a separate form, which is available to the student.
 - (vi) In the event that comments are made directly on the script, and any other assessed work that is not returned to students, the internal examiners must ensure that comments are capable of being produced in a meaningful form in the event of a SAR.
 - (vii) If a student makes a Subject Access Request for their personal information regarding the marking of a script prior to results being announced, special rules apply to how long the University has to comply with the request. The information will be provided to the student within either five months of receiving the request, or 40 days of announcing the examination results if this is earlier.

Responsibilities of staff regarding security in examination preparation

- 7.8 All staff engaged in the preparation of examination papers, should understand that the 'Examination Paper' is taken to mean the actual paper and all associated material, including marking schemes and any associated electronic file(s).

- 7.9 It is vital for all staff engaged in the preparation of examination papers to appreciate the importance of security in relation to the preparation of examination papers. Any security failures such as lost drafts or missing memory sticks will require a new paper to be set.
- 7.10 Examination papers must not be prepared in open access environments or offices to which students have ready access. If students do have access, the office should be closed to students when examination papers or supplementary materials are being prepared.
- 7.11 When working on an examination paper staff must close and save the associated file if they have to leave their office or place of work.
- 7.12 Careful attention must be given to the security of the associated files, with password controlled read access and/or encryption being the norm.
- 7.13 Examination papers must be provided to Registry Services using the relevant SharePoint.
- 7.14 Examination papers must not be sent to Registry Service, other internal examiners or administrators through the internal post or by email.
- 7.15 Examination papers must not be sent to external examiners by email unless the files are encrypted.
- 7.16 Examination papers must be posted to external examiners using secure mail (e.g. recorded delivery). Normal mail should not be used.

Responsibilities of examiners regarding data protection in marking examinations

- 7.17 Examiners should assume that any comment they write, whether it is on a computer file or on paper may be made available to a candidate. This means that examiner's comments must be capable of being read independent of the script. If a student would not be able to read the comments independent of the script, sufficient of the script will need to be reproduced to enable the examiner's comments to be put into context.
- 7.18 It is recommended that where possible comments should be made on attached sheets, not directly on examination scripts. Where comments are handwritten and potentially illegible, a word-processed copy will need to be provided by the School marking the paper in the event of a SAR.
- 7.19 Internal examiners' comments on examination scripts, and any other assessed work, should be both intelligible and appropriate.
- 7.20 The comments should be capable of being understood independent of the script itself.
- 7.21 The comments should be factually correct.
- 7.22 Where professional and academic judgement is being expressed, it should be evidence of reflection on the response of the candidate.
- 7.23 All comments should be phrased in a professional manner.
- 7.24 No comments should be made that the examiner would not be prepared to make to the candidate in person.
- 7.25 Internal examiners may wish to consider making their comments on a separate sheet, which would allow ease of access.

- 7.26 Care should be taken when making comments on the scripts themselves that they could be reproduced in a form intelligible to the candidates. For instance, in the event of a subject request, a portion of the candidate's examination answer may need to be reproduced.
- 7.27 External Examiners should conform to the same principles as internal examiners in making their comments.

Responsibilities of Course Directors regarding data protection in marking examinations

- 7.28 Course Directors should advise External Examiners that comments made on individual candidates in a written form, which are in the possession or control of the University, might need to be released in the event of a subject access request. This includes:
- (i) External Examiner comments made on individual candidates that are recorded in the minutes of a Board of Examiners;
 - (ii) External Examiner comments made on the script of an individual candidate;
 - (iii) External Examiner comments made on individual candidates in the report submitted to the University;
 - (iv) External Examiner comments on individual candidates submitted to the Course Director for the purposes of feedback.

8. General Principles for Special Arrangements and Temporary Examination Adjustments

Temporary Examination Arrangements (not related to Disability)

- 8.1 Registry Services may, in an emergency, agree to apply a Temporary Examination Arrangement (for one or more specified examinations) for a student with an injury or condition which does not fall under the Equality Act 2010, to enable them to take the scheduled examination.
- (i) Temporary Examination Arrangement cannot be agreed through an Exceptional Circumstance, Temporary Learning Agreement or LSP.
- 8.2 The timeframe for which an agreed Temporary Examination Arrangement will be in place will be specified at the point of agreement, as it cannot be a permanent or long-term arrangement.
- 8.3 Where a student with an agreed Temporary Examination Arrangement subsequently has a LSP agreed, appropriate Special Arrangements will replace any previously agreed Temporary Examination Arrangement.
- 8.4 Requests for Temporary Examination Arrangements must be made to Registry Services by the student, using the required process and supported by appropriate evidence, no later than two weeks in advance of the affected examination.
- (i) Requests which are not supported by appropriate evidence will not be accepted (uncorroborated statements from friends, relatives or other third parties cannot be accepted as the sole form of evidence).

