



PROCEDURES FOR FORMAL EXAMINATIONS

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1. How are examinations conducted?

Application of the procedures on the organisation of examinations

- 1.1 Where a time-constrained assessment is organised on behalf of the Planning and Academic Administration, relevant Planning and Academic Administration procedures will apply.
- 1.2 Where a time-constrained assessment is conducted by a School (including examinations and 'class tests'), the Head of School will nominate an individual to manage the conduct of the examination. This will normally be a Programme Director, the link tutor for (or his or her nominee at) a collaborative partner, module tutor or a senior administrator.
- 1.3 This guidance applies to written examinations or time constrained assessments that are organised by Planning and Academic Administration, a School or a collaborative partner.

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, available for inspection by the Schools 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 may be purchased in advance from Planning and Academic Administration), and the list of candidates as an attendance sheet;
 - (iii) the examination package is 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) set out individual place label 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 with the prior agreement of the Director of Planning and Academic Administration; 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 normally be permitted into the examination room, except:
- (i) Planning and Academic Administration staff 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 programmes 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 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 where 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; and 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 that they have been given the correct examination paper for the module under examination;
- (xvii) remind candidates that 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 Chief Invigilator will record late arrivals on the same list.
- 1.9 Candidates must display their University Smartcard (or other valid photographic identification) on their desk throughout their examination. The Examination Officer or the Chief Invigilator will make a check on identification during each examination. If a candidate fails to produce identification for inspection, the candidate will be required to sign an undertaking at the start of the examination to report to the I-Zone or Collaborative Partner Office, with the ID, within two working days. Failure to do so will result in a report to the Director of Planning and Academic Administration, who may initiate disciplinary proceedings through the Student Disciplinary Procedures.
- 1.10 In cases where the identity of a candidate cannot be confirmed, the Director of Planning and Academic Administration will inform the candidate that the examination, including the marking of the scripts, for the module will be suspended until the identity of the candidate can be established. Where appropriate, the Director of Planning and Academic Administration may recommend that action be taken under the University's Student Disciplinary Procedures.

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:
 - (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 of the notice given on the Invigilation Sheet, which the member of the School concerned signs. A copy of such notice is to be forwarded to the Programme Director for report 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 Chief 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 name or 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 that 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 Programme 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 remaining candidate remaining at the end of an examination, to ensure that:
- (i) all scripts and any other answer materials are marked with the student's Candidate ID or the name, as appropriate;
 - (ii) staff managing the examination collect the scripts and any other answer materials before leaving the examination room.

2. What are the expectations of invigilators in examinations?

Appointment of Invigilators

- 2.1 Planning and Academic Administration for GMS and associated Examinations, or the Programme Director / Pathway Leader, for School Examinations, shall:
- (i) make requests for Invigilators to invigilate Examinations to Deans of Faculties, who shall be responsible for the apportionment of invigilation duties in their Faculty;
 - (ii) assess any further requirements for Invigilators, and shall recruit, appoint and train suitable persons as Invigilators;
 - (iii) appoint a Chief Invigilator for each examination room. The Chief Invigilator is responsible for the overall conduct of the examination.

Responsibilities of staff invigilating examinations

- 2.2 All Invigilators must be present in the Examination Room well before the commencement of the examination. All Invigilators are to be present for the entire period of the examination, and should only be absent from the Examination Room in pursuit of their invigilation duties or for other urgent cause, and provided that there is sufficient cover in the Examination Room for the period of absence. All Invigilators are to remain in the Examination Room until all the candidates have departed.
- 2.3 Invigilators are responsible for ensuring that all the rules of the examination, and examination conditions are observed. Any breach of Examination Regulations may constitute examination malpractice and may result in disciplinary action being taken.
- 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 to obtain a medical certificate from a qualified medical practitioner, and submit it as a part of an Extenuating Circumstances Request to their Programme Administrator, as soon as reasonably practicable.
- 2.6 The member of staff acting as the Chief Invigilator is responsible for the overall conduct of the examination, and in particular for:
 - (i) handling cases where candidates' conduct is causing a disturbance in line with the guidance below;
 - (ii) handling cases where candidates are suspected of cheating, in line with the guidance below.
- 2.7 At the end of the examination, the Chief 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 the appropriate School or is collected by Planning and Academic Administration for GMS examinations.

3. How are examination papers prepared?

Responsibilities of the main examiner for the preparation of examination papers

- 3.1 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 his/her co-examiner(s) to ensure each stage is completed.
- 3.2 The Main Examiner must confirm that 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 this document.
- 3.3 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 the recommended changes have not been carried out, together with a brief rationale for their decisions.

- 3.4 The Main Examiner must confirm that the paper has been checked before the Programme Director can deliver the final copy to Planning and Academic Administration.

Responsibilities of the Programme Director

- 3.5 The Programme Director is responsible for:
- (i) identifying the Main Examiner;
 - (ii) ensuring that procedures are in place for typing, formatting and printing the examination papers. The Programme Director must also ensure that each paper is in a form ready for printing and complies with the guidance contained within this document;
 - (iii) ensuring that in preparing examination papers, appropriate consideration is given to students with disabilities where a reasonable adjustment is required;
 - (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). The main examiners are required to write a short response to the comments of the External Examiners clearly identifying where the recommended changes have not been carried out, together with a brief rationale for their decisions. The Programme 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 the changes are made in response to the External Examiners' comments;
 - (viii) arranging for the reassessment paper to be prepared at the same time as the main examination paper.
- 3.6 The Programme Director is responsible for securely delivering examination papers to Planning and Academic Administration, in line with the following guidance:
- (i) examination papers should not be sent to Planning and Academic Administration by e-mail nor be sent via the internal post;
 - (ii) clean, clear originals (not photocopies) must be handed in to the Examinations Office by the due date;
 - (iii) the pages of the examination papers must not be stapled together;
 - (iv) all ancillary material (such as case studies) must also be delivered to Planning and Academic Administration at the same time as the Examination Paper to which the material relates.
- 3.7 The examination submission schedule for schemes outside the GMS is available on the Planning and Academic Administration website: [http://www.canterbury.ac.uk/support/Planning and Academic Administration/RecordsandExaminations/exams/examinations-office.asp](http://www.canterbury.ac.uk/support/Planning_and_Academic_Administration/RecordsandExaminations/exams/examinations-office.asp)

- 3.8 If an examination paper is submitted in a form which is not usable (e.g. with obvious errors, missing pages/ information etc.) will return the paper to the Programme 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 Planning and Academic Administration.
- 3.9 It is not necessary to deliver an Examination paper to Planning and Academic Administration if the examination is being administered and invigilated by the School. E.g. this would apply to what is commonly termed 'class-tests'.

