



EXAMINATION PROCEDURES

PREAMBLE

This document contains a revised version of the University's procedures relating to examination

CONDUCT OF EXAMINATIONS

The front of the examination paper should clarify if the examination is open-book and what materials are permitted. ation or in

- F. Specific Requirements:** Invigilators should ensure that they are aware of all students in the examination or in-class assessment who have any specific requirements. These requirements might include extra time, materials in alternative formats, rest-breaks, the use of a computer etc.

Consideration of such requirements needs to be given in advance of the examination; for example calculating the length of the examination for those who have been granted additional time and/or rest-breaks, seating arrangements, etc.

Students who have been granted a scribe, reader or interpreter should be seated in a separate room to their peers. Support workers must not be left alone with the student during examination time.

The invigilator must be mindful to maintain **confidentiality and sensitivity** at all times, taking care not to disclose the student's disability in the company of others.

- G. Head Wear:** Students wearing headwear may be asked to remove this for the purposes of identification and/or to assure the invigilator that they are not using earphones. If the headwear, e.g. a veil, is being worn for religious purposes, then at the request of the student, a member of staff of the same gender as the student, will (if necessary) conduct such necessary checks in a private room.

- H. Fire Alarm:** In the event of a fire alarm being sounded during the

make sure there are sufficient places for the number of candidates for which they are responsible.

- 4) Students should be told to arrive at the examination room **at least 20 minutes** before the start of the examination.
- 5) Students should not be permitted to enter the examination room until it is fully prepared.
- 6) Before entering the examination room, students should be informed that once in the examination room they should not speak, except with an invigilator having raised their hands. Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination.
- 7) Students should also be asked to have their ID cards, writing utensils (*which should be placed in a clear bag or case if required*), any allowable materials, drinks/sweets to hand before entering the room (See Annex 1: Invigilator Annou4 Tckcemednts

- 13) At the start of the examination, the lead invigilator will inform students of the length of the examination/s and that it is conducted in accordance with the University's Examination Procedures, as well as Academic Misconduct Regulations.

Where examinations of different lengths are taking place in the same room, then students taking shorter examinations should be told to leave quietly at the end the time period allocated.

- 14) The lead invigilator will also advise candidates:
- that they cannot leave the examination room until after **one hour has elapsed**
 - that they should raise their hand to communicate with an invigilator
 - that they 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

- 15) Invigilators should remain vigilant throughout the examination and be careful not to disturb candidates throughout the examination period.
- 16) No candidate will be admitted after the expiry of **half an hour** from the start of the examination other than in exceptional cases of unforeseen emergency beyond the candidate's control. In such cases, the candidate cannot be admitted after any other candidate has left the examination room.

Whether or not the candidate should be allowed to continue beyond the normal expiry time of the examination is at the discretion of the invigilator. In such cases the invigilator will indicate on the candidate's answer booklet what was produced within the normal examination times.

- 17) Only one candidate at a time will be allowed to leave the room in order to use the toilet and he/she will be accompanied by a member of staff.
- 18) In the event of a candidate feeling unwell and having to leave the examination room temporarily, he/she should be accompanied by an invigilator. The length of time a student is absent from the examination should be recorded on the student's answer booklet.
- 19) Where candidates leave the room before the end of the examination they should do so quietly, causing the least possible disruption to other candidates.

Invigilators should note the time of leaving on the candidate's answer booklet.

At the end of the examination (See Annex 1: Invigilator Announcements)

- 20) Candidates will be told when they have **ten minutes** of examination time left. After this time **no candidate will be allowed to leave** the room until instructed.
- 21) Candidates will be told to stop writing at the end of the examination and ensure that their student number is written on all sheets submitted.
- 22) Candidates should remain seated until all answer booklets and other materials are collected.
- 23) Invigilators should ensure that all answer booklets are collected at the end of the examination and check that there is a booklet for each candidate in attendance, if necessary by matching these to the attendance slips to the booklets.
- 24) All answer booklets must be returned to the Academic Support Services Office immediately after the examination. If the Academic Support Services Office is closed at this time, then the examination booklets should be stored in a secure location and returned at the earliest possible convenience.
- 25) After candidates have completed the examination and vacated the room, all unused stationery should be collected by the invigilators and returned to the Academic Support Services Office.

Invigilators shall have discretion to take appropriate action that is reasonable to meet unforeseen circumstances not covered by the exam procedures above. Such action should be reported in writing to the Chairperson of the relevant Assessment Board and to the Standards and Enhancement Office.

J Suspected Academic Misconduct

- 1) Examples of academic misconduct in examinations and in-class assessments include:
 - i) having at the examination desk any **unauthorised notes or other unauthorised material** (whether or not concealed in any manner), including electronic devices capable of storing and retrieving data
 - ii) the use of an **unauthorised dictionary or electronic device**;
 - iii) the use of **unauthorised programmes on electronic devices**, including algorithms on calculators that have been programmed prior to the assessment;

- iv) **communicating or trying to communicate** in any way (oral, written, electronic, non-verbal) with another person during an examination or test except where the examination rubric permits this e.g. group assessments
- v) **copying or attempting to copy** from another student sitting the same examination or test
- vi) being party to **impersonation** where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
- vii) leaving the examination or test venue to **refer to concealed notes** or other **unauthorised material**;
- viii) **taking rough notes, stationery, scripts or examination or test papers**, which indicate that they are not to be removed, away from the examination or test venue;
- ix) **provision or assistance**

ANNEX 1: INVIGILATOR'S ANNOUNCEMENTS

Before students enter the room:

Please switch off any electronic communication devices such as mobile phones, tablets and smart watches - and place these in your bag or coat pocket.

Ensure you have your ID card, writing utensils (in a clear case or bag if required), any allowable materials, drinks/sweets to hand.

Any coats and bags must be placed at the front of the room when you enter.

Once you have entered the examination room, it is important that you do not talk or communicate with other students.

At the start of the examination:

This examination is being conducted in accordance with the University of

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.

| 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 | |

**Where “No” is indicated on the Checklist, please explain why here.
Please record any incidents here.**

Continue overleaf if required

ANNEX 3: PROCEDURE IN THE EVENT OF AN ALARM DURING AN EXAMINATION

When the alarm bell rings:

Invigilators should announce:

- i. Candidates must leave all examination papers, answer booklets, working

- (c) must write down or word process answers exactly as they are dictated, including punctuation only as stipulated by the candidate;
- (d) must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;
- (e) must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- (f) must at the candidate's request read back what has been recorded and