(ii) Requests made less than two weeks prior to an examination may be considered, where appropriate. If agreed, all reasonable (and appropriate) steps will be taken to support the student⁵, however short notice may limit the arrangements which can be provided.

- 8.5 An appropriate record of all agreed Temporary Examination Arrangements is to be kept by Registry Services, and (where appropriate) relevant Faculty and/or Student Wellbeing Services staff will be informed of the agreed temporary arrangements.

Special Arrangements

- 8.6 Special Arrangements may be permitted (as reasonable adjustments) where agreed as part of a Learning Support Plan (LSP) developed to support a student who has disclosed to the University a condition which falls under the Equality Act 2010.

(i) The agreed arrangements will be applied to all written examinations, but not to take-home examinations.

(ii) Students will be expected to supply the Student Wellbeing Services⁶ team with appropriate evidence (relevant to the nature of their condition), which will support the development of Special Arrangements specific to the needs of the student, taking into account course requirements and (where relevant, any examination specific requirements e.g. differences for written examinations vs practical examinations).

- 8.7 Where Special Arrangements are agreed, they will not be retrospectively applied to assessments that occurred prior to the date of agreement.

- 8.8 Agreed Special Arrangements will be a standing arrangement for the remainder of the student's period of registration on the course.

(i) Special Arrangements may be reviewed and adjusted during a student's period of registration, if required;

(ii) Where a student registers on a different course, their Special Arrangements may be adjusted where a revised LSP is agreed as appropriate for the new course of study.

- 8.9 The nature of the Special Arrangements for examinations will be specific to the needs of the student, however in most instances this will be one or more of the following:

- (i) the provision of additional time for the completion of a paper and/or for rest breaks;
- (ii) reading, or having read to the student, the paper prior to the start of the examination and their answers read back to them;
- (iii) the provision of special facilities, including a reader or scribe, use of a computer and/or assistive technologies;

⁵ Should it not be possible to implement Temporary Examination Arrangements for a specific examination, due to limited notice by the student, (where appropriate) the student will be provided with information about how to request a deferral of the examination if required (and a deferral is possible at that point in the academic year).

⁶ For students on courses taught by Partner Institutions, LSP and Special Arrangement development / agreement will be undertaken by the relevant team, as set out in the Memorandum of Agreement.

- 8.10 Where students have complex needs, they may have a safety plan agreed as part of their LSP and Special Arrangements, and Student Wellbeing Services will ensure that Registry Services and relevant Faculty staff are made aware of the plan. Registry Services (or the relevant Faculty Examinations Officer) will ensure the Invigilator is made aware of the student's plan on the day of the examination.
- 8.11 In rare cases, a student with an agreed LSP may be permitted a variation of the assessment mode for a specific assessment activity type. This will only be agreed where they meet the criteria to do so in points 8.25-8.31.
- 8.12 Where Special Arrangements are agreed for examinations, Registry Services will be informed (alongside the relevant Faculty), to ensure they are applied to all relevant examinations.
- (i) It is expected that Registry Services (and the Faculty) will normally be notified six weeks (but no later than two weeks) in advance of an examination. Where more complex arrangements are required, additional notice time may be needed to ensure these are available.
- (ii) Should a new Special Arrangement (or adjustment to a current Special Arrangements) be agreed less than two weeks prior to an examination, reasonable steps will be taken to support the student however it may not be possible for all arrangements to be implemented for that particular examination⁷.

Procedures for agreeing Special Arrangements

- 8.13 Following registration with the relevant Student Wellbeing Services team, the candidate will work with the relevant Team to develop a LSP and agree any appropriate Special Arrangements. It is in the interests of the candidate to submit such a request as soon as possible, to maximise the time available for planning the arrangements.
- 8.14 The relevant Student Wellbeing Services team will determine what Special Arrangements are appropriate to each candidate, in consultation with the student and Course Director. Where a candidate's course of study extends over more than one year, the arrangements will apply for the duration of the course, unless the candidate applies for a change to the agreed arrangements.
- 8.15 Any concern or complaint regarding Special Arrangements should be raised through the Student Complaint Procedure.

Responsibilities of the candidate

- 8.16 It is important that a candidate provides information about any injury/condition which does not fall under the Equality Act 2010 or discloses a disability at the earliest stage, so the relevant University team can work with the candidate to provide appropriate support, including that required in examinations.
- 8.17 A candidate who requests a Temporary Examination Arrangement is required to submit their request, through the required process and with appropriate evidence, within the timeframe set out in 8.4.
- 8.18 A candidate who wishes to have Special Arrangements must agree these with the relevant Student Wellbeing Services team as part of a LSP (or as an update to a previously agreed

⁷ Where appropriate, students in this circumstance will be provided with information about how to request a deferral of the examination, if required (and a deferral is possible at that point in the academic year).