Responsibility for the preparation and delivery of examination papers

- 3.10 If any errors are found in an examination paper after it has been printed, the School concerned is responsible for the reprinting costs.
- 3.11 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.

Formatting, layout and rubric within examination papers

- 3.12 All papers must be produced on standard A4 white paper, printed on one side only.
- 3.13 All questions must be numbered sequentially, irrespective of the number of sections ensuring that each question on the examination paper has a unique number.
- 3.14 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").
- 3.15 The front page must not include any examination questions.
- 3.16 The contents of the front page are described below.
- 3.17 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.
- 3.18 Questions should be prepared using the Humnst777 BT font, point size 11, using a line spacing of 1.5 or 1.15.
- 3.19 Diagrams, drawings, photographs etc. must be clear, on white paper and incorporated into the text. 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.
- 3.20 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.
- 3.21 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

- 3.22 The front page of the Examinational Paper should only include text.
- 3.23 The text must not be underlined or italicised.
- 3.24 The front page should not contain any examination questions.

- 3.25 The font must be Humanist 777 BT: the point size will be 11 or 12 depending on context.
- 3.26 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 Programme title and level	Dip HE in Nursing Studies Level
The School responsible for the paper	ALLIED HEALTH PROFESSIONS
The full validated title of the module	COMMON CHILDHOOD PATHOLOGIES
The examination paper code (i.e. module code)	MEMTT3PDTS
The day, date and time of the Examination	Monday, 11th May 2009 14.00 – 17.00
The following heading (as shown)	Instructions to Candidates
The time allowed, left aligned	Time allowed: THREE hours

- 3.27 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.
- 3.28 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 of list of entries is given below.

<ul style="list-style-type: none"> • any initial "reading time" (see below); • 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".
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- 3.29 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.
- 3.30 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]
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- 3.31 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, etc.) 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.

- 3.32 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.

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

- 3.34 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, etc.). Where there is a case study, it must be separate from the question paper, and numbered separately from the examination paper. Planning and Academic Administration 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 Office 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.
- (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 be not be used".

- 3.35 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.

- 3.36 Other instructions that might be appropriate are as follows:

- (i) it might be appropriate 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".

Publication of rubrics

- 3.37 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, in advance. Normally this can be done by providing access to past papers but care must be taken in the cases where the rubric has changed. 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.
- 3.38 It is essential to advise ALL students on module if the rubric will be different, in any way, from that appearing on previous papers.
- (i) it might be appropriate 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".

Publication of rubrics

- 3.39 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.
- 3.40 Case studies 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.
- 3.41 Schools are responsible for providing copies of such material in ample time for printing and, when appropriate, issuing the advance copies of this material, including the cost of printing.
- 3.42 Where candidates are permitted to bring resources into the Examination Room, the Programme Director will ensure that the relevant instructions are forwarded to Planning and Academic Administration or School Office at the same time as the examination paper. Planning and Academic Administration or the body organising the examination will ensure a copy of the instruction is available in the examinations room.

Materials made available in advance of an examination

- 3.43 Where a case study, a whole question paper, or a part of a question paper, is issued to students in advance, the following procedures apply.
- 3.44 If students are not allowed to use this material in the examination room then they must be given clear instructions to this effect on the front page of the Examination Paper.
- 3.45 If students are allowed to use materials issued in advance in the examination room, and they are permitted to annotate this material, then this additional material should not be attached the Examination Paper or issued by default on the day of the examination. There will be no check on the annotations unless the School specifies to candidates the nature of the annotation and arranges for a check to be made.
- 3.46 If students are allowed to use materials issued in advance in the examination room, and they are not permitted to annotate this material, then this advance copy is not allowed into the examination room. In this case:
- (i) 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;
 - (ii) any student found to have brought into the examination room a coloured copy is liable to be charged with cheating;
 - (iii) 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";
 - (iv) a fresh copy, on white paper, will be issued to every student in the examination room.
- 3.47 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".
- 3.48 Schools can provide online access to such materials provided that 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.
- 3.49 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;
 - (iii) advising students that failure to collect the advance copy will not be treated as a extenuating 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.

Sample examination papers

Canterbury Christ Church University
Inter-professional Learning Scheme Level 5

Forensic Agriculture

Database Management Systems

MFAMD2DMS

Monday 18th May 2009

14.00 – 16.00

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.

Answers to the questions in Part A must be written in the spaces provided on the examination paper.

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.

Canterbury Christ Church University

B.Sc. Off-shore Drilling Level 6

Elements of Economics

MTEMD3EOE

Tuesday 17th May 2011

9.00 – 12.00

Instructions to candidates

Time allowed: **THREE** hours

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

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

All questions carry equal marks.

Canterbury Christ Church University

B.A. Philosophy Level 4

Introduction to Logic

MPHMD1ITL

Wednesday 18th May 2011

17.00 – 19.00

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.

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.

Copyright material in examinations

- 3.50 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 on the Web, normal copyright rules must be observed.

