



Examination Governance Policy

Ref: PL.011-v002

Brief Description & Purpose:	Candidates will be required to complete an attendance slip before the examination commences and should also bring photographic ID to the venue, preferably their University smartcard but other photographic ID will be accepted.		
Applicable to (list cohorts):	Staff: <i>All staff</i>	Students: <i>All students</i>	Third Parties: <i>All who are in a formal relationship with the University</i>
Effective From:	September 2019	Last Review Date:	December 2023
Approval Authority:	Education Committee	Approved:	September 2019
Executive Owner:	Director of Registry Records and Returns	Business Owner:	Examinations and Awards manager
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1 Conduct of Examinations

- 1.1 Candidates will be required to complete an attendance slip before the examination commences and should also bring photographic ID to the venue, preferably their University smartcard but other photographic ID will be accepted.
- 1.2 Where there are queries arising from the wording of an examination paper the Co-ordinating Invigilator must contact the Examinations and Awards Team immediately for clarification and follow the advice given. If it is not possible to get timely clarification, the examination should be sat as presented and the difficulty noted by the Co-ordinating Invigilator to be dealt with through the technical extenuating circumstances procedure. The Co-ordinating Invigilator should make sure a full report is completed.
- 1.3 The Co-ordinating Invigilator should report any disturbance to the examination, such as external noise, interruption, disruption or emergency evacuation of the examination venue. The effect of the disturbance will be considered according to the procedure for technical extenuating circumstances.
- 1.4 Candidates arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to one hour from the start of the examination. Candidates will not normally be admitted after one hour from the start.

No candidate, having commenced the examination, may leave the examination room during the first hour of the examination, or during the final 20 minutes, other than for accompanied temporary absence. Otherwise, provided that the same examination is not being held off-campus with a delayed start time, a candidate who completes the examination before the end of the time allocated, or who does not wish to proceed with the examination, may leave the examination room early.

A candidate who has left the examination venue (other than in an accompanied, temporary absence) will not ordinarily be re-admitted. Before leaving, a candidate must hand in his/her script and all other examination material.

- 1.5 Examinations must be conducted in a manner conducive to the maximum performance by each candidate. The Co-ordinating Invigilator may order from the examination room any candidate who unreasonably disturbs the examination.
- 1.6 A student who fails to attend a scheduled examination will be deemed to have failed the examination and the module unless there are related approved extenuating circumstances.

2 Use of calculators, dictionaries and technology/devices in examinations

- 2.1 The use of calculators is allowed only where indicated on the examination paper.

- 2.2 Candidates are permitted to bring a paper copy dictionary from an approved list into the examination unless this is specifically precluded in the examination paper.
- 2.3 Candidates whose first language is not English are also permitted to bring a paper copy translation dictionary from an approved list into the examination, except where language translation itself is being assessed.
- 2.4 It is the responsibility of the candidate to provide the dictionary and to ensure that it is a clean copy and not annotated or tampered with in any way. Dictionaries will be checked by examination invigilators.
- 2.5 Candidates are not permitted to wear or access any device during an examination that is able to communicate, transmit, receive or store data over a network or otherwise unless the device and its purpose are expressly stated on the examinations paper.
- 2.6 Any candidate found using or attempting to access any unauthorised device with the capabilities outlined in clause 2.5 during an examination will have the item/s confiscated by the coordinating invigilator and the initial procedure for academic misconduct in examinations will ensue.
- 2.7 Candidates needing to use hearing aids or glasses must ensure that they have no additional functions as outlined in 2.5 above as this is not permitted and these items will be confiscated.
- 2.8 It is the responsibility of candidates to ensure that they do not enter the examination venue wearing or having access to unauthorised devices.

3 Students sitting examinations off-campus (including distance learning students)

- 3.1 All examinations at remote locations should comply with University examination regulations and procedures
- 3.2 Where the examination relates to students both on campus and overseas (e.g. franchise students), the timing of the overseas examination must take account of the time differences between the country concerned and the UK if the same paper is to be used. Normally examinations will be held at exactly the same (actual) time as in the UK. If there is to be any delay in start times, due to time differences, arrangements must ensure that there is no possibility of collusion between candidates. These may include refusal of a request to leave the examination room early, or a requirement for all candidates to remain under supervision in the examination room after the examination has ended, or a requirement for the Co-ordinating Invigilator to collect all examination material including examination papers. If one examination finishes up to one hour before the next is due to start, arrangements must be agreed with Academic Registry in advance of the examination. If satisfactory arrangements cannot be made under these circumstances, or if one examination is scheduled to finish more than one hour before the next is due to start, a separate paper should be set and forwarded to the overseas centre/institution concerned.

4 Resit examination facilities for students resident outside the UK

- 4.1 Students who studied in the UK, and who are normally resident elsewhere, can request to resit examinations overseas. In the event of such a request, it is recommended that the Examinations and Awards Team liaise with the British Council or with institutions recommended by the British Council. Individual students are required to meet the costs incurred in providing invigilation and facilities, with the provider invoicing students directly.
- 4.2 In arranging the sitting of an examination overseas the time difference needs to be taken into account to ensure that the examination is held at exactly the same (actual) time as the UK sitting. If this is impossible, a separate paper should be set and forwarded to the overseas centre/institution concerned.

5 Examination of students in debt to the University

- 5.1 Students who are in debt to the University and have not made arrangements for payment of the debt will be withdrawn from the University and will not normally be permitted to sit examinations.

Version No.	Reviewer	Date	Changes
1.0			Original Version
2.0	Governance and Enhancement Administrator	31/08/2024	Administrative changes to include change logs and addition of new cover sheet.