LSP). The request must be made as early as possible, preferably two or more months before a candidate's examinations commence, and not later than two weeks before the commencement of the examinations, to ensure the arrangements can be implemented.

(i) Candidates may not use Exceptional Circumstance or Temporary Learning Agreement processes to request Special Arrangements.

Responsibilities of Student Wellbeing Services

- 8.19 All Special Arrangements agreed within a student's LSP shall be reported to Registry Services and the relevant Faculty staff, six weeks before the date of the examination wherever possible, and no later than two weeks before the examination.
- 8.20 In rare cases, if a candidate with a LSP is identified as unable (even with Special Arrangements), to successfully attempt a particular approved assessment activity type, Student Wellbeing Services may (in line with sections 8.25-8.31), initiate consideration of a variation of assessment.

Responsibilities of Registry Services

- 8.21 Registry Services will ensure all agreed Special Arrangements confirmed to them are applied to any written examinations for which they are responsible.
 - (i) Where notification of Special Arrangements is received less than two weeks prior to an examination, they will take all reasonable steps to support the student. They will ensure the student and Student Wellbeing Services are notified of the support which can be provided for the particular examination.
- 8.22 Should the Examination Officer require advice about the implementation of a candidate's Special Arrangements they will seek advice from Student Wellbeing Services.
- 8.23 Where the examination is administered by Registry Services, they will issue details to each candidate (and relevant Student Wellbeing Services team) of their examination location and any other relevant information in terms of the implementation of their Special Arrangements for specific examinations.
- 8.24 It is vital that invigilators understand all Special Arrangements required in an examination, including how additional time allowance and rest breaks will function. The Examinations Officer should make clear to the invigilator the arrangements regarding any breaks allowed for the candidate, and where the extra time would otherwise make the length excessive, how the break should be taken.
- 8.25 Where appropriate, Registry Services will take appropriate steps to ensure the Course team is alerted to scripts requiring consideration of spelling & grammar.
- 8.26 For students with a visual impairment, Registry Services will make the invigilator aware of the need for clear speech and that arrangements are made to seat a candidate who lip-reads at the front of the examination room and to provide any spoken instructions in writing.
- 8.27 Registry Services may, in an emergency, agree to apply a Temporary Examination Arrangements (for one or more specified examinations) for a student with an injury or condition which does not fall under the Equality Act 2010.
 - (i) They will maintain an appropriate record of all agreed Temporary Examination Arrangements, and (where appropriate) notify the Faculty and/or Student Wellbeing Services of the agreed arrangements.

Responsibility of the Course Director

- 8.28 The Course Director will ensure all agreed Special Arrangements confirmed to them are applied to examinations organised and managed wholly by the School, and that examiners are made aware of Special Arrangements applicable to a candidate's script, when marked.
- (i) Where notification of Special Arrangements is received less than two weeks prior to an examination, the Faculty will take all reasonable steps to support the student in relation to locally run examinations.
- 8.29 Where the examination is administered within a School, Student Wellbeing Services must be consulted, where necessary, in determining how the Special Arrangements are to be implemented.
- 8.30 Should the Faculty (in the development of the examination paper) or Examination Officer (in relation to the examination organisation and running) require advice about the implementation of a candidate's Special Arrangements they will seek advice from Student Wellbeing Services.
- 8.31 For candidates with Special Arrangements that require consideration for spelling & grammar, when marking an examinations script, examiners must not penalise errors which do not hinder the readers ability to understand the content of the assessment work (i.e. mark content and meaning only, and not penalise for poor spelling, grammar or punctuation).

Procedures for considering Variation of Assessment requests

- 8.32 Variation of a particular assessment activity type is an adjustment only available to students currently on, or in the process of receiving, a Learning Support Plan (LSP), and will only be agreed in rare cases, where:
- (i) evidence clearly indicates the student cannot (even with Special Arrangements) successfully complete the specific assessment type; *and*
- (ii) there is not an alternative mode of assessment approved for the module(s) which contain the assessment type in question, which the student could reasonably undertake instead.
- 8.33 Where a candidate believes they would be unable to complete a specific assessment type, they must notify Student Wellbeing Services at the point of LSP development (or, where a change in their condition occurs after a LSP is developed, no later than two months in advance of the date on which such an assessment is due). This is to ensure sufficient time to conduct appropriate discussion and consideration of any variation.
- 8.34 The development of any variation of assessment proposal should involve the student, Course Director (or equivalent role), relevant Student Wellbeing Services team, relevant Registry Services and Faculty staff.
- (i) Development of a variation of assessment proposal may also require the approval of the relevant External Examiner, to confirm the variation continues to meet the Module(s) learning outcomes.