Copying for examination purposes

- 3.51 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

- 3.52 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

- 3.53 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.
- 3.54 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 advice

- 3.55 Short extracts incorporated into individual questions should not normally need copyright clearance.
- 3.56 For extensive use of copyright material the School should contact the copyright holder and ask for permission.
- 3.57 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.
- 3.58 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.
- 3.59 It is very important to note that copyright is not limited to the contents of books, but also includes charts, diagrams, statistical tables, etc.

- 3.60 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.
- 3.61 Use of proprietary names, registered trademarks etc in questions or attachments should normally be avoided, and clearance sought if it is necessary to use them.
- 3.62 For information, advice and assistance contact the Library.

Examination resources

- 3.63 A Board of Examiners may permit candidates to bring into the examination additional resources for some papers, as stipulated in the question paper rubric. This includes such additions as set texts, case studies, dictionaries and music scores.
- 3.64 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, including non-authorised resources, in the examination, whether for intended use or not, constitutes an infringement which will be subject to penalty.
- 3.65 In examinations where additional resources are not stipulated in the rubric for the examination, the possession of such a resource will be considered an infringement of regulations in the same way as possession of any unauthorised items.

4. What are the expectations of students in examinations?

The expectations of candidates in examinations

- 4.1 Attendance at all examinations and assessments associated with the approved programme of study is required and any candidate who fails to be present for such an examination at the time and place published by Planning and Academic Administration, School, or partner institution, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination.
- 4.2 All candidates are required to undertake examinations at the location so appointed by the Director of Planning and Academic Administration, unless delegated to a collaborative partner, through a formal agreement.
- 4.3 Only a candidate who is registered on a programme of study at the University and is eligible to do so, may undertake the appropriate assessments, or enter the examination room for that programme.
- 4.4 The following rules apply to students in any time constrained assessment organised by Planning and Academic Administration, an academic School or a collaborative partner.

Responsibilities of candidates for attendance at examinations

- 4.5 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. Failure by a candidate to attend an examination without reasonable cause

will result in the award of no marks for that examination. Misreading of the examination timetable will not be regarded as reasonable cause.

- 4.6 Any candidate who fails to be present for such an examination at the time and place published by Planning and Academic Administration, School, or partner institution, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination.
- 4.7 It is the responsibility of candidates to take their University Smartcard or other form of photo identification to each examination.
- 4.8 Candidates refused permission to take an examination outside the University may submit an 'Extenuating Circumstances' case for consideration by the Board of Examiners in accordance with the University's 'Extenuating Circumstances Requests' Policy.
- 4.9 Candidates unable to take examinations on particular days owing to religious commitments should contact the Director of Planning and Academic Administration in writing at least one week in advance of the examination. Although the University is sympathetic to the religious commitments of candidates, it may not always be possible to accommodate all individual requirements.

Students' responsibilities within the examination room

- 4.10 Candidates will sit at the desk identified by their candidate number. A candidate shall not leave his or her seat without the permission of an Invigilator.
- 4.11 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.
- 4.12 Candidates will observe silence within the examination room from the time that they enter the examination room. A candidate who causes a disturbance may be required to leave the examination room.
- 4.13 Candidates will ensure all coats, bags, brief cases and other objects are deposited where directed to, well away from the candidates' seating area and usually at the rear of the examination room.
- 4.14 Candidates may not behave in a way that is distracting to other candidates.
- 4.15 Candidates must ensure that mobile telephones and personal music players are switched off for the duration of the examination.
- 4.16 Candidates may only take additional resources to their desk when the Programme Director has previously notified to the candidates, in writing, that such material may be used, and it is stated in the rubric to the question paper.
- 4.17 Candidates who bring in equipment that is likely to create a disturbance, may be required to leave the examination room.
- 4.18 Candidates may not withdraw from an examination during the first hour and the last hour of an examination. Candidates may withdraw from an examination at other times, provided they have the permission of an Invigilator. Candidates may not leave the examination room until an Invigilator gives permission. The candidates' written work must be left on the examination desk, for collection by the administrative staff at the end of the examination.

- 4.19 Candidates may not leave and return to the examination room during an examination, unless supervised by an Invigilator while absent. In exceptional circumstances, a suitable person other than an Invigilator deputed by the Chief 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.
- 4.20 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.
- 4.21 Candidates present at the end of an examination must remain in their places until all written work has been collected.
- 4.22 Candidates must not remove the examination question paper, examination stationery or any other examination materials from the examination room.

5. What are the procedures for using dictionaries in examinations?

- 5.1 A Board of Examiners may decide that there should be particular restrictions on dictionaries or extensions to these provisions in individual examinations, where such a restriction or extension is necessary because of the subject matter or method of examination.

Use of dictionaries for individual candidates

- 5.2 If a candidate is granted special examination facilities arising from conditions such as dyslexia, the use of a dictionary (English, foreign language or bilingual) may be considered where appropriate, but must be approved in advance, and the edition approved must not contain any technical data of potential use to the candidate. This approval must be agreed with the Director of Planning and Academic Administration, in line with the guidance below.
- 5.3 Candidates whose first language is not English may apply to use a translation dictionary during any time-constrained assessment. Each application will be considered individually on its merits.
- 5.4 It is the responsibility of the candidate to make an application in writing to the Director of Planning and Academic Administration. Requests for the use of a translation dictionary are to be made to the Director of Planning and Academic Administration no later than seven working days in advance of the time-constrained assessment.
- 5.5 When a candidate is given permission to use a dictionary in a University examination, Planning and Academic Administration 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.
- 5.6 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 would be allowed.
- 5.7 For any foreign language programmes, 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).

