



EXAMINATION PROCEDURES 2022/23

Issued by the Standards and Enhancement Office
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This document relates to the current year. If you become aware of any previous versions that are available on line please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).

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PREAMBLE

This document contains a revised version of the University's procedures relating to examinations, as well as where

iv) **communicating or trying to communicate**

The time is No students can leave until at least one hour has elapsed.

You may now start.

Ten minutes before the scheduled end of the examination:

You have ten minutes remaining.

Please remain in your seat until the end of the examination period.

At the end of the examination:

The examination is now finished. Please stop writing.

Please ensure that your student number is on your exam booklet and any supplementary sheets.

Please remain seated and do not talk or communicate with other students until answer scripts have been collected and you are told you may leave the exam room.

ANNEX 2: LEAD INVIGILATOR'S REPORT FORM

Room:	Date:	Time:		
Lead Invigilator:				
Other Invigilators:				
LIST OF EXAMINATIONS TAKING PLACE IN THE ROOM				
School	Module No. and Title of Paper	Expected No. of Students	Actual No. of Students	Module Leader and Contact No.

Administrator contact no. in the event of incidents: _____

CHECKLIST: Please complete the checklist overleaf.

INCIDENTS: Please record any exceptional incidents e.g. very late arrival of students, sudden illness, suspected use of Academic Misconduct, fire alarm, late or non-

CHECKLIST	Yes/No*
All examination papers, booklets, attendance slips and clocks (if required) were collected from the Academic Support Services Office at least 30 minutes before an examination.	
External signage indicated that an examination was taking place.	
A copy of University Examination Procedures was available in the examination room.	
There were sufficient invigilators in the examination room.	
<p>Before candidates entered the examination room, this was prepared:</p> <ul style="list-style-type: none"> - Examination papers, answer booklets, graph paper, etc. were placed on the desks. - A check was carried out that there were sufficient places for the number of candidates taking the examination - There was reasonable spacing between desks. - No desk was obscured from the sight of the invigilators. - A clock was visible from all desks. 	
<p>Before candidates entered the examination room, examination requirements were checked, including:</p> <ul style="list-style-type: none"> - The length of each examination - The type and format of materials allowed in each examinations - Students with additional requirements 	
<p>Before candidates entered the examination room, students were briefed:</p> <ul style="list-style-type: none"> - Candidates were informed that once in the examination room they should not speak, except with an invigilator having raised their hands. - Candidates were asked to have their ID cards, writing utensils (in a clear case or bag if required), any allowable materials, drinks/sweets to hand before entering the room - Candidates were asked to switch off/ a1 ET066.864(w)12(a)-3(s)-31(c 	

- that the examination would be conducted in line with the University's Examination Procedures, as well as Academic Misconduct Regulations.
- of the length of the examination/s
- that where examinations of different lengths were taking place in the same room, then students taking shorter examinations should leave quietly at the end the time period allocated.
- that candidates could not leave the examination room until after **one hour** had elapsed
- that candidates should raise their hand to communicate with an invigilator
- that candidates should not attempt to communicate with anyone other than invigilator or participate in any activities which may distract or disturb other candidates
- that the use of scrap paper is not permitted; all workings must be done in the answer books provided and handed in
- of any special examination instructions.

During the examination

ANNEX 4: GUIDANCE ON THE USE OF SCRIBES IN EXAMINATIONS OR IN-CLASS ASSESSMENTS

A scribe is an approved person who, in the preparation of coursework and/or in sitting an examination, writes down or word processes a candidate's dictated answers to questions in the event that the candidate is impeded or prevented from communicating by any other practicable and acceptable means.

1. The use of a scribe must be approved by either by:

The Disability Service on the basis of acceptable evidence of a disability which meets the Equality Act definition or

The Head of School or nominated person, if the student has presented acceptable evidence of a temporary impairment

(c)