Specific Regulations

B13. Regulations for students taking assessments

B13.1 General Regulations: All Assessments

The following regulations should be read in conjunction with the ‘General Regulations’ relating to specific forms of assessment (e.g. examinations, in-class tests, and coursework) and the course/module guidelines.

1.1 All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the University's Disciplinary Procedure.

1.2 Students are required to observe all instructions given to them by examiners, invigilators and any member of the staff responsible for the assessment.

1.3 Students who wish the examiners to know of any illness or other factor which they think may have affected their performance in an assessment by examination or course work must immediately inform, in writing, the Student Administration Office (for students on the Undergraduate Modular Programme) or the member of staff responsible for the course or, in the case only of the onset of illness while sitting an examination, the Deputy Academic Registrar (Examinations and Conferments). In the case of illness a supporting medical certificate, obtained at the time of the illness, must also be provided unless specific arrangements applying to the student's course state otherwise.

1.4 Any student who attends an examination or other part of an assessment process on behalf of or pretending to be another student, or who allows another person to attend any part of an assessment process on their behalf or pretending to be them, is committing, or colluding in, impersonation and may be subject to disciplinary action in accordance with the University's Disciplinary Procedure.

1.5 It is the student's responsibility to ensure that their work submitted for assessment is legible and, if necessary, to seek appropriate support and guidance. Where a disability or medical condition impedes the legibility of the work, it is the student's responsibility, in the first instance, to request an alternative assessment provision.

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Specific Regulations

B13. Regulations for students taking assessments

B13.2 General Regulations: Examinations

The following regulations should be read in conjunction with 'General Regulations: All Assessments' and the course/module guidelines.

These Regulations are enforced strictly to ensure that every student is able to perform to the best of their ability during an examination. Students arriving late, causing a disturbance or leaving early may disrupt the work of other students and so these regulations will be enforced without exception.

2.1. Students may enter an examination room only when instructed to do so by an invigilator. It is advised that all students are seated 10 minutes before the scheduled start of the examination. Students should be present in the examination room and seated at the correct desk before the examination announcements are read by the invigilator.

2.2. Students are under examination conditions as soon as they enter the examination room and must not communicate with anyone but an invigilator while in the examination room, including before and after an examination.

2.3. Students are not permitted to open the examination paper or make any notes until instructed to do so by an invigilator.

2.4. Students arriving late, i.e. once the examination has begun, will be granted admission into the examination room up to 1 hour after the start time of the examination. Students arriving more than 1 hour after the start time of the examination will not be allowed entry regardless of the circumstances for the late arrival.

2.5. Students granted late admission into the examination room will not be entitled to extra time to compensate for time lost due to arriving late.

2.6. Students are not permitted to leave the examination room in the first hour or the last fifteen minutes of an examination.

2.7. Students who wish to attract the attention of an invigilator should raise their hand. Students may not leave their seats without permission.
2.8. Students may take to their desks a clear pencil case containing writing instruments. In certain instances specifically permitted books, papers or instruments will be allowed.

2.9. No food, drink or medication is permitted at an examination desk, other than one clear, colourless bottle of still water.

2.10. Students who have a medical condition which may require medication or which may require them to leave the examination room during an examination must contact the Examination Office before the examination.

2.11. Articles of clothing not being worn, bags, brief cases, pencil cases, papers, mobile phones, calculators etc must not be taken to a student’s desk in the examination room. Such items should not normally be brought into the examination room and if brought must be deposited, at the student’s own risk, in the area within the examination room designated by the invigilator. Students bringing mobile phones into the examination room must ensure that alarms are cancelled and the phone is switched off. Mobile phones which ring or whose alarm sounds in the examination room is considered to be causing a disturbance. The University accepts no responsibility for the safe-keeping of items deposited in the designated area.

2.12. The taking of notes or unauthorised material, including mobile phones and calculators, into an examination room by students is regarded as an act preparatory to an attempt to cheat. Consequently, anyone found with such material in their possession, or on or about their person or on or about the examination desk, will be reported and will be subject to disciplinary action in accordance with the University’s Student Disciplinary Procedure. Any notes or unauthorised material may be retained by the University at its discretion. The same consequences will follow for anyone found using any form of cheating or attempting to cheat or assisting someone else to cheat in examinations.

2.13. Students whose examination involves arithmetical calculation that requires the use of electronic calculators will have a University approved calculator placed on the examination desk by the invigilator before the start of the examination. Students must not use any other calculator in the examination, unless instructions state otherwise. A watch or other device capable of operating as a calculator counts as an unauthorised calculator for the purpose of this regulation.

2.14. Language dictionaries are not allowed in an examination room.

2.15. Students must sit only at the desk on which there is a card showing their name, and leave it visible throughout the examination.
2.16. Students must display their current University enrolment card, photo driving licence or passport on their desks during the examination.

2.17. Students must write their student name and number and any other information requested on every answer book. At the end of the examination, before handing the answer book(s) to the invigilator, students must fold and seal the section containing their name and number.

2.18. Scrap paper is not permitted; unless specified in the examination rubric. All rough work should be written in the answer book and crossed through. Supplementary answer sheets, even if they contain rough work only, should be attached to the back of the main answer book.