- 8.35 Where a Course is subject to Professional or Academic requirements which may prevent the variation of specific assessment types⁸, courses will be required to identify this (and confirm why demonstration of learning outcomes cannot be met in any other way) as part of the variation discussion.
- 8.36 The Head of Student Wellbeing and Director of Registry Services (or their nominees), must approve all variations of assessment.
- (i) where a proposed variation is agreed, an appropriate record will be held, and notification of the agreement (and how it will be implemented) will be provided to the student, Course Director, Registry Services and relevant Student Wellbeing Services team.
 - (ii) where a proposed variation is not agreed, the reason(s) for that decision will be clearly set out to the student, along with information about additional support which may be provided to them in completing the assessment type instead.
- 8.37 If agreed, a variation of assessment may apply for the duration of a student's course of study or (where appropriate) for a specified period of time. The agreement will apply to all instances of the specified assessment type. The variation agreement will not be applied:
- (i) to assessment types not specifically listed in the agreement.
 - (ii) retrospectively, to instances of the assessment type which occurred prior to the variation agreement being made.
 - (iii) where a module has an alternative mode of assessment approved which the student could reasonably undertake instead.
 - (iv) where the student registers for a different course of study, unless the Head of Student Wellbeing and Director of Registry Services agree the variation is applicable to the new course.
- 8.38 Following agreement of a variation of assessment, should a student experience any changes to their condition which may impact the effectiveness of the agreed variation, they are expected to notify Student Wellbeing Services as soon as possible to enable discussion of any additional support which may be required.

9. Details of Special Arrangements available

- 9.1 Examples of the type of arrangements which may be appropriate for different conditions are provided below. This list is indicative, not exhaustive.
- (i) Candidates with neurodiverse conditions (for example Dyslexia, Autism and ADHD) may require extra time, spelling & grammar consideration, rest breaks, use of a Reader and/or Scribe or assistive technologies.
 - (ii) Candidates with a hearing impairment may require provision of a BSL interpreter (and other associated adjustments to support this arrangement, e.g. own room and extra time).
 - (iii) Candidates with a visual impairment may require use of assistive technology or, on in specific cases, provision of an alternatively formatted hardcopy paper or use of a Reader.

⁸ Should the validation confirm such assessment restrictions are required, Courses are expected to ensure students and prospective students are informed about any essential assessment types prior to selecting a Course or specific modules.

(iv) Candidates with a mental health condition may require use of a smaller shared or own room, extra time or rest breaks.

(v) Candidates with an invisible disability may require use of a smaller shared or own room, extra time or rest breaks.

(vi) Candidates with a physical disability may require extra time, smaller shared or own room, rest breaks, accessible rooms.

Additional time allowance

9.2 Extra time may be allowed for all methods of examination (except take home examinations). The following are valid reasons for requesting extra time:

- (i) the need for different methods of working;
- (ii) the time taken to assimilate the question paper;
- (iii) the time needed to answer a question and possible extra fatigue of working.

9.3 Extra time is calculated as follows:

- (i) 25%: This is the normal arrangement recommended for candidates who have supplied evidence of a requirement for extra time.
- (iii) 50%: This is permitted under rare circumstances, where appropriate evidence is supplied.

9.4 An examination is intended as a test of intellectual ability not of physical stamina. Where an extended examination lasts for more than four hours, the candidate involved shall not normally be required to take more than one examination in a single day, if the candidate has applied for Special Arrangements before the publication of the examination timetable. Where this is not possible, every effort will be made to ensure an adequate rest period between examinations.

9.5 Where an extended examination lasts for more than five hours, the candidates involved shall not normally be required to take more than one examination on two consecutive days, if the candidate has applied for Special Arrangements before the publication of the examination timetable.

9.6 Where the extended examination lasts for more than four or five hours, an appropriate supervised rest period will be provided.

9.7 For rest breaks, the arrangement may be that these breaks are away from the examination room, without access to the materials, but under supervision.

The use of a Reader and/or Scribe

9.8 A Scribe is an assistant, who writes from a candidate's dictation.

9.9 A candidate who has difficulties with writing or reading due to a disability may be permitted a reader and/or scribe (or assistive software), and may be permitted additional time in which to complete the examination paper.

9.10 The reader/scribe must not prompt the candidate for choice of words, or otherwise indicate in any way a belief or opinion regarding the answer.

9.11 The reader/scribe must not use short-hand writing and must record answers in the language in which the assessment has been set.

- 9.12 Dictionaries may not be used by the candidate or the reader/scribe, except where approved as a Special Arrangement.