- 5.8 The candidate is not permitted to use a dictionary that contains extensive definitions, formulae tables or diagrams.
- 5.9 Electronic dictionaries or spell-checkers will not normally be permitted, unless a special case is agreed with the Director of Planning and Academic Administration. In all such cases, corroborative evidence is required.
- 5.10 The dictionary shall be subject to inspection by the staff of the Examinations Office and the 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

- 5.11 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, unless under the provisions for individual candidates, given above.
- 5.12 Where a dictionary is permitted for all candidates, this would apply to native and non-native speakers of English alike.
- 5.13 Where dictionaries are permitted for all candidates, they shall be subject to inspection by the staff of the Examinations Office and the 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

- 5.14 Candidates will be reported as specified in the Academic Misconduct procedures document 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 special permission has not been granted to the candidate for the use of a translation dictionary;
 - (ii) a candidate is found to be using a dictionary other than that permitted by the rules of the examination, or found to be using a dictionary other than that permitted by special agreement of the Director of Planning and Academic Administration;
 - (iii) a candidate is found to be using a dictionary containing annotations and concealed notes that may be used for cheating.
- 5.15 Any dictionaries that appear to transgress these provisions will be retained by the invigilator, as specified in the University's procedures for Academic Misconduct.

Location of examinations

- 5.16 All venues for examinations must be suitable for the prevention of examination misconduct.
- 5.17 Examinations taken at more than one location must be held concurrently. The Director of Planning and Academic Administration may set this 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 programme, to be in residence outside the University at the time of the examination; or
 - (iii) there are exceptional circumstances, supported by appropriate documentary evidence, in which instance any additional cost involved in arranging the examinations will normally be borne by the student.
- 5.18 All University examinations must be appropriately invigilated, as determined by the Director of Planning and Academic Administration.

General Requirements relating to accommodation for examinations, time-constrained assessment or class tests

- 5.19 Candidates should be provided with appropriate conditions in which to take the examination.
- 5.20 A clock must be visible to each candidate in the examination room.
- 5.21 Due attention is to be paid to such matters as heating, lighting, ventilation and the level of noise.
- 5.22 Practical 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.
- 5.23 The room must be suitable for the prevention of academic misconduct, in particular: seating arrangements are to be such as to prevent candidates from overlooking work of others, intentionally or otherwise.
- 5.24 Wherever possible, for written examinations:
- (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) candidates who are not working at individual desks must be sufficiently apart such that 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.

Security and Data Protection in examinations

- 5.25 All electronic and paper copies of assessments or assessment materials must be kept securely stored at all times.
- 5.26 Any security failures, such as lost drafts, missing disks or other breaches in security, will require a new paper to be set.
- 5.27 In the administration of examinations, the University will adhere to the principles set out in the Code of Practice for the Higher and Further Education Sectors on the Data Protection Act 1998. Examinations are defined as “any process for determining the knowledge, intelligence, skill or ability of a candidate by reference to his performance in any test, work or other activity”.

- 5.28 All assessed work including all examinations, coursework, attendance records and feedback must be kept for six months after the meeting of the final Board of Examiners, with the exception of work at Level 4 which need only be retained for six months from the relevant Board of Examiners. Thereafter, it may be disposed of in line with the University Document Retention Strategy.
- 5.29 Examination scripts will not normally be returned to candidates. Arrangements for the return of course work, where appropriate, must be communicated to students in module guidance or programme handbooks.
- 5.30 When it is thought desirable to keep a student's work for longer than set out in the University Document Retention Strategy the student's consent must be sought. 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.
- 5.31 The University assumes that, with the exception of those parts of the examination process that are specifically exempted by the Data Protection Act (DPA), all personal data produced and processed for the purpose of examinations and assessment may be obtained by a data subject via a data subject request.
- 5.32 This means that a student could make a request to the Data Protection Officer for data related to the examination process.
- 5.33 Examination scripts are expressly exempted from the data subject access rules. This means that the University is under no obligation to permit examination candidates to have access to either original scripts or copies of the scripts.
- 5.34 Comments on the examination script are not exempt from the DPA.
- 5.35 A subject request for disclosure of information (a Subject Access Request (SAR)) may be made even if only an examination number identifies the candidate. The same principles apply.
- 5.36 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.
- 5.37 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.
- 5.38 The University has made the decision for course work to be returned in a specified time for students' educational development. In such circumstances the need for a student to make a subject access request for personal data such as examiners' comments will be significantly reduced.

Responsibilities of staff regarding security in examinations

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

- 5.40 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, missing discs etc. will require a new paper to be set.
- 5.41 Examination papers must not be prepared in 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. Examination papers must not be prepared in open access environments.
- 5.42 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.
- 5.43 Whether an examination paper is stored on a local hard drive, a network drive, or removable storage careful attention must be given to the security of the associated files with password controlled read access and/or encryption being the norm.
- 5.44 Examination papers must be taken in person to Planning and Academic Administration.
- 5.45 Examination papers must not be sent to other internal examiners or administrators through the internal post.
- 5.46 Examination papers must not be sent to other internal examiners, external examiners or administrators by email unless the files are encrypted.
- 5.47 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 examinations

- 5.48 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.
- 5.49 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.
- 5.50 Internal examiners' comments on examination scripts, and any other assessed work, should be both intelligible and appropriate.
- 5.51 The comments should be capable of being understood independent of the script itself.
- 5.52 The comments should be factually correct.
- 5.53 Where professional and academic judgement is being expressed, it should be evidence of reflection on the response of the candidate.
- 5.54 All comments should be phrased in a professional manner.
- 5.55 No comments should be made that the examiner would not be prepared to make to the candidate in person.
- 5.56 Internal examiners may wish to consider making their comments on a separate sheet, which would allow ease of access.

- 5.57 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.
- 5.58 External Examiners should conform to the same principles as internal examiners in making their comments.

Responsibilities of Programme Directors regarding data protection in examinations

- 5.59 Programme 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, whether the name or examination number identifies the candidate;
 - (iv) External Examiner comments on individual candidates submitted to the Programme Director for the purposes of feedback.

