



leeds metropolitan university

Academic Principles and Regulations

Section C8: Written Examinations: Regulations for Candidates

August 2011

Approved June 2002;
Amended June 2003, July 2004, July 2005, May 2006, July 2007, May 2008 and July 2009

SECTION C8: WRITTEN EXAMINATIONS: REGULATIONS FOR CANDIDATES.....	1
C8.1 Application.....	1
C8.1.1 Application	1
C8.2 Information to Students: General	1
C8.2.1 Information to Students: General	1
C8.3 Registration for Assessment.....	1
C8.3.1 Registration	1
C8.3.2 Fees	1
C8.3.3 Student Identification.....	1
C8.4 Breach of Regulations	1
C8.4.1 Breach of the Regulations	1
C8.4.2 Examples of Potential Breaches of these Regulations	1
C8.5 In Advance of the Examination Period	1
C8.5.1 Information to Students	1
C8.5.2 Responsibilities of Students	1
C8.5.3 Scheduling of Examinations.....	1
C8.5.4 Grounds for Review of the Timetable	2
C8.5.5 Dictionaries.....	2
C8.6 Conduct Immediately Prior to the Commencement of the Examination	2
C8.6.1 Assembly	2
C8.6.2 Entry to the Examination Room	2
C8.6.3 Requirements on Entry to the Examination Room.....	2
C8.6.4 Other Instructions	2
C8.7 Electronic and Other Personal Equipment.....	2
C8.7.1 Permitted Equipment.....	2
C8.7.2 Information to Students	2
C8.7.3 Cheating and Unfair Advantage	2
C8.8 Conduct during the Examination	2
C8.8.1 Individual Conclusion of Examination	2
C8.8.2 Late Candidates	2
C8.8.3 Clarification	2
C8.8.4 Reading Time	3
C8.8.5 Stationery	3
C8.8.6 Communication with an Invigilator	3
C8.8.7 Dictionaries.....	3
C8.8.8 Leaving the Examination Room during the Examination	3
C8.8.9 Unaccompanied Departure	3
C8.8.10 Communication with Other Candidates	3
C8.8.11 Reading Other Candidates' Work.....	3
C8.8.12 Suitable Conduct	3

C8.8.13	Mobile Phones: Disturbance	3
C8.8.14	Other Instructions	3
C8.9	Conduct on the Conclusion of the Examination	3
C8.9.1	Cease Writing	3
C8.9.2	Seating and Silence.....	3
C8.9.3	Examination Scripts	3
C8.9.4	Unused Stationery	3
C8.9.5	Removal of University Items from the Examination Room	3
C8.9.6	Leaving the Room.....	3
C8.10	Absence from Written Examinations	4
C8.10.1	Documentary Evidence	4
C8.10.2	Illness.....	4
C8.10.3	Other Reasons	4
C8.10.4	Extenuating Circumstances	4
C8.11	Breaches of Assessment Regulations	4
C8.11.1	Action Where an Offence is Suspected	4
C8.11.2	Continuation with the Examination	4
C8.11.3	Notification to Candidate	4
C8.11.4	Investigation	4
APPENDIX: ACTIONS WHICH MAY BE CONSIDERED TO BREACH THE UNIVERSITY ASSESSMENT OR EXAMINATION REGULATIONS.....		5
1	CHEATING.....	5
2	UNFAIR PRACTICE.....	5

SECTION C8: WRITTEN EXAMINATIONS: REGULATIONS FOR CANDIDATES

REGULATIONS

C8.1 Application

C8.1.1 Application

These regulations apply to all formal written examinations within the University.

C8.2 Information to Students: General

C8.2.1 Information to Students: General

Faculties are responsible for bringing these Regulations to the attention of all candidates prior to their first examination.

C8.3 Registration for Assessment

C8.3.1 Registration

To be considered to be registered for any assessment, a student must have completed the requirements of the University in respect of registration.

C8.3.2 Fees

To be considered to be registered for any assessment, a student must have fully complied with the University's requirements on the payment of fees.

C8.3.3 Student Identification

Candidates presenting themselves for written examinations will:

- have their student ID cards checked by, or on behalf of, the Senior Invigilator within 30 minutes of the commencement of an examination (ID cards should have a full face photograph. If this is not the case some other form of visual identification should be provided, such as a passport);
- the names of students who do not have their student card with them will be recorded on the Invigilator's Report form.

C8.4 Breach of Regulations

C8.4.1 Breach of the Regulations

Students are warned that any breach of the assessment and/or examination regulations could result in severe penalties.

The possible penalties are those specified in Section C9: Cheating, Plagiarism and Other Forms of Unfair Practice.

C8.4.2 Examples of Potential Breaches of these Regulations

Actions which may be considered to be breaches of the assessment and/or examination regulations are to be found in the Appendix at the end of this section of the Regulations.