Persons who may act as a Reader/Scribe

- 9.13 The reader/scribe shall be a suitable person who is familiar with the examination process and has received the appropriate training.
- 9.14 A reader/scribe should normally have no personal connection with the candidate. Any request for an exception to allow a reader/ scribe who has a personal connection with the candidate must be submitted to Student Wellbeing Services for approval.
- 9.15 The reader/scribe may not serve as the invigilator for the examination.

Engagement of a Reader and/or Scribe

- 9.16 In the case of examinations organised by Registry Services, Student Wellbeing Services will engage a reader and/or scribe for an examination and will arrange for their payment.
- 9.17 In the case of examinations organised by a School, the School must liaise with Student Wellbeing Services, who will provide a reader and/or scribe and arrange for their payment.
- 9.18 In rare cases where there is extra time, other than for breaks, it may be appropriate to appoint two readers/scribes, to avoid fatigue on their part; however, comparability of approach must be guaranteed.

Duties of a Reader/Scribe and general procedures at examinations

- 9.19 The Examinations Officer will undertake briefings of the reader/scribe for an examination organised by Registry Services. Where a School organises the examination, the Course Director will be responsible for ensuring the briefing takes place.
- 9.20 It is vital that the reader/scribe and invigilator have a clear understanding about any additional time allowed, and whether this includes time for the candidate to check the answers.
- 9.21 The invigilator must check with the Examinations Officer (or for School managed examinations, Course Director) about any breaks to be allowed the candidate, and where the extra time would otherwise make the overall length excessive, how the breaks should be taken. Breaks should be under supervision.
- 9.22 The reader/scribe must adhere to the requirements set out in 9.7-9.11.
- 9.23 Responsibility for checking spelling and grammar remains with the student.
- 9.24 The reader/scribe must report any questions or problems to the invigilator.
- 9.25 The answers must be typed or taken down in longhand; shorthand is not permitted, as it may be difficult for the candidate to verify.
- 9.26 The reader/scribe must write legibly. Direct entry to computer by a reader/scribe may be acceptable. Such a request must be made in writing to Student Wellbeing Services at the time the request for a reader/scribe is made.
- 9.27 The reader/scribe must ascertain from the Invigilator whether the candidate can read the answers back unaided or requires the answers to be read aloud by the reader/scribe.

- 9.28 If an examination answer involves the substantial drawing of charts, graphs or diagrams, or involves other non-written responses, the School must provide suitable approved questions, and inform Registry Services and Student Wellbeing Services. This is to ensure sufficient time to select a reader/scribe who is able to carry out this type of work, and to establish whether any additional time allowance may be necessary in the specific examination.

Practice sessions for use of a reader/scribe

- 9.29 The experience of a candidate who is used to studying/working with a reader/scribe (or notetaker) will be different from that of a candidate recently identified as requiring one. Dictating answers to a reader/scribe is an acquired skill, and it may be appropriate that practice sessions are arranged for those candidates not used to this method of working. This may reduce the anxiety during the examination for both the candidate and the reader/scribe.

Provision of alternative examination room

- 9.30 Candidates with Special Arrangements that require a smaller shared room, or their own room (for example where extra time, a computer or a reader/scribe are required) shall be allocated to an alternative examination room suited to their needs (instead of the main examination room) and will be expected to take the examination at the same time as all other students.
- 9.31 At least one invigilator shall be present in the room.
- 9.32 In rare cases, and with the approval of the Head of Student Wellbeing and Director of Registry Services, a candidate may be allowed to take an examination in the candidate's place of residence or other location, provided that an invigilator is present.

Use of Computer (or other assistive technologies)

- 9.33 A candidate's Special Arrangements must specify where the use of a computer and/or other assistive technologies are required in an examination.
- 9.34 Registry Services will work with IT Services to ensure those candidates requiring computers and/or assistive technologies are appropriately supported (together with any requirements for special software required by the candidates). Registry Services will normally require six weeks' notice of the requirement.
- 9.35 IT Services will make the technical arrangements for these examinations, in consultation with the Examinations Officer.

Use of candidates' own laptop

- 9.36 In general, candidates will not be allowed to use their own laptop unless it is specifically agreed as a Special Arrangements. This would normally only be the case for students who require the use of assistive technologies that cannot be supported by IT Services (for example Dragon software).
- 9.37 Where a student is permitted to use their own laptop, the Invigilator will ensure no external devices are connected to the laptop and will monitor during the examination that the student uses only permitted, required programmes (e.g. Word).
- 9.38 The candidate will retain spell-checking features.
- 9.39 In addition, such exceptions will be made only if the candidate:

