

REGULATIONS

A3.3 Students' Responsibilities

General responsibilities

A3.3.1 All assessments are intended to determine the skills, abilities, understanding and knowledge of each individual student undertaking the assessment. Students are expected to actively engage with the assessment activities provided on their programmes, and to act on feedback provided by their tutors, as articulated in the [Brookes Assessment Compact](#). Students must ensure that they familiarise themselves with the assessment criteria and learning outcomes against which their work will be assessed, which must be given in programme and module handbooks.

A3.3.2 It is the responsibility of students to attend examinations and submit work for assessment as required. Students are required to observe all instructions given to them by examiners, invigilators and any member of the staff responsible for the assessment. If a student fails to attend examinations or at the right time to submit work for assessment without good cause, the examiners have authority to deem the student to have failed the assessments concerned.

A3.3.3 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 (see [A3.4](#)).

A3.3.4 It is the student's responsibility to ensure that all assessment deadlines are met or that approval for an extension has been granted in advance of the original deadline. Any assessment submitted after the deadline, or the approved extended deadline, will be deemed late and awarded zero marks. See [A3.5 Exceptional Circumstances](#) for details.

A3.3.5 Students must ensure they understand what constitutes academic misconduct (see [A3.13 Cheating](#)), and ensure they do not commit such offences in preparing for assessments. If a student is found to have cheated or attempted to gain an unfair advantage, the appropriate Disciplinary Officer or a Misconduct Committee, as the case may be, have authority to deem the student to have failed part or all of the assessments, or to require some other penalty.

A3.3.6 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.

A3.3.7 Examinations

- i 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.
- ii 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.

- iii Students are not permitted to open the examination paper or make any notes until instructed to do so by an invigilator.
- iv 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.
- v Students granted late admission into the examination room will not be entitled to extra time to compensate for time lost due to arriving late.
- vi Students are not permitted to leave the examination room in the first hour or the last fifteen minutes of an examination. Students may only leave an examination once the necessary attendance and identification checks have been completed, which may be after the scheduled end time for the examination.
- vii Students who wish to attract the attention of an invigilator should raise their hand. Students may not leave their seats without permission.
- viii Students are permitted only the following items at the examination desk:
 - Brookes student card as identification. The 'Valid Until' date must not be earlier than the date of the examination.
 - Writing implements, either loose or in a clear plastic pencil case
 - One clear bottle of still water, with the label removed
 - Materials which are stated on the front page of the examination paper
 - Medication which has been approved by the Head of Examinations or nominee.
 - Container of personal items placed under the examination desk.All other items and materials are unauthorised and are not permitted at the examination desk or on or about the student's person.
- ix A container is provided at each examination desk for personal items. This container must be placed under the examination desk and students are not permitted to remove any items until their examination script has been collected and they are instructed they may do so by an invigilator.
- x Students bringing electronic devices into the examination room must ensure that alarms are cancelled and the device is switched off. An electronic device which activates in the examination room is considered to be causing a disturbance.
- xi Bags and coats must be left in the designated area of the examination room. The University accepts no responsibility for the safe-keeping of items deposited in the designated areas.
- xii The possession of unauthorised items and/or materials at or about an examination desk or on or about the person is regarded as an act preparatory to an attempt to cheat. Students found with unauthorised items or materials on or about the examination desk or their person will be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure. Any unauthorised items or materials 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.
- xiii Students who have a medical condition which may require them to leave the examination room during an examination must contact the Head of Examinations before the examination.
- xiv 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.