C8.5 In Advance of the Examination Period

C8.5.1 Information to Students

Before the examination period the following information will be given to students.

(A) Final Timetable

The final examination timetable will be published at least 6 weeks before the date of the first examination.

(B) Form of Notification

This will normally be by a notice prominently displayed and via the student web portal.

(C) Person to Contact in case of Difficulties

The notification of the final timetable will include the name of the designated person who should be contacted in the case of difficulties.

(D) Timescale for Notification of Difficulties

The notification of the final timetable will include the timescale within which the student should contact the designated person above in case of difficulties.

C8.5.2 Responsibilities of Students

(A) Checking the Timetable

It is the responsibility of students to check the timetable.

(B) Difficulty

In cases of difficulty a student should make representations to the designated person [see Section C8. 5.1].

(C) Timescale for notification of difficulty

This should be done within the timescale as specified in the published information [see Section C8. 5.1].

C8.5.3 Scheduling of Examinations

The University may schedule examinations so that:

- a candidate may be required to sit more than one examination on any day
- A candidate would not normally be expected to sit more than two examinations on any day
- examinations may be scheduled between 9am and 9pm Monday to Sunday

- examinations may be scheduled outside the normal working week
- examinations may be located in other premises than those of the University.

C8.5.4 Grounds for Review of the Timetable

Scheduling of examinations as specified above will *not normally* be valid grounds for review of the examination timetable.

C8.5.5 Dictionaries

Candidates

- whose first language is not English
- who wish to have a foreign language/English language dictionary available at the examination

should consult with the appropriate faculty administration team at the start of the academic year with a view to this facility being made available.

C8.6 Conduct Immediately Prior to the Commencement of the Examination

C8.6.1 Assembly

Candidates shall assemble outside the examination room in good time before the published commencement time of the examination.

C8.6.2 Entry to the Examination Room

- Candidates may not enter the examination room until instructed to do so by the Senior Invigilator.
- This will normally be around 15 minutes before the published commencement time of the examination.

C8.6.3 Requirements on Entry to the Examination Room

Candidates shall follow the invigilator's instructions which are outlined in the Guidance issued by the Registrar and Secretary's Office.

C8.6.4 Other Instructions

Candidates should follow any other instructions pertaining to the examination as given by the Senior Invigilator.

C8.7 Electronic and Other Personal Equipment

C8.7.1 Permitted Equipment

Electronic and other personal equipment which is permitted to be used during an examination will be specified in the examination rubric.

C8.7.2 Information to Students

Candidates will be given advance notice of the specifications of such equipment.

C8.7.3 Cheating and Unfair Advantage

Candidates may not use or access equipment exceeding such specifications, including mobile phones. Any attempt to do so may be construed as an attempt to cheat or gain an unfair advantage.

C8.8 Conduct during the Examination

C8.8.1 Individual Conclusion of Examination

No candidate shall be allowed to terminate his or her examination during:

- the first 30 minutes after commencement time
- the final 30 minutes of examination time.

C8.8.2 Late Candidates

(A) Time of Arrival

A late candidate may be admitted up to 30 minutes after the commencement time of the examination, but not thereafter.

(B) Checking of Student Card

The following provisions apply:

- a late candidate shall be required to present his/her student card to verify his or her identity;
- a late candidate who does not have his or her student card with them will have their name recorded on the Invigilator's Report form.

(C) Finish Time

A candidate admitted after commencement time shall conclude his or her examination at the same time as the other candidates for the examination.

C8.8.3 Clarification

Candidates should read the examination rubric carefully.

Candidates who wish to have the "instructions to candidates" or typographical points clarified with the Senior Invigilator shall be able to do so:

- within the first 10 minutes of the examination or
- during any reading time allowed.

Candidates seeking clarification outside this time may be able to do so, but should be aware that the clarification may take some time to resolve.

C8.8.4 Reading Time

In examinations in which “reading time” is allowed, throughout the specified reading time candidates:

- shall observe examination regulations
- may make rough notes on the stationery
- may annotate or highlight the examination paper.

Candidates may not commence writing their answers during this period.

After the period of reading time has expired, the invigilator will announce the start of the examination, at which time candidates may commence writing their answers.

C8.8.5 Stationery

- Candidates must use only the approved examination stationery supplied by the University.
- All “rough work” must be done on the paper provided.
- All “rough work” must be attached to, and handed in with, the candidate’s script.

C8.8.6 Communication with an Invigilator

A candidate who wishes to attract the attention of an invigilator shall do so by raising a hand.

C8.8.7 Dictionaries

A candidate may request the use of the dictionaries provided by attracting the attention of the invigilator.

C8.8.8 Leaving the Examination Room during the Examination

A candidate who is unwell or who needs to leave the examination room for any reason deemed adequate by the Senior Invigilator may do so under the supervision of an invigilator and return whilst the examination is in progress.

