

UNIVERSITY EXAMINATIONS – REGULATIONS AND PROCEDURES

Version November 2019

The purpose of these regulations is:

1. to assure the integrity of the University's examinations;
2. to provide for a well-ordered and calm environment in which students can complete their examinations; and
3. to ensure that no student can gain unfair advantage over their peers.

Regulations for students taking examinations

Unauthorised material: You may not bring any unauthorised material into the examination hall. Any books, notes or other written material, including material written on your person, or electronic devices containing text or data, will be considered to be unauthorised materials.

Arrival on time: You are required to be at the examination hall at least a quarter of an hour before the scheduled time of commencement of each examination. You may not be admitted to the examination hall if you are more than fifteen minutes late.

Calculators: If a calculator is needed, you must provide your own calculator. You must erase the memory before entering the examination hall and ensure that there are no notes stored in the calculator or written on the calculator.

You may not bring a programmable calculator into the examination halls. Programmable calculators are those with mathematical features (graph plotting, equation solving, symbolic algebraic manipulation, numerical integration, numerical differentiation, matrix calculations) and general storage, retrieval or communication features (such as data banks, dictionaries, language translators, text retrieval, capability of remote communication).

Electronic devices, phones and watches: You may not have 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:

- 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.
- 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.

To avoid any risk, you are advised to leave phones and smart watches outside of the examination hall if possible.

Headphones: You may not use or wear headphones or earphones in the examination hall.

Concealed items: Clothing or headwear should not be used to conceal forbidden devices or materials.

Eating and Drinking: You may not eat or drink in the examination hall or bring any food or drink into the hall.

Information on answer books: You are required to complete the information on the front of the answer books, including your name and student number, carefully and accurately.

Invigilators: If you require anything 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 the Senior Invigilator. 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.

Communication with others: 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 in the examination hall.

Smoking: You may not smoke or vape in the examination hall and smoking breaks are not permitted during the examination.

Leaving the Hall: Unless permitted to do so by the Senior Invigilator:

- You will not be permitted to leave the examination hall until one hour has elapsed after the time at which the examination began or for the entire duration of a 90 minute examination;
- You will not be allowed to return to the examination hall if you leave unaccompanied;
- You may not leave the examination hall until your answer books have been collected by an Invigilator;
- You may not take any answer books or other material supplied out of the Examination Hall, whether used or unused.

Breaches of Examination Regulations and penalties

If you are found to have breached these regulations, the case will be referred to the supervisor of examinations for a decision.

Any breach of the regulations, even if unintentional, is normally considered to have contaminated the examination and a module mark of zero is awarded.

In more serious cases of attempts to gain an unfair advantage, the University may impose more serious penalties, including exclusion from all university examinations for a period of up to two years.

In cases of impersonation, both the personator and the personated may be excluded from the University permanently.

PROCEDURES IN EXAMINATION HALLS

- A. 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.
- B. You will be admitted to the examination hall at least five minutes before the commencement of the examination.
- C. You must place your Student Card on the desk during the examination.
- D. 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.
- E. You are expected to listen attentively to all announcements.
- F. 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.
- G. 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 immediately.
- H. Please ensure that you write your name (as on the University register) and student number 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.**
- I. If you wish to leave the hall before the final twenty minutes of the examination period you must hand your answer books to an Invigilator.
- J. You will not be permitted to leave the examination hall during the final twenty minutes of the examination session, to avoid disturbing other students.
- K. If you remain to the end of the examination you **must remain in your seat until all answer books have been collected.** You must hand up your answer books **immediately** on request to an Invigilator.

NOTICE

The University reserves the right to change the times appointed for holding any or all of the examinations. Where it becomes necessary to reschedule an examination, the examination will be held at a time or date later than the date published.