- (i) signs a declaration confirming that no information related to the course of study is held on their computer;
 - (ii) accepts that the University reserves the right to inspect the information stored on any computer used after the examination.
- 9.40 During the course of the examination, invigilators will regularly check, by observing the candidate, for any attempt to use information that may be stored on the computer. In the event of a query arising, the invigilator will ask the candidate to save to a memory stick any suspect document and provide this to the Examination Officer.
- (i) The Examinations Officer will forward the material to the Course Director concerned, to ascertain whether the material is relevant to the examination. If the material is judged relevant to the examination, the matter will be investigated under the Academic Misconduct Procedure.
- 9.41 At the end of the allocated time, the Invigilator will ensure the student's answers are saved onto a secure memory stick and contact the Examination Officer. The Examination Officer will then take steps to print out the student's answer, and return it to the student to be checked prior to the student leaving the examination room.
- 9.42 The candidate is not permitted to remove or retain a copy of the answers in any form. The Invigilator will ensure that the answers have not been saved to the PC.

10. Procedures for dealing with disruption in examinations

- 10.1 The Senior Invigilator will issue a warning to candidates whose conduct is disturbing to other candidates.
- 10.2 A candidate who ignores a request from an Invigilator not to behave disruptively may be required to leave the examination room by the Senior Invigilator.
- 10.3 If any candidate is removed from an examination room for misconduct, the Senior Invigilator must
- (i) note the incident on the Invigilation Sheet;
 - (ii) annotate the candidate's script with the time at which they left; *and*
 - (iii) report the circumstances to the appropriate Registry Services and Course staff, through submission of a written report.
- 10.4 Registry Services will arrange for the script of any candidate removed from the examination room to be held as it was at the time the candidate was required to leave.
- 10.5 Registry Services may refer the matter to the Head of School for appropriate action to be taken under the provisions of the University's Academic Misconduct Procedure.

11. Procedures relating to cheating in written examinations

- 11.1 It is an academic offence for a candidate to engage in unfair academic practices or to cheat in any examination.
- 11.2 Where there is clear evidence of an attempt to cheat during an examination, the Senior Invigilator, having consulted all other Invigilators present, will:

- (i) warn the candidate of their conduct, but allow the candidate to complete the examination;
 - (ii) confiscate any unauthorised materials immediately;
 - (iii) mark on the script the point at which the cheating was suspected;
 - (iv) at the end of the examination, inform the candidate that a written report will be submitted to the Director of Registry Services as soon as possible;
 - (v) invite the candidate to provide a statement of the incident to the Director of Registry Services.
- 11.3 The relevant documents will be passed to the Director of Registry Services, who will arrange for them to be copied to the Course Director concerned.
- 11.4 When a report of alleged academic misconduct is made to the Director of Registry Services the incident will be investigated in accordance with the Academic Misconduct Procedure, and the candidate will be informed of the procedure to be followed.

12. Actions in the event of an emergency requiring the evacuation of an examination room

Responsibilities of the Senior Invigilator

- 12.1 The Senior Invigilator must take the following action in the event of an emergency:
- (i) evacuate the examination room in accordance with the University arrangements for the evacuation of the room;
 - (ii) ensure that the candidates leave all question papers and scripts behind in the examination room;
 - (iii) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room, so as to prevent collusion. Candidates should be reminded that they remain under examination conditions, and so communication other than with an Invigilator is not permitted;
 - (iv) note the time and duration of the interruption;
 - (v) if possible, alert Registry Services of the emergency, so that further assistance can be given to the Invigilators;
 - (vi) after the proper authorities deem it safe to enter the building, permit the candidates to re-enter the examination room;
 - (vii) after the last candidate is seated, re-start the examination and allow the candidates the full remaining working time prescribed for the examination, from the point it was paused;
 - (viii) within 48 hours of the incident, make a full written report of what happened, and of the action taken, to the Director of Registry Services for forwarding to the Board of Examiners.
- 12.2 In the event that an emergency (such as a fire alarm or a safety alert) during an examination lasts longer than 30 minutes, the examination will be considered abandoned.

In the event of the abandonment of an examination

- 12.3 After the proper authorities deem it safe to enter the building, Registry Services will collect the scripts for release to the person authorised to collect the scripts in the standard way.
- 12.4 After the scripts have been collected, the candidates will be permitted to enter the examination room to collect their personal effects.
- 12.5 The Director of Registry Services will make a report on the circumstances leading to the abandonment of the examination to the Course Director concerned.
- 12.6 The Director of Registry Services will send a letter to each student making clear that the Board of Examiners will consider the matter.
- 12.7 It is the responsibility of the Board of Examiners to decide whether or not to hold an alternative examination at a later date (taking into account the duration of the examination before its abandonment, and the level of the examination).
- 12.8 The timing of the alternative examination is to be agreed by the Board of Examiners after consultation with the Director of Registry Services. Normally, the examination will be held at the next possible opportunity.
- 12.9 Any alternative examination will have the same attempt status (e.g. first assessment or first reassessment) as the disrupted attempt, for all the candidates recorded as present at the examination. The Board will consider candidates absent from the examination in the usual manner.
- 12.10 Candidates will be informed of the results of the examination, and may decline the offer of the alternative examination. Should a candidate decline the offer of an alternative examination, the marks awarded will be recorded as the confirmed mark. Otherwise, the marks obtained in the alternative examination will be confirmed, and the marks obtained from the abandoned examination voided.

