University Code of Practice

Assessment Procedures: Conduct of Examinations

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Application to collaborative provision:	Mandatory
Contacts:	Head of Academic Quality and Learning
Applications for exemptions to:	Academic Quality and Standards Committee
Report exemptions to:	Academic Board

Summary/ Description:

This document sets out the University's regulations for:

- the conduct of examinations which form part of the summative assessment of modules, where those examinations are organised by the University in designated examination rooms
- 'class-based assessments – other forms of summative assessment which are the responsibility of the Programme Coordinator or other member of teaching staff.

Examinations conducted in designated rooms will be organised by the University to a published timetable, and the University, through the Registrar, will be responsible for ensuring that rooms are suitable for the conduct of the examinations. Chapter I addresses arrangements for the invigilation of examinations and sets out rules governing the conduct of examinations, including student identification, permitted items and arrangements for entry to, and exit from, the venue, and the start

and end of the examination. A series of examination offences are identified, the commission of which would be subject to investigation under the Code on Academic Misconduct (QH:C7). Invigilators are responsible for the conduct of examinations and for ensuring that the University's requirements are followed.

Chapter II addresses arrangements for other forms of summative assessments, including examinations, – termed 'class-based' - for which the Programme Coordinator and/or member of teaching staff are responsible. Specifically staff must ensure that proper consideration is given to the practical arrangements for the assessment (given the different venue compared with university examinations) including ensuring that any reasonable adjustments approved for individual students can be met.

These procedures supplement the Academic Regulations*:* Taught Programmes (QH:C1) and Codes of Practice relating to taught programmes.

Further Guidance

See the Introduction to the Quality Handbook (QH:A1) for further guidance and explanations of:

- how the Handbook is designed to work and what it covers and does not cover
- how it is structured
- the 'external reference points' and established practice which have informed each of the Codes
- key concepts and themes
- some suggestions for further reading
- a quick guide to each Code, including definitions and things to watch out for.

This university Code has been written in accordance with the approach approved by the University to enhance clarity involving the following terminology: must = mandatory should = advisable may = desirable. Where these terms are used they are emphasised in bold.

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INTRODUCTION

Authority

1 The Academic Quality and Standards Committee is the final arbiter of the application and interpretation of this code of practice.

Scope of the Code

2 This Code applies to all assessments and examinations conducted as part of programmes classified by Academic Board as taught and which lead to the award of the University's higher education qualifications (as set out in the Academic Regulations: Taught Programmes (QH:C1)).

3 Chapter I applies to summative assessments which take the form of University examinations and Chapter II to other summative assessments which are referred to as 'class-based assessments'. Chapter II does not apply to assessments carried out during placements as defined in the Code on Placement Learning (QH:C5).

Application to collaborative provision

4 Unless specified by the Academic Board, this Code applies to all provision referred to in paragraph 2 whether that provision is delivered by the University or another approved provider in accordance with a formal legal agreement.

CHAPTER I: CONDUCT OF EXAMINATIONS

Definitions

5 'Examinations' to which this chapter applies are those examinations which form part of the summative assessment for a module, the dates, times and venues of which are arranged by the Programme Coordinator and advised to the Registrar.

6 Other summative assessment tasks organised by the Programme Coordinator or members of academic staff responsible for the module are designated as 'class-based assessments' and are governed by Chapter II of this Code.

Invigilation

7 The Head of Academic Quality and Learning is responsible for issuing written instructions to invigilators prior to the start of each examination period and for providing staff development for invigilators.

8 All invigilators **must** have read and be aware of the duties and processes involved in invigilating.

9 Staff new to invigilating, or new to the University, are expected to familiarise themselves with the Code on Conduct of examinations and invigilation procedures and attend any staff development briefings arranged for them.

10 Staff whose examination is taking place are responsible for issuing written instructions for invigilators specific to that examination. This must include the number of papers provided and any additional information as described in para 14 below. The staff member **must** be available to be easily contacted for the duration of the examination in case of query, and **should** be present in the examination room at the start of the examination.

