

UNIVERSITY EXAMINATIONS – REGULATIONS, PROCEDURES AND BREACHES

Examinations are an important part of the university assessment process. This document sets out the rules and regulations for students taking university examinations (including undergraduate, postgraduate and doctoral examinations). If you are going to sit a university examination you should read these rules carefully, as a breach of the rules may invalidate your exam, or result in disciplinary penalties.

Purpose

The purpose of these regulations and procedures is:

1. To assure the integrity of the University's examinations.
2. To provide an equal opportunity for all students to perform to the best of their ability.

Definitions

This document describes the general regulations for all university examinations. It also provides specific procedures and rules for:

- 1) The on-campus examinations managed by the examinations office. These are typically held at the end of the semester, and in the resit period and appear on a central exams timetable. As these are large scale exams, specific procedures for seating and behaviour in the hall will apply.
- 2) Online exams scheduled by the examinations office.

In addition, departments may arrange other exams which are managed by the relevant academic department. Slightly different procedures may apply, at the discretion of the relevant Department.

Notice

Examination dates and timetable are available on the [Examinations Office website](#). The University reserves the right to change the dates and times scheduled for any or all of the examinations. Students are advised to check the published timetable regularly for updates.

1. REGULATIONS

General Regulations for all students taking University Examinations

1. The University expects students to behave in a manner which ensures that all students and staff are treated with dignity and respect. Students are expected to acknowledge the authority of the staff of the University, including invigilation staff, in the performance of their duties.
2. You may not aid, or attempt to aid another student, or obtain, or attempt to obtain assistance from another student, or communicate in any way with another student during an exam, whether this exam is in an exam hall or online.
3. When completing a University Examination you may not seek assistance from any other person, persons or service, whether such assistance is sought or availed of in person or online. To do so is regarded as a serious breach of these regulations.
4. You are required to be ready to commence the exam at least a quarter of an hour before the scheduled start time of each examination. The University reserves the right to preclude you from attempting the

exam if you are more than 15 minutes late. This applies for all exams, whether online and in an Examination hall/venue.

5. You should ensure that you answer the correct paper. You should read the title of the examination paper and the instructions carefully. Any queries should be brought to the attention of an Invigilator/Examiner immediately.
6. You are required to complete the information on the front of the answer books/name of your online file carefully and accurately in accordance with the instructions provided. Failure to do so may result in the paper being void.
7. Where students have specific disabilities, the university will provide reasonable accommodations. These must be agreed in advance, with appropriate documentation, with either the Disability Office, the Examinations Office or the Examiner.

Regulations specific to Online Examinations

8. If an online exam is completed after the deadline the Examiner is not obliged to correct it.

Regulations specific to the University Examination Hall/Venue

9. Having books, notes or other written material, including material written on your person, or electronic devices containing text or data, whether intentional or otherwise is not permitted. In certain specific cases you may be allowed to bring specific documents to the examination, and you will be notified of this in advance. Having any other document, electronic record, recording or written material is a serious breach of the examination integrity and is considered to have contaminated the examination.
10. If a calculator is needed, you must provide your own calculator. The memory should be erased and there should be no notes stored in or written on the device. Programmable calculators are prohibited. If you are unsure if your calculator is acceptable, please check with Examinations Office staff prior to the Examination session commencing.
11. You may not use or wear headphones or earphones during an examination, unless it has been stipulated by the discipline being examined.
12. Clothing or headwear should not be used to conceal forbidden devices or materials. Invigilators have been authorised to ask you to remove such items, where reasonable to do so, and their instructions should be complied with.
13. You may not access any electronic devices which can store information, or can connect to the internet, or can be used as a means of communication. There are two exceptions to this rule:
 - i. You may bring a mobile phone into the hall, but ONLY if it is switched off and on the floor under your desk for the entire duration of the examination. Having a phone on your person is a breach of the examination regulations.
 - ii. Watches which can store information or communicate with other devices must also be powered off and on the floor for the duration of the examination.