Appendix 1

Formatting, layout and rubric of examination papers

1. All papers must be produced on standard A4 white paper, printed on one side only.
2. All questions must be numbered sequentially, irrespective of the number of sections, ensuring that each question on the examination paper has a unique number.
3. The following margins are required except where the use of figures/diagrams might dictate otherwise: Top/Bottom - 2.54cm (1"); Right/Left - 3.17cm (1.25").
4. The front page must not include any examination questions.
5. The contents of the front page must conform to all required elements set out in points 11-25.
6. Every page must include in the centre of the footer a statement of the form "Page n of N" using the font Humanist777 BT, point size 10. n is the current page number and N is the total number of pages in the paper.
7. Questions should be prepared using the Humnst777 BT font, point size 11, using a line spacing of 1.5 or 1.15.
8. Diagrams, drawings, photographs or other visual representations must be clear, on white paper and incorporated into the text. Where a hardcopy paper is provided, attachments using glue or tape are not permitted. It must be made clear how each diagram relates to a particular question. A space of about a centimetre around a diagram is recommended.
9. If it is not possible to contain a question on one page then the instruction "continued ... " (in bold italic) should appear on the right-hand side immediately below the question.
10. It is important to ensure that all pages, especially diagrams, are clean and clear, since old copies of diagrams do not reproduce very well.

The front page and instructions to candidates

11. The front page of the examinational paper should only include text.
12. The text must not be underlined or italicised.
13. The front page should not contain any examination questions.
14. The font must be Humanist 777 BT: the point size will be 11 or 12 depending on context.
15. The following items are to be centred and included in the order shown. The fonts (size and type) are as shown below.

Item	Example
The name of the University	Canterbury Christ Church University
The full Course title and level	BSc (Hons) in Adult Nursing Level 5
The School responsible for the paper	ALLIED & PUBLIC HEALTH PROFESSIONS
The full validated title of the module	COMMON CHILDHOOD PATHOLOGIES
The module code	U100XXX
The day, date and time of the Examination	Monday, 11th May 2024 13.00 – 15.00
The following heading (as shown)	Instructions to Candidates
The time allowed, left aligned	Time allowed: TWO hours

16. The remainder of the rubric will vary slightly from paper to paper but the guiding principle is that the rubric should be clear, concise and unambiguous.
17. The next item will be a statement about the number of questions to be attempted. This will vary depending on whether the paper is in sections, whether there are compulsory questions or any additional materials. An example list of entries is given below:

- any initial "reading time" (see point 18);
- the number of questions to be attempted;
- any constraints on number of questions to be attempted from individual sections;
- any suggested timing advice;
- additional materials supplied by the University;
- additional materials supplied by the student;
- other comments (e.g. this examination paper must not be removed from the examination room);
- the general requirement stating that "Candidates must NOT start writing their answers until told to do so".

18. Reading time is not normally allowed for examinations, since it is assumed that all students will have been advised that it is good practice to spend the first few minutes reading the paper before starting any answers. If it is deemed essential that students are required to read without starting to write or make notes then the rubric must contain a phrase "plus X minutes reading time", i.e. do not simply extend the timing of the examination without mentioning the reading time.
19. As well as statements on the front page (e.g. all questions carry equal marks) the number of marks available for each question and each sub-section must also be included on the paper. For example:

1	Chemistry is an art not a science. Discuss.	
		[10 marks]

20. For papers that are divided into sections:
- (i) state the number of sections.
 - (ii) state the number of questions to be answered from each section.
 - (iii) each section must be clearly identified (e.g. SECTION A, SECTION B) and on the actual paper the title of the section, e.g. SECTION A, must be typed in capitals, but not underlined, and with no full stop. If the section has a name as well as a letter this must be typed on the same line in capitals and centred.
21. Where a question is subdivided and when there is a choice, it must be made clear that there is one (e.g. by use of terms such as "Either" and "Or"). Each option must be clearly identified, for instance by the use of letters, for example:

	Either	(a)	< text1 >
	Or	(b)	< text2 >

Using bold for **Either** and **Or** signposts the requirements for candidates.

22. Papers that contain a compulsory question must state the number of the compulsory question, and make clear the compulsory nature of the question(s).