6. What are the special arrangements for candidates with injury or disability?

- 6.1 Where an application, supported by evidence, is made to the Director of Planning and Academic Administration two weeks in advance of an examination, the Director of Planning and Academic Administration may permit special arrangements for an examination of a candidate with a disability or an injury. It will be specified whether this is a standing arrangement or relates only to a single, specified assessment.
- 6.2 The following special arrangements are permitted:
- (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, or an amanuensis, a computer or a tape recording machine;
 - (iv) varying the mode of the assessment.
- 6.3 A candidate who requests special arrangements must submit appropriate evidence in advance of any special arrangement being made. There will be no retrospective consideration given for evidence submitted later, outside permitted extenuating circumstances requests.
- 6.4 Planning and Academic Administration may, in an emergency, make special arrangements in line with standard procedures for the examination. The special arrangements made are to be reported to the Director of Planning and Academic Administration as soon as is practicable.

- 6.5 All arrangements referred to in the procedures should be applied in respect to a closed, time constrained examination, test, or other examined assessment as appropriate.

Responsibilities of the candidate

- 6.6 A candidate who requests special arrangements on the grounds of dyslexia must submit a Chartered Educational Psychologist's (CEP) assessment in advance of any special arrangement.
- 6.7 A candidate who requests special arrangements on the grounds of illness or injury will be required to submit a medical certificate to the Director of Planning and Academic Administration, normally in advance of the examination. The application must be made in writing, and must be supported by appropriate professional evidence. Self-certification is not acceptable, nor are uncorroborated statements from friends, relatives or tutors.
- 6.8 For special arrangements, it is recommended that the application should be submitted as early as possible, and preferably at least two months before a candidate's examinations commence, but not later than two weeks before the commencement of the examination.
- 6.9 There will be no retrospective consideration given for evidence submitted later, outside permitted extenuating circumstances.

Responsibilities of Planning and Academic Administration

- 6.10 All special arrangements shall be reported to the Programme Director, as soon as possible, and well before the date of the examination.
- 6.11 Planning and Academic Administration, in consultation with the University Disability Advice Team where appropriate, will make every effort to interpret the procedures to enable any candidate with a disability or injury to attempt an examination. Candidates will be encouraged to outline what support they require to support professional recommendations.
- 6.12 If a candidate is unable, through disability or injury, to be examined by the normal arrangements specified in the procedures, Planning and Academic Administration, in consultation with the University Disability Advice Team and the Programme Director, may make alternative arrangements. Such arrangements require the prior approval of the Director of Planning and Academic Administration.
- 6.13 In an emergency, Planning and Academic Administration may make special arrangements in line with standard procedures for the examination. The special arrangements made are to be reported to the Director of Planning and Academic Administration as soon as is practicable.

Procedures for implementing special examination arrangements

- 6.14 It is especially important that a candidate discloses information about any disability at the earliest stage, so the University can work with the candidate to provide the right kind of support in examinations. Every encouragement will be made for an early submission of a request for special arrangements. It is strongly advised that disclosure be made during the application process. A further opportunity to disclose a disability is provided at registration.
- 6.15 Following registration at the University, the candidate will be contacted by the Disability Advice Team to invite the submission of a formal request for 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 for the candidate. The request should be formally addressed to the Director of Planning and Academic Administration, in writing.

- 6.16 Where a disability is identified after registration, the candidate should make a request for special arrangements as soon as is practicable following liaison with the Disability Advice Team. The University cannot guarantee to support a candidate if disclosure is made late, particularly if it results, in the view of the Director of Planning and Academic Administration, in unreasonable demands.
- 6.17 The candidates' disability status will be recorded on the Student Database either at the admissions stage or at registration. The Disability Advice Team will add to the database students who declare after registration.
- 6.18 Planning and Academic Administration, in consultation with the Disability Advice Team and, where appropriate, the Programme Director, shall determine what special arrangements are appropriate to each candidate. The approval of the Director of Planning and Academic Administration, or nominated deputy, is required on first application and in the case of any variation in the arrangements. In the case of a disability, where a candidate's programme of study extends over more than one year, the arrangements will apply for the duration of the programme, unless the candidate applies for a variation.
- 6.19 Where a candidate suffers an injury immediately before an examination, which is supported by medical certification, but is able to undertake the examination, special arrangements may be made for that examination only.
- 6.20 Where a School is responsible for any written assessment in the form of a closed, time constrained examination, test, or other examined assessment, it is the responsibility of the School to make provision for any special examination arrangements.
- 6.21 Where the examination is administered by Planning and Academic Administration, it will issue details to each candidate of the special approved arrangements, along with any additional instructions, normally within ten working days of receipt of the Special Arrangements request. This does not apply if the application is made less than ten working days before the relevant examinations commence.
- 6.22 Where the examination is administered within a School, Planning and Academic Administration must be consulted, where necessary, in determining the special arrangements.
- 6.23 Any dispute or complaint regarding special arrangements is to be made to the Director of Planning and Academic Administration in the first instance.

Additional time allowance

- 6.24 Extra time may be allowed for all methods of examination. 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.
- 6.25 Additional time allowances offered to the same candidate may vary from examination to examination according to the nature and content of the examination and/or changing condition of the candidate.

- 6.26 Extra time is calculated as follows:
- (i) 25%: This is the accepted norm in public examinations and is frequently recommended for candidates who have had a CEP assessment. Such candidates are likely to have considerable problems with number and/or spelling, grammar, syntax, the structure of their answers, sequential descriptions of method/process/events, and management of time.
 - (ii) 33%: This denotes the presence of extreme problems, deriving from barely functional literacy or numeracy, very low reading age, very poor spelling, very slow reading and writing speed.
 - (iii) 50% or more: This is permitted under exceptional circumstances whereby an external recommendation has been made by a CEP, which specifically states the requirement for such extra time. Further, a candidate may be granted up to 100% where this is recommended by an organisation or individual with the appropriate experience and qualifications in assessing the needs of individuals with other types of disability such as visual or hearing impairment.
- 6.27 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.
- 6.28 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.
- 6.29 Where the extended examination lasts for more than four hours, an appropriate supervised rest period will be provided.