- xv Language dictionaries are not allowed in an examination room.
- xvi Students must sit only at the desk on which there is a card showing their name, and leave it visible throughout the examination.
- xvii 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.
- xviii 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.
- xix Answer books, used or unused, must not be removed from the examination room. Students must not damage or deface any paper or material supplied.
- xx 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.
- xxi Except with the permission of the invigilator, students must not communicate with anyone but an invigilator while the examination is in progress.
- xxii 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.
- xxiii Electronic and smart devices, and their accessories, are not permitted on the student or on the exam desk under any circumstances – these items must be left in the belongings area or sealed inside the valuables container at the desk. Students who have any such items on their person or on their desk will be subject to disciplinary action. Any item suspected to be a smart device is subject to inspection and confiscation by the invigilator. This includes but is not limited to pens, glasses, wristbands and wearable items.
- xxiv Students may not wear any watch or monitor while they are in the exam room. Analogue or simple digital watches may be placed in the clear plastic bag provided on the exam desk and left visible on the desk to be used for timekeeping. The watch must not have any smart capabilities such as a calculator, wireless connectivity or memory bank.

A3.3.8 In-class tests

This section relates to summative in-class tests (that is an in-class test which counts for marks towards the module's overall assessment). 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.

- i. Students may enter a test 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 test.
- ii. Students are under examination conditions as soon as they enter the test room and must not communicate with anyone but an invigilator while in the test room, including before and after the test.

- iii. Students are not permitted to open the test paper or make any notes until instructed to do so by an invigilator.
- iv. Students arriving late, i.e. once the test has begun, will be granted admission into the test room up to 1 hour after the start time of the test provided the test has not officially ended. Students arriving more than 1 hour after the start time of the test will not be allowed entry regardless of the circumstances for the late arrival.
- v. Students granted late admission into the test room will not be entitled to extra time to compensate for time lost due to arriving late.
- vi. Students are not permitted to leave the test room in the first hour or the last fifteen minutes of the test. Students may only leave a test once the necessary attendance and identification checks have been completed, which may be after the scheduled end time for the test.
- vii. Students who wish to attract the attention of an invigilator should raise their hand. Students may not leave their seats without permission.
- viii. Students are permitted only the following items at the desk:
 - Brookes student card as identification. The 'Valid Until' date must not be earlier than the date of the test.
 - Writing implements, either loose or in a clear plastic pencil case.
 - One clear bottle of still water, with the label removed.
 - Materials which are stated on the front page of the test paper.
 - Medication which has been approved by the Module Leader.

All other items and materials are unauthorised and are not permitted at the test desk or on or about the student's person.

- ix. Students bringing electronic devices into the test room must ensure that alarms are cancelled and the device is switched off. An electronic device which activates in the test room is considered to be causing a disturbance.
- x. Bags and coats must be left in the designated area of the test room.
- xi. The University accepts no responsibility for the safe-keeping of items deposited in the designated areas.
- xii. The possession of unauthorised items and/or materials at or about a test desk or on or about the person is regarded as an act preparatory to an attempt to cheat. Students found with unauthorised items or materials on or about the test desk or their person will be subject to disciplinary action in accordance with the University's Student Disciplinary Procedure. Any unauthorised items or materials 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 during tests.
- xiii. Students who have a medical condition which may require them to leave the test room during a test must contact the Module Leader before the test.
- xiv. Students whose test involves arithmetical calculation that requires the use of electronic calculators will have a University approved calculator placed on the desk by the invigilator before the start of the test. Students must not use any other calculator in the test, 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.
- xv. Language dictionaries are not allowed in a test room unless stated in the rubric of the test paper.

- xvi. For written tests: Students must write their student name and number and any other information requested on every answer book or other paperwork used within the test.

Where answer books are used: At the end of the test, before handing the answer book(s) to the invigilator, students must fold and seal the section containing their name and number.
- xvii. Scrap paper is not permitted unless specified in the test rubric.

Where answer books are used: 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.
- xviii. Answer books, used or unused, must not be removed from the test room. Students must not damage or deface any paper or material supplied.
- xix. 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.
- xx. Except with the permission of the invigilator, students must not communicate with anyone but an invigilator while the test is in progress.
- xxi. Students must not leave the test 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.

A3.3.9 Coursework

The following regulations should be read in conjunction with the general assessment regulations contained in this section, and the course/module guidelines:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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.

For further information about these regulations, please contact the Academic Registrar.

Approved by:

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Academic Board, 18 July 2012

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