23. If the examination paper has any additional material, students must be informed of this on the front page using a heading 'Additional Material' [mixed case and align left-hand margin of the paper]. Under this heading:
- (i) State the special material that is provided (e.g. tables, graph paper, manuscript paper, case study). Where there is a case study, it must be separate from the question paper, and numbered separately from the examination paper. Registry Services (or the School / Partner Examination Officer) will lay anything specified in the rubric out for each student.
 - (ii) If students are allowed to bring into the examinations any materials of their own these must be specified on the rubric. Be as specific as possible, to help the Examinations Officer and Invigilators, since the materials may otherwise be removed causing distress for the candidates and leading to request for an appeal based on material administrative error. Not all candidates may be in the same room, so it is important to detail the information. Preface the information with the comment: "For this examination you may use the following texts of your own:" and indent the information on the next line(s). State the books, articles or equipment (e.g. calculators) that the students are permitted to introduce into the examination room. If a case study or copy of the paper (or part) has been issued in advance include a specimen text with the examination paper (in line with sections 3.14-3.20).
 - (iii) Make it clear if the students are to inform the examiner of the use of any equipment (e.g. by giving the name and type of equipment used) or if equipment is specifically barred. For example: "Electronic calculators may not be used".
24. For papers where candidates make use of separate answer books, it must be made clear if the candidates are to answer specific questions in separate answer books or answer a particular set of questions in the same answer book.
25. Other instructions that might be appropriate to include on the front page are:
- (i) to make it clear that candidates should avoid the duplication of material used in coursework;
 - (ii) a statement that credit will be given to appropriate specific examples from a different module or a placement might be useful;
 - (iii) how the candidates' time should be divided in answering questions (e.g. "do not spend more than one hour on Section A");
 - (iv) items separate from the examination papers. Wording will be on the lines of "XXX supplied by the School of YYY".

Additional Resources for examinations

- 1.16 Any Case studies to be included with an examination paper must be printed separately from the examination paper, and the front page must include (in the top right-hand corner), the module code matching that on the examination paper. This may be handwritten if necessary. It is likely that any page numbering used in the case study will be in a different sequence from that of the examination paper.

Sample examination paper front pages

26. Some examples of examination front pages are provided below; course teams should select the one most appropriate to their needs.

Canterbury Christ Church University

BSc (Hons) Forensic Agriculture

Level 5

Database Management Systems

U101XX

Monday 18th May 2024

13.00 – 15.00

Instructions to candidates

Time allowed: **TWO** hours

There are **SIX** questions on this paper.

Candidates are required to answer **FOUR** questions.

All questions carry equal marks.

The paper is divided into **THREE** sections: SECTION A, SECTION B and SECTION C.

Section A contains **ONE COMPULSORY** question relating to the article: 'Data modelling - The Third Manifesto'.

Section B contains **three** questions and you are required to answer any **two** of these questions.

Section C contains **two** questions and you are required to answer **one** of these questions.

Candidates are advised to spend no longer than one hour on Section A.

A separate answer book should be used for each section.

Additional material: There is one Appendix which contains the article 'Data modelling - The Third Manifesto' that is to be used with questions 1 and 4.

Electronic calculators may **not** be used.

This examination paper must not be removed from the examination room.

Candidates must NOT start writing their answers until told to do so.

Page 1 of 4

Canterbury Christ Church University

BSc (Hons) Off-shore Drilling

Level 6

Elements of Economics

U10XXX

Tuesday 17th May 2024

9.00 – 11.00

Instructions to candidates

Time allowed: **TWO** hours

There are **TEN** questions on this paper.

Candidates are required to answer **FIVE** questions.

All questions carry equal marks.

Answers must be written in the answer booklet provided.

Page 1 of 2

Canterbury Christ Church University

BA (Hons) Philosophy

Level 4

Introduction to Logic

U10XXX

Wednesday 18th May 2024

13.00 – 15.00

Instructions to candidates

Time allowed: **TWO** hours

There are **TWELVE** questions on this paper.

Candidates are required to answer **ELEVEN** questions.

The paper is divided into **TWO** sections: SECTION A and SECTION B.

Section A contains **TWO** equally weighted questions. You are required to answer **ONE** of these questions which will be worth 50 marks.

Section B contains **TEN COMPULSORY** questions. The value of each question is indicated at the end of the question. The section is worth 50 marks.

Answers to the questions in Section A must be written in the answer booklet provided.

Answers to the questions in Section B must be written in the spaces provided on the examination paper.

Candidates will be provided with a copy of the text, Hodges, W. (1980) Logic Oxford University Press, to use during the examination

Candidates must NOT start writing their answers until told to do so.

Candidate Number:

Page 1 of 3