Instructions for candidates

11 The Head of Academic Quality and Learning may issue instructions for candidates designed to regulate the conduct of examinations in the best interests of all students undertaking examinations taking into account the timing and venue of examinations.

Examination rules

12 Students will be informed via Canvas of the examination timetable including the start and end times of each examination. Students are responsible for ensuring that they arrive no later than 15 minutes before the start of the examination and obey all instructions given by an invigilator.

13 Students are responsible for ensuring that they understand the examination rules and regulations before entering the examination room.

14 The University's general examination rules are set out below. Additional information on what is permitted or not permitted for a particular examination will be provided to students through Canvas as necessary, for example the rubric of the examination paper will specify any specialist equipment or materials (such as a calculator or reference works in the case of an open book examination) that students are permitted to bring with them into the examination.

15 To gain admission to an examination room each student **must** present their virtual ID as they enter the examination room (and, if necessary, be able to show it during the examination).

16 If a student is unable to provide their virtual ID at the examination they will be required to present alternative photographic ID (passport or photographic driving licence) and sign a declaration form which will then be attached to the front of their examination script by the invigilator.

Items permitted in examination rooms

17 Students **must not** have unauthorised items on or under their desk or about their person. All unauthorised items will be confiscated for the duration of the examination. If a student finds that they have inadvertently brought unauthorised items into an examination the student **must** inform an invigilator immediately.

18 Personal items **must** be placed at the back of the room during the examination or other location as directed by the Invigilator.

19 The following items are prohibited in an examination room:

(a) e-cigarettes
(b) head phones of any size or type
(c) food other than: small packets of sweets, bottled non-alcoholic drinks
(d) translation dictionaries (English/another language) unless expressly permitted in the examination rubric.

20 Mobile phones, smart watches and other communication devices **must** be switched off after showing virtual ID upon entering the examination room and **must** be placed under the examination desk during the examination. Any sending or receiving of calls or messages during an examination will be regarded as a serious breach of the University's procedures and be investigated as a form of academic misconduct under the Code on Academic Misconduct (QH:C7).

Conduct in the examination room

21 Once entry to the examination room is permitted by the invigilators each student **must** sit in the seat allocated to them and **must not** speak to other students from that point onwards until the end of the examination.

22 On taking their seat students **should** read the front page (or online equivalent) of the examination paper to ensure that they have:

(a) the correct examination paper in front of them
(b) complied with the rubric for the examination in terms of permitted/prohibited materials.

23 Any problem, such as not having been allocated a seat or having the wrong examination paper, **must** be reported immediately to one of the invigilators.

24 Students are permitted to enter their candidate number on the front of any answer book provided prior to the start of the examination. Examinations will be marked anonymously and therefore students **must** not write their name on the answer books.

25 The invigilators will announce the start of the examination. Before that time students **must not** open or read the examination paper or begin writing (other than as specified above).

26 During the examination students are only permitted to leave the room with the permission of one of the invigilators for a toilet break or in the event of feeling unwell.

27 A student leaving permanently must ensure that their answer book is collected by the invigilator before the student leaves their desk. To minimise disruption to other students,

students are not permitted to leave the examination room after the invigilator has announced that there are 15 minutes remaining in the examination.

28 Where examinations are conducted via Canvas, students are responsible for ensuring that they have correctly submitted their assessments and logged out of Canvas.

29 Invigilators will record details of students who leave the examination room temporarily or early.

Late entry to the examination room

30 Students arriving late but within 30 minutes of the start of the examination will be permitted to enter and start the examination provided that they do so without causing disruption to other students. Students will not be allowed to receive any extension or mitigation relating to the lost time.

31 A student arriving more than 30 minutes after the start of the examination will be refused entry to the examination room and will be deemed by the Module Board to have not attended and awarded a mark of zero for the examination (unless there was good cause for the late arrival which is accepted by the Mitigating Circumstances Panel following an application for individual mitigating circumstances under the University's procedure). Misreading the examination timetable does not constitute good cause for arriving late or missing an examination.