2.19. Answer books, used or unused, must not be removed from the examination room. Students must not damage or deface any paper or material supplied.

2.20. Students should write in ink or use a ballpoint pen, other than when completing a multiple choice answer sheet or when the instructions state otherwise.

2.21. Except with the permission of the invigilator, students must not communicate with anyone but an invigilator while the examination is in progress.

2.22. Students must not leave the examination room and re-enter, except in an emergency and with the permission of an invigilator. A student who has to leave the room in an emergency will not normally be allowed to re-enter and continue unless it has been possible to obtain an escort.

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Specific Regulations

B13. Regulations for students taking assessments

B13.3 General Regulations: In Class Tests

This section relates to those assessments in ‘class time’ with a similar structure to an examination where the following regulations would be deemed appropriate. For other forms of assessments in ‘class time’ where the following regulations would be inappropriate the General Regulations will apply and any additional regulations and/or guidelines specific to the module.

The following regulations should be read in conjunction with ‘General Regulations: All Assessments’ and the course/module guidelines.

3.1. Articles of clothing not being worn, bags, brief cases, pencil cases, papers, mobile phones etc must not be taken to a student's desk in the in-class test room. Such items should not normally be brought into the room and if brought must be deposited, at the student's own risk, in the area within the room designated by the invigilator. Students may take to their desks loose writing instruments only. In certain instances specifically permitted books, papers, calculators or instruments will be allowed.

3.2. Students whose course involves arithmetical calculation that requires the use of electronic calculators or similar aids are required to provide their own for inclass tests. They should be independently powered and be silent. If they have memories these must be capable of being easily cleared. They must not be capable of text storage or manipulation or graphic display. Students are required to state on their scripts the make and model number of the calculator used. A student who has any doubt about the suitability of a particular calculator for use in the in-class test must seek approval well in advance from the lecturer responsible for the in-class test. A watch or other device capable of operating as a calculator counts as a calculator for the purpose of this regulation.

3.3. Students must only take authorised materials into an in-class test room. The taking of notes or unauthorised material, including mobile phones, into an inclass test room by students is regarded as an act preparatory to an attempt to cheat. Consequently, anyone found with such material in their possession, or on or about their person, will be reported and may be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure. Any notes or unauthorised material may be retained by the University at its discretion. The same consequences will follow for anyone found using any form of cheating or attempting to cheat or assisting someone else to cheat in an in-class test.
3.4. Language dictionaries are not allowed in an in-class test room, unless instructions state otherwise.

3.5. Students must display their current University enrolment card on their desks during the in-class test, unless instructions state otherwise.

3.6. Scrap paper is not permitted, unless instructions state otherwise; all rough work should be crossed through and handed in at the end of the in-class test with the answer sheets.

3.7. Students must not damage or deface any paper or material supplied and under no circumstances may answer books (if supplied), used or unused, be removed from the in-class test room.

3.8. Students must write in ink or use a ballpoint pen, other than when completing an multiple choice answer sheet (for example Edpac) or when the instructions state otherwise.

3.9. Students who wish to attract the attention of an invigilator should raise their hand. Students may not leave their seats without permission.

3.10. Except with the permission of the invigilator, students must not communicate with anyone but an invigilator while the in-class test is in progress.

3.11. Students must not leave the room in which the in-class test is being held and re-enter, except in an emergency and with the permission of an invigilator. A student who has to leave the room in an emergency will not normally be allowed to re-enter and continue unless it has been possible to obtain an escort. Students knowing of medical conditions likely to require them to leave the room during an in-class test should notify the Module Leader in advance.

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Specific Regulations

B13. Regulations for students taking assessments

B13.4 General Regulations: Coursework

The following regulations should be read in conjunction with 3.1 ‘General Regulations: All Assessments’ and the course/module guidelines.

4.1. Except where written instructions specify otherwise, students must ensure that all work submitted for assessment in fulfilment of course requirements was produced by them. Any student who submits work for assessment that was not wholly produced by them, except where specifically authorised to do so, may be subject to disciplinary action in accordance with the University's Disciplinary Procedure.

4.2. Students must ensure that they do not plagiarise (i.e. take and use another person's thoughts, writings, inventions as their own) any part of any work submitted for assessment in fulfilment of course requirements. Quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of the work by use of one of the standard conventions for referencing. Any student whose work submitted for assessment is plagiarised, in whole or in part, may be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure.

4.3. Except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, students must not collude with others to produce a piece of work jointly, copy or share another student's work or lend their work to another student in the reasonable knowledge that some or all of it will be copied. Such collusion is cheating and any student who participates in collusion may be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure.

4.4. Students must ensure that work submitted for assessment in fulfilment of course requirements is not duplicated (the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission). Such duplication is cheating and any student whose work submitted for assessment is duplicated, in whole or in part may be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure.

4.5. Except where written instructions specify that investigations may be carried out jointly and the results submitted as the work of more than one student, students must ensure that all data included in work submitted in fulfilment of course requirements were obtained through work carried out by them. The invention of data, its alteration, its
copying from any other source, or otherwise obtaining it by unfair means is falsification, as is the invention of quotes and/or references. Any student whose work submitted for assessment contains material that is falsified may be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure.

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