The use of an amanuensis

- 6.30 An amanuensis is an assistant, who writes from a candidate's dictation.
- 6.31 A request for an amanuensis must be submitted to the Director of Planning and Academic Administration, who may approve it on a stand-alone or continuing basis.
- 6.32 The Director of Planning and Academic Administration will ensure that the amanuensis does not have a personal connection to the candidate, other than as a regular amanuensis or carer.
- 6.33 The amanuensis must not prompt the candidate for choice of words, or otherwise indicate in any way a belief or opinion regarding the answer.
- 6.34 The amanuensis must not use short-hand writing and must record answers in the language in which the assessment has been set.
- 6.35 Dictionaries may not be used by the candidate or the amanuensis, except where approved by the Director of Planning and Academic Administration, due to special circumstances.

Requests for amanuensis

- 6.36 A candidate who is unable to write the answers due to a disability, an injury or other cause may be permitted to dictate the answers to a scribe or into a recording device for later transcription, and may be permitted additional time in which to complete the examination paper.
- 6.37 Any candidate with a writing disability whether it is long-term or short-term, or associated with another disability (e.g. visual impairment), can request the assistance of an amanuensis in examinations.
- 6.38 In all cases, the candidate is to provide appropriate professional confirmation of their difficulty in writing examination answers. The views of the University's Disability Advice Team will also be sought, where appropriate.
- 6.39 Each request for an amanuensis must be submitted to the Director of Planning and Academic Administration, who may approve it on a stand-alone or continuing basis.

Persons who may act as an amanuensis

- 6.40 The amanuensis shall be a suitable person who is familiar with the examination process. Usually the amanuensis will be a current or former member of the Disability Advice Team's group of facilitators or a current or former member of staff, but not one responsible for setting or marking the relevant examination. Currently enrolled and suitable research students also may be considered to be amanuenses. In some cases, it may be necessary to engage a professional amanuensis.
- 6.41 An amanuensis should normally have no personal connection with the candidate. A person who has a personal connection with the candidate may be suitable, but this depends on the nature of the relationship; relatives and personal friends are not usually acceptable, but a regular amanuensis or carer would be acceptable. Any request for an amanuensis who has a personal connection with the candidate, other than a regular amanuensis or carer, must be submitted to the Director of Planning and Academic Administration for approval.
- 6.42 The amanuensis should be a person who is able to write legibly or type at reasonable speed, and who has an appropriate knowledge of the examination process.
- 6.43 The amanuensis may not serve as the invigilator for the examination.

Engagement of an amanuensis

- 6.44 In the case of examinations organized by Planning and Academic Administration, the Disability Advice Team will engage an amanuensis for an examination and will arrange for their remuneration.
- 6.45 In the case of examinations organized by a School in the form of a closed, time constrained examination, test, or other assessment, the School liaises with the Disability Advice Team, who then provides an amanuensis and arranges for their remuneration. The School is responsible for the provision of any accommodation or equipment involved.
- 6.46 In cases where there is extra time, other than for breaks, it may be appropriate to appoint two amanuenses, to avoid fatigue on the part of the amanuensis; however, comparability of approach must be guaranteed.

Duties of amanuensis and general procedures at examinations

- 6.47 The Examinations Officer will undertake briefings of amanuenses for examinations organised by Planning and Academic Administration. Where a School organises the assessment, the Programme Director will be responsible for ensuring the briefing takes place.
- 6.48 It is vital that there is a clear understanding about any additional time allowed, and whether this includes time for the candidate to check the answers. Guidelines for additional time are set out above.
- 6.49 The invigilator must check with the Examinations Officer or Programme Director about any breaks to be allowed the candidate, where the extra time would otherwise make the overall length excessive, and how the break should be taken. Breaks should be under supervision.
- 6.50 The amanuensis must not prompt the candidate for choice of words, or otherwise indicate in any way a belief or opinion regarding the answer. The amanuensis must not use short-hand writing and must record answers in the language in which the assessment has been set.
- 6.51 Responsibility for checking spelling and grammar remains with the student, although amanuenses are chosen who have a high standard of written English.
- 6.52 The amanuensis must report any questions or problems to the invigilator.
- 6.53 The answers must be typed or taken down in longhand; shorthand is not permitted, as it may be difficult for the candidate to verify.
- 6.54 The amanuensis must write legibly. Direct entry to computer by an amanuensis may be acceptable. Such a request must be made in writing to the Director of Planning and Academic Administration at the time that the request for an amanuensis is made.
- 6.55 The amanuensis must ascertain from the Invigilator whether the candidate can read the answers back unaided or requires the answers to be read aloud by the amanuensis.
- 6.56 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 the Examinations Office. An additional time allowance may be necessary in these instances. Appropriate time must be allowed to select an amanuensis who is able to carry out this type of work.

Practice sessions

- 6.57 The experience of a candidate who is used to studying/working with an amanuensis will be different from that of a candidate recently identified as disabled or suffering an injury that prevents writing. Dictating answers to an amanuensis 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 assessment for both the candidate and the amanuensis.
- 6.58 The Disability Advice Team may arrange for one or two practice sessions. If a candidate requires more than two practice sessions, the agreement of the Director of Planning and Academic Administration should be sought.