The end of the examination

32 The invigilator will announce the end of the examination. At that point students **must** stop writing and ensure that their answer book is placed in front of them for collection.

33 Students are not permitted to leave until the invigilators have collected all answer books and announced that they may leave.

Emergency evacuation

34 In the event that the examination room has to be evacuated in an emergency students **must** comply with the instructions of the invigilators. Students **must** leave all materials on their desk. Examination conditions will be deemed still to apply. In the event that the circumstances causing the evacuation result in more than a short term disruption to the examination, the invigilators, in consultation with the Head of Academic Quality and Learning or Registrar, will declare the examination ended and advise students what actions will be taken regarding the validity of the examination.

Examination offences

35 The University takes any form of misconduct in examinations very seriously whether the misconduct is designed to benefit an individual student or to cause disadvantage to another/other students. The following are examples of examination offences:

(a) cheating (including personation), attempting to cheat or assisting someone else to cheat

(b) having unauthorised items on or under the desk or about one's person
(c) writing before the start or after the end of the examination
(d) writing notes on hands, arms or other parts of the body
(e) leaving the venue without permission
(f) tampering with answer books, question papers or other examination stationery
(g) causing a disturbance or disrupting the examination process
(h) making/sending or receiving a call or message using a mobile phone or other communication device during an examination.

36 Where an invigilator suspects that a student is committing an offence they will take appropriate action given the nature of the conduct in question having regard to the need to:

(a) minimise the disruption to other students
(b) record the details of the student's conduct for the purpose of a subsequent investigation.

37 Possible offences will be addressed in accordance with the University's Code on Academic Misconduct (QH:C7).

CHAPTER II: CLASS-BASED ASSESSMENTS

Definitions

38 Class-based assessments are those summative assessment tasks which are not designated as University examinations under Chapter I. Such assessments do not require the full formality of University examinations but still require appropriate arrangements to ensure that:

(a) students have proper notice of the assessment, including date, time and room
(b) the room is suitable for the conduct of the assessment, both for all students and for those for whom reasonable adjustments have been approved
(c) the conduct of the assessment is carried out in such a way as to ensure a valid and reliable assessment process, in particular that the risk of the use of any form of academic misconduct is minimised.

39 All summative assessment tasks used for class-based assessments **must** have been set and moderated as set out in the Academic Regulations: Taught Programmes (QH:C1) and will be subject to internal and external moderation.

40 This chapter does not apply to activities undertaken during a work-based placement (for which see the Code on Placement Learning (QH:C5)).

Requirements for class-based assessments

41 Before a class-based assessment may be used the following requirements **must** have been adhered to:

(a) the form of assessment has been approved as part of the assessment strategy for the module (approved as part of the relevant programme)
(b) the form of assessment has been published in the module descriptor
(c) students have been informed of the nature and purpose of the assessment in advance
(d) the Programme Coordinator/other member of teaching staff has ensured that the room is suitable for holding the assessment (see further below).

42 Where class-based assessments are being used for the purposes of formative assessment (and therefore do not count towards the overall mark for the module), the criteria in paragraph 41 do not apply other than ensuring that the room is suitable for the nature of the assessment.

43 In considering the suitability of the venue, attention **must** be paid to the following:

(a) the physical environment (such as heating, lighting, physical space, ease of access/exit)
(b) the security of the assessment (for example ability to: distribute question papers or equivalent, oversee the conduct of the task, confirm/monitor attendance and collect completed assessed work)
(c) the risks of any form of academic misconduct (such as position of students relative to each other, clarity of rules on permitted belongings and other materials).

44 Class-based assessments **must** be marked anonymously unless exempted on grounds of impracticality (see further Academic Regulations: Taught Programmes (QH:C1).

Alternative arrangements

45 The member of staff responsible for conducting the assessment **must** ensure that any approved reasonable adjustments for an individual student can be complied with. Where such adjustments include taking an assessment in an alternative venue (for example because of the need to be separate from other students) this **must** be addressed in planning the venues for the assessment including addressing the criteria in paragraph 41.

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