C8.8.9 Unaccompanied Departure

A candidate who leaves the examination room unaccompanied by an invigilator shall not be allowed to re-enter the examination room.

C8.8.10 Communication with Other Candidates

Candidates shall not communicate with other candidates by word of mouth, sign, writing or other means.

C8.8.11 Reading Other Candidates’ Work

Candidates shall not attempt to read the work of other candidates.

C8.8.12 Suitable Conduct

Candidates shall conduct themselves in a manner that will not cause disturbance to other candidates in the examination room.

C8.8.13 Mobile Phones: Disturbance

It is the responsibility of the candidate to ensure that any mobile phone is switched off and cannot cause disturbance in the examination room.

If the mobile phone of any candidate sounds in the examination room, the Senior Invigilator will make a report to the Chair of the Board of Examiners or Examination Committee:

- detailing the incident and
- identifying the student whose phone caused the disturbance.

C8.8.14 Other Instructions

A candidate must comply with instructions given to them individually, or to all candidates, by the invigilator.

C8.9 Conduct on the Conclusion of the Examination

C8.9.1 Cease Writing

Candidates shall cease writing their answers when instructed to do so.

C8.9.2 Seating and Silence

Candidates shall remain silent and seated until instructed to leave the examination room.

C8.9.3 Examination Scripts

Candidates shall ensure that their scripts, any continuation sheets and rough work sheets are attached together ready for collection by the invigilator.

C8.9.4 Unused Stationery

Candidates shall put unused stationery and any other items provided by the University ready for collection.

C8.9.5 Removal of University Items from the Examination Room

Candidates shall not remove any item supplied by the University other than the question paper.

C8.9.6 Leaving the Room

When authorised to do so, candidates shall collect all their items from their desks, including sweet wrappings and other similar rubbish, and their other belongings and leave the examination room.

C8.10 Absence from Written Examinations

C8.10.1 Documentary Evidence

The Board of Examiners or Examination Committee requires documentary evidence of all cases of absence from examinations.

C8.10.2 Illness

A candidate whose illness prevents them from attending an examination is required to provide a medical note/certificate to this effect and forward the medical note/certificate without delay to the relevant person as outlined in the course handbook.

C8.10.3 Other Reasons

Candidates are expected to plan to arrive at the examination venue in good time. However, in the event of a failure of the transport service due to industrial action or severe weather conditions, candidates are required to:

- obtain an official note from the transport company to confirm the reason for the absence
- inform the Scheme/Course Leader (or equivalent) as soon as possible
- hand in or post the official note without delay.

C8.10.4 Extenuating Circumstances

In the event of absence from examinations through illness or for other reasons, besides providing information as required above, candidates should also submit a request for extenuating circumstances to be taken into consideration by a Board of Examiners or Examination Committee in accordance with Section C15: Extenuating Circumstances and Mitigation.

C8.11 Breaches of Assessment Regulations

C8.11.1 Action Where an Offence is Suspected

Where an offence is suspected in an examination the Senior Invigilator shall:

- annotate the candidate's script(s)
- remove the object(s) which has become the centre of suspicion.

C8.11.2 Continuation with the Examination

The candidate shall be allowed to continue the examination.

C8.11.3 Notification to Candidate

At the end of the examination the student will be informed that an investigation will be conducted.

C8.11.4 Investigation

In the event of an alleged breach of the assessment regulations, the matter will be investigated and considered in accordance with the University Regulations.

APPENDIX: ACTIONS WHICH MAY BE CONSIDERED TO BREACH THE UNIVERSITY ASSESSMENT OR EXAMINATION REGULATIONS

1 CHEATING

Section C9: Cheating, Plagiarism and Other Forms of Unfair Practice of the University's Assessment Regulations defines cheating as:

Cheating

Cheating is unfair behaviour in an examination. It *includes*:

- communicating with any other candidate during an examination
- copying from any other candidate during an examination
- communicating with any person other than an authorised invigilator or another member of staff during an examination
- making use of any written or printed materials in the examination room unless expressly permitted by the regulations
- making use of any electronically stored information in the examination room unless expressly permitted by the regulations
- gaining access to any unauthorised material relating to an examination during or before the examination
- obtaining a copy of a written examination paper in advance of the time and date for its authorised release.

This list is not exhaustive.

2 UNFAIR PRACTICE

Section C9: Cheating, Plagiarism and Other Forms of Unfair Practice of the University's Assessment Regulations defines unfair practice as:

Unfair Practice

Forms of unfair practice include:

- collusion, involving collaboration with another student in the completion of work which is submitted as that other student's unaided work
- offering a bribe or inducement to any member of staff of the University, or any external invigilator or examiner, who is connected with the student's assessments
- falsifying data in reports, projects, etc.
- the assumption by one person of the identity of another person with the intent to deceive or gain unfair advantage
- submitting copies of another person's work electronically.