Provision of special facilities: alternative examination location

- 6.59 All candidates with special arrangements and additional time allowances shall be allocated, at the same time, to an alternative examination location suited to the candidates' needs, to that of the main examination room.
- 6.60 Where candidates have an extended examination period, or make use of a computer, the examination may take place in a room with candidates in a similar position. Where necessary, the candidate may need to undertake the examination in a separate room with access to suitable facilities, for one or more of the following reasons:
- (i) the candidate is using an amanuensis or a reader;
 - (ii) the candidate is unable to undertake an examination in the examination room for reasons related to their mental or physical health;
 - (iii) the candidate is using special aids or equipment that may disturb or affect the other candidates.
- 6.61 At least one University invigilator shall be present in the room. An amanuensis may not have simultaneous status as an invigilator.
- 6.62 In exceptional circumstances, and with the approval of the Director of Planning and Academic Administration, 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 word processing facilities for written examinations

- 6.63 The University will take all reasonable steps to provide computers for all disabled candidates who require their use during examinations.
- 6.64 Candidates are to make a request to the Director of Planning and Academic Administration in accordance with the procedures set out above if they require a computer and the type of software they require, unless the Disability Advice Team has advised an emergency agreement for a computer as being essential.
- 6.65 Planning and Academic Administration will log a call with IT Services regarding those candidates requiring computers, together with any requirements for special software notified by the candidates, normally with ten days' notice of the requirement.
- 6.66 IT will make the technical arrangements for these examinations in consultation with the Examinations Officer.
- 6.67 Candidates will be notified by Planning and Academic Administration of the facilities (including software) that can be provided by the University. It is the candidates' responsibility to ensure in advance that these facilities are appropriate. Any additional requirements notified by the candidate after the initial request, will be met wherever possible, but cannot be guaranteed.
- 6.68 In the case of a visually impaired candidate, the University will not stipulate the software, as it is recognised that such software is specific to different types of vision.

Use of candidates' own computers

- 6.69 In general, candidates will not be allowed to use their own computer. Where exceptions are made, candidates will need to demonstrate to the Director of Planning and Academic Administration that the use of University equipment, rather than their own, would put

them at a serious disadvantage. This would normally only be the case for students who require the use of assistive software that is not capable of being supported by IT.

- 6.70 A member of IT may inspect the computer before the start of each examination.
- 6.71 The candidate will retain spell-checking features.
- 6.72 In addition, such exceptions will be made only if the candidate:
 - (i) clears the computer of material relating to the programme of study;
 - (ii) signs a declaration confirming that no information related to the programme of study is held on their computer;
 - (iii) accepts that the University reserves the right to inspect the information stored on any computer used in a University examination after the examination.

Invigilation

- 6.73 Examinations requiring the provision of word-processing facilities must be invigilated at all times.
- 6.74 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.
- 6.75 The Examinations Officer will forward the material to the Programme 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 procedures for irregularities in examinations contained within this document.

Examination conditions

- 6.76 It is vital that invigilators understand additional time allowance, the conditions for which are set out above. The Examinations Officer should make clear to the invigilator the arrangements regarding any breaks allowed for the candidate, where the extra time would otherwise make the length excessive, and how the break should be taken. The arrangement may be that these breaks are away from the examination room, without access to the materials, but under supervision.
- 6.77 At the end of the allocated time, the script will be printed off in the candidate's presence and enclosed within the standard answer book cover. In the event of print failure, the script will be saved to memory stick.
- 6.78 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.

7. What special arrangements are there for specific circumstances?

Dyslexia

- 7.1 In the case of an examination arranged by Planning and Academic Administration, a cover sheet will be added to the examination script alerting the examiner to the requirement not to penalise the candidate.
- 7.2 The CEP's assessment should indicate the ways in which, and the degree to which, dyslexia might affect the individual's performance in higher education. The Director of Planning

and Academic Administration may seek additional information or advice before approving any modification.

- 7.3 Additional time will be allowed, as appropriate, for individual circumstances, and according to the recommendations of the CEP's report.
- 7.4 The use of Information Technology may be allowed provided the psychological assessment supports the request.
- 7.5 When marking an examination script, examiners should not penalise a dyslexic candidate for poor spelling, grammar or punctuation, unless the candidate's use of language is integral to the assessment principles in use (that is, it cannot be separated from the assessment of content).

Hearing-impaired candidates

- 7.6 The problems encountered by deaf or hearing-impaired candidates vary according to the degree of deafness and the first language of the candidate. The Examinations Officer will consult the Disability Advice Team concerning the appropriate course of action in individual cases. An interpreter for the deaf may be required to facilitate understanding of an examination question or task.
- 7.7 Where necessary, an additional time allowance will be made to provide an opportunity to clarify any misunderstandings over the phrasing or vocabulary of the questions. A candidate may reasonably be expected to understand the technical language of the subject, but not necessarily the language or phrasing of the question itself.
- 7.8 Where clarification of written instructions prior to practical examinations is required, it may be appropriate to engage the services of a lip speaker.
- 7.9 Additional time allowance may be made in individual cases based on specialist advice.
- 7.10 Wherever possible, teaching staff setting examination papers for a candidate who has a hearing impairment will, through Planning and Academic Administration and Disability Advice Team, arrange for the paper to be scrutinised by a specialist teacher to facilitate the identification of language or phrasing of questions that may prove problematic. Where necessary, recommended modifications will be made without changing the meaning of a question. Multiple-choice questions may present particular problems, and should be scrutinised with particular care.
- 7.11 Planning and Academic Administration 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.

Visually-impaired candidates

- 7.12 Arrangements for visually impaired candidates will vary according to their level of vision, the subject under examination, the nature of the examination and the candidate's chosen work methods.
- 7.13 Planning and Academic Administration will consult, as necessary, the Disability Advice Team, to determine the appropriate arrangements in individual cases.
- 7.14 Examination papers will be provided in a medium appropriate to the candidate's visual impairment, including:
 - (i) large print;

- (ii) coloured paper;
 - (iii) braille (it is important that a print copy of the paper is also available in cases of difficulty in understanding the specially prepared paper and for checking purposes);
 - (iv) audio tape: This is provided that the questions are brief and appropriate to such a medium;
 - (v) a Reader.
- 7.15 A diagram that forms part of a question will be expressed in words where possible, as part of the transcription process of the examination paper. However, some questions are inherently diagrammatic and may not be suitable for particular visually impaired candidates. In such cases, alternative questions will be provided, with the approval of the External Examiner.
- 7.16 Questions that may require a diagram as part of an answer will be modified to indicate where it is possible for the candidate to describe the diagram as part of the response. Where this is not possible, alternative questions will be provided.
- 7.17 For hard copy Braille output, a qualified translator should be employed to transcribe the answers as soon as possible after completion of the examination or an electronic Braille transcriber used if available.
- 7.18 A candidate may request the use of word processing facilities to answer examination questions. If this arrangement is made, Planning and Academic Administration will provide a reader to read the typed answers back to the candidate. The student may request specific assistive software to enable them to use the word processor independently.
- 7.19 A candidate may request to record examination answers on audiotape for later transcription.
- 7.20 An additional time allowance shall be made, to be determined in individual cases by the Director of Planning and Academic Administration based on advice from the Disability Advice Team.