2. PROCEDURES

In Examination Halls/Venues

1. You will need to provide official photo identification at the exam hall. This should be your student card. In emergency, if your student card is not available, another form of official photo identification, such as a passport, may be used.

2. The desks in the hall will be numbered. Before entering the examination hall, you should identify your seat position from the seating list which will be posted on the notice board outside the examination hall.
3. You will be admitted to the examination hall at least five minutes before the commencement of the examination.
4. You should place your Student Card on the desk during the examination.
5. The examination question papers with answer books will be placed on the desks before you are admitted to the hall. You may **not** read the examination paper until the scheduled time of commencement of the examination.
6. You are expected to listen attentively to all announcements.
7. Silence must be maintained in the Examination Hall/Venue at all times
8. You must provide your own pens, pencils, erasers, rulers etc. You should not bring bags, **large** pencil cases and coats into the hall. Invigilators may check any item brought into the hall.
9. You are required to complete the correct information, i.e. name, student or exam number (whichever is applicable) on each answer book as soon as you receive it. **Invigilators, when collecting answer books, will not wait for a candidate to complete these details.**
10. Please ensure that you **carefully and accurately** complete the information on the front of the answer books. Failure to do so may result in the paper being void.
11. If you require assistance during the examination, you should attract the attention of the invigilator by raising your hand. Under no circumstances should you leave your place unless directed to do so by an Invigilator.
12. You are obliged to comply with reasonable instructions given by invigilators, including co-operating with the procedure to be followed by the invigilator in the event of unauthorised materials being found.
13. You may not eat or drink in the examination hall or bring any food or drink, other than water, into the hall.
14. You may not smoke or vape in the examination hall and smoking breaks are not permitted during the examination.

Leaving the Examination Halls/Venues

15. You will not be permitted to leave the examination hall (and not return) until one hour has elapsed after the time at which the examination began or for the entire duration of a 90 minute examination;
16. You will not be allowed to return to the examination hall if you leave unaccompanied;
17. No breaks from the hall, other than bathroom breaks, are permitted unless agreed in advance with the Examinations Office.
18. If you wish to leave the hall (and not return) before the final twenty minutes of the examination period you must hand your answer books to an Invigilator.
19. You will not be permitted to leave the examination hall during the final twenty minutes of the examination session, to avoid disturbing other students.

At the end of an Examination in an Examination Hall/Venue

20. You must hand up your answer books immediately on request to an Invigilator.
21. If you remain to the end of the examination you must remain in your seat and not leave the hall until all answer books have been collected.
22. You may not leave the examination hall until all answer books have been collected by an Invigilator;
23. You may not take any answer books or other material supplied out of the Examination Hall, whether used or unused;

Specific procedures for online exams

24. The Department will provide guidance on online exam completion and surrounding procedures.
25. It is your responsibility to familiarise yourself with the guidance provided by your Department and University on online exam completion and surrounding procedures.
26. It is your responsibility as a student to ensure that you have uploaded your exam paper or submission or script(s) to the specified Moodle page and activity by the end of the allotted time for the exam.
27. It is your responsibility as a student to ensure that your paper has successfully uploaded.

3. BREACHES OF EXAMINATION REGULATIONS, AND PENALTIES

1. If you are found to have breached these regulations, the case will be referred by the invigilator/examiner to the University Registrar for a decision.
2. Any breach of the regulations, even if unintentional, is normally considered to have contaminated the examination and a module or exam mark of zero may be awarded.
3. In more serious cases of attempts to gain an unfair advantage, the University Registrar may refer the case to the University's Committee of Discipline (the procedures for which are set out in the published General Rules of the University).
4. The Committee of Discipline may impose more serious penalties, including suspension or expulsion from the University.
5. In cases of impersonation, both the personator and the personated may be excluded from the University permanently.

Document history

Version	Approved by	Date of approval	Updates
1	Academic Council	01 November 2021	Newly drafted regulations to take account of online examinations
2	Registrar and Deans	08 April 2022	Updated to clarify process for serious breaches of regulations [sections 1.3; 3.3; 3.4]