Mental health

- 7.21 Appropriate procedures for candidates with a mental health disability might include:
- (i) taking an examination in a separate room;
 - (ii) extra time to complete examinations;
 - (iii) taking into account the side effects of any medication on receipt of medical certification, in planning examinations. For example, if medication has adverse effects in the morning, examinations should be scheduled at times when the candidate knows they can perform more effectively.

Epilepsy and other hidden disabilities

- 7.22 Candidates with hidden disabilities should have the option of taking their examinations in separate, appropriate accommodation, if there is a possibility of any occurrence that may disrupt the continuation of the examination for themselves or other candidates.

- 7.23 Should a candidate with a hidden disability require a break during an examination, then arrangements should be made for the examination to take place in separate, appropriate accommodation.

8. What are the procedures for dealing with disruption in examinations?

- 8.1 The Chief Invigilator will warn candidates whose conduct is disturbing to other candidates. A candidate who ignores a request from an Invigilator not to behave disruptively may be required to leave the Examination Room by the Chief Invigilator. If any candidate is removed from an examination room for misconduct, the Chief Invigilator must
- (i) note the incident on the Invigilation Sheet;
 - (ii) annotate the script with the time at which the candidate left; and
 - (iii) report the circumstances to the Director of Planning and Academic Administration immediately, and submit a written report to the Director of Planning and Academic Administration, for forwarding to the Programme Director.
- 8.2 The Director of Planning and Academic Administration will arrange for the script of any candidate removed from the examination room to be submitted to the Board of Examiners, as it was at the time the candidate was required to leave.
- 8.3 The Director of Planning and Academic Administration may refer the matter to the Head of School for appropriate action to be taken under the provisions of the University's Student Disciplinary Procedures.

9. Procedures relating to cheating in written examinations

- 9.1 It is an academic offence for a candidate to engage in unfair academic practices or to cheat in any examination.
- 9.2 Where there is clear evidence of an attempt to cheat during a formal examination, the Chief 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 Planning and Academic Administration as soon as possible;
 - (v) invite the candidate to provide a statement of the incident to the Director of Planning and Academic Administration.
- 9.3 The relevant documents will be passed to the Director of Planning and Academic Administration, who will arrange for them to be copied to the Programme Director concerned. The Director of Planning and Academic Administration may interview the person(s) concerned.
- 9.4 When a report of alleged examination malpractice is made to the Director of Planning and Academic Administration the incident will be investigated and the candidate will be

informed of the procedure to be followed, in accordance with the guidelines on Procedures in Respect of Examination Irregularities to be found in the *Academic Misconduct procedures*.

10. What happens if there is an emergency requiring the evacuation of an examination room?

- 10.1 In the event that a disturbance to a timed examination lasts longer than 30 minutes, the examination will be considered abandoned.
- 10.2 Arrangements will be made for the setting of an alternative examination at a later date if this is judged appropriate by the Board of Examiners. The duration of the examination before the disturbance, and the level of the examination will influence the decision relating to such alternative arrangements. The timing of the alternative examination is to be agreed by the Board of Examiners after consultation with the Director of Planning and Academic Administration. Normally, the examination will be held at the next possible opportunity.
- 10.3 Any alternative examination will have the status of a first assessment attempt for all the candidates recorded as present at the examination. The Board will consider candidates absent from the examination in the usual manner.
- 10.4 Candidates will be informed of the results of the examination, and may decline the offer of the alternative examination. In these circumstances, 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 cancelled.

Responsibilities of the Chief Invigilator

- 10.5 The Chief Invigilator must take the following action in the event of an emergency, such as a fire alarm or a safety alert.
- 10.6 Invigilators should do the following:
 - (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 Planning and Academic Administration of the disturbance, 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, allow the candidates the full working time prescribed for the examination on the resumption of the examination;

(viii) within 48 hours of the incident, make a full written report of what happened, and of the action taken, to the Director of Planning and Academic Administration for forwarding to the Board of Examiners.

10.7 Procedures in the event that a disturbance lasts longer than 30 minutes, the examination will be considered abandoned.

In the event of the abandonment of an examination

10.8 After the proper authorities deem it safe to enter the building, the staff of Planning and Academic Administration will collect the scripts for release to the person authorised to collect the scripts in the standard way.

10.9 After the scripts have been collected, the candidates will be permitted to enter the examination room to collect their personal effects.

Responsibilities of the Director of Planning and Academic Administration in the event of the abandonment of an examination following the evacuation of an examination room

10.10 The Director of Planning and Academic Administration will make a report on the circumstances leading to the abandonment of the examination to the Programme Director concerned.

10.11 The Director of Planning and Academic Administration will send a letter to each student making clear that the Board of Examiners will consider the matter.

Responsibilities of the Board of Examiners in the event of the abandonment of an examination following the evacuation of an examination room

10.12 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 the disturbance, and the level of the examination will influence the decision relating to such alternative arrangements.

10.13 The timing of the alternative examination is to be agreed by the Board of Examiners after consultation with the Director of Planning and Academic Administration. Normally, the examination will be held at the next possible opportunity.

10.14 Any alternative examination will have the status of a first assessment attempt for all the candidates recorded as present at the examination. The Board will consider candidates absent from the examination in the usual manner.

10.15 Should a candidate decline the offer of an alternative examination the Board will confirm that 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 cancelled.