

Examination Conduct for Students

The information here is a summary of some important things you need to know if you are taking an exam.

The University operates a zero tolerance policy in relation to cheating by any method in all examinations. Cheating is an offence of dishonesty which may have consequences for your professional career.

1 General Guidance and Information

- 1.1 Examinations will be held in accordance with the published University examination timetable which can be found online on the MyRegistry website: <http://onlineregistry.uwl.ac.uk/MyRegistry/common/examTimetable.aspx>.
- 1.2 Examinations will be held on six days a week from Monday to Saturday and are normally scheduled for two sessions a day starting at 9.30 am and 2.00 pm. Examinations for part-time evening students will normally take place from Monday to Friday and commence at 6.00pm.
- 1.3 You may be required to sit two exams on the same day.
- 1.4 The examination timetable will be published to students via MyRegistry during week 1 of teaching for the academic year.
- 1.5 Misreading the timetable is not a satisfactory explanation if you are absent from an exam or arrive late. All changes to the exam timetable will be published via MyRegistry and marked in red.
- 1.6 Special arrangements cannot be made to accommodate a student's personal preferences, unless these arise from specific religious requirements identified by the student at the beginning of the academic year, or are associated with reasonable adjustments identified by the Disability Team. The Disability Team can be contacted via email disability.support@uwl.ac.uk or telephone **020 8231 2739 or 020 8231 2573**. The extent to which the timetabling of examinations can be adapted to meet specific religious requirements will vary from case to case but the University will make such special arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examination periods and that special arrangements for individual students must not disadvantage the majority.

2 Before your exam

- 2.1 Check your exam timetable carefully and at regular intervals to ensure you know the time and location of the examination room. Find out before the day of your exam if you are unsure where a room is located. All changes will be marked in red on the examination timetable at:

<http://onlineregistry.uwl.ac.uk/MyRegistry/common/examTimetable.aspx>.

- 2.2 Under no circumstances will earphones, MP3 players, iPads, iPods, tablets, recording devices or any other electronic equipment be permitted to be taken into the exam room by students. Failure to observe this requirement will be treated as a disciplinary offence.
- 2.3 Long hair must be tied back away from ears to ensure earphones are not in use. Please be aware that checks for earphones will be carried out by invigilators before the start of each exam and also during the exam if seen as necessary. If required students may request that this is carried out in a separate room by a female/male member of University staff as appropriate.
- 2.4 All students must comply with any reasonable instructions from academic invigilators, Examination Office staff or security staff at all times, and this may include inspection of handbags, clothing and personal possessions where brought into the examination room.
- 2.5 You may be asked to remove a scarf, or pull your hair back, for purposes of ensuring that no material or devices are concealed that might bring unfair advantage to a student.
- 2.6 All watches must be removed and placed on your desk in full view of invigilators.

3 Materials permitted in the exam room

- 3.1 Only bring essential items to your exam.
- 3.2 **Stationery:** You must bring your own pens, pencils, rulers, calculators*, and any other required equipment to each exam. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks. * *Only permitted when specified on exam rubric. Check with your module tutor before the day of your exam.*
- 3.3 **On your desk:** Only the following items are permitted on your desk: your stationery items, your watch (all watches must be removed and placed on desk in full view of invigilators), University ID card, and a small clear bottle of water with no label. Food is not permitted in the examination room.
- 3.4 **Bags and outdoor clothing:** You are not permitted to wear coats, scarves, hats, gloves or outdoor wear (except where exemption applies for religious reasons) during exams. Place any such clothing, together with any bags/rucksacks you have brought with you, in the area reserved for storage of personal items before the exam begins.
- 3.5 **Mobile phones:** Ideally mobile phones should not be brought into the examination room. In cases where you do have your mobile phone you must

ensure that it is turned off before entering the examination room. Once in the examination room mobile phones must be placed in the area reserved for storage of personal items before the exams begins. The invigilator will advise you where the personal item storage area is located.

4 Identification

- 4.1 **University ID card:** You should bring your University ID card to all exams. This must be displayed on your desk throughout your exam. ID cards will be checked by the invigilator once the exam has started. If you have misplaced your ID card other photographic identification (i.e. passport or photo driving licence) will be accepted.
- 4.2 Students who chose to wear the niqab will be taken to a private location so that their identity can be confirmed by a female member of staff.

5 During your exam

- 5.1 **Entering the exam room:** You will be admitted to the exam room by an invigilator no later than 10 minutes before your exam is due to start. Once admitted to the room examination conditions apply.
- 5.2 **Examination conditions now apply:** Talking or communicating in any other way with any other student or individual apart from the academic invigilator or exams assistant whilst in the exam room before, during or after your exam is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.
- 5.3 **The University operates a zero tolerance policy in relation to cheating by any method in all examinations. Cheating is an offence of dishonesty which may have consequences for your professional career.**
- 5.4 Students are not permitted to leave the room during the first 30 minutes or last 15 minutes of the exam except in the case of illness.
- 5.5 A student requiring the use of the lavatory after the first 30 minutes of the exam has passed may do so under supervision of the chief invigilator or exams assistant. To attract the attention of the chief invigilator or exams assistant the student should remain at their desk and raise their hand.
- 5.6 A student may be allowed to discontinue work and leave the exam room at any time after the first 30 minutes and up to 15 minutes before the end of the exam on surrender of the question paper and exam answer book. The student may not be readmitted.
- 5.7 A student who arrives late may be admitted without question during the first 30 minutes of the exam. A student arriving after the first 30 minutes of the

exam may in exceptional circumstances be admitted at the discretion of the chief invigilator. Normally no additional time will be allowed but in exceptional circumstances the chief invigilator may allow this at her/his discretion.

- 5.8 Where the chief invigilator believes that a student is cheating s/he will approach the student and ask them to accompany her/him outside of the exam room. The student will be asked to surrender any suspect materials and be informed that the incident will be noted on the Chief Invigilators' report and forwarded to a disciplinary panel for consideration and further appropriate action. **The student will not be permitted to re-enter the exam room to continue with the examination.**

Every case of suspected misconduct and/or cheating will be reported in full detail to a disciplinary panel for consideration and further appropriate action.

- 5.9 In the event of a fire alarm the chief invigilator will immediately organise the orderly evacuation of the exam room. Students will be led to the nearest assembly point, the attendance list checked and all students segregated and supervised. Examination material, including exam question papers and answer books must NOT be removed from the exam room. **Any student failing to comply with these requirements will be deemed to have terminated their attempt at the exam and should not be permitted to recommence the examination.**
- 5.10 Students will be advised 30 minutes and 15 minutes before the end of the examination of the time remaining for completion.

6 After your exam

- 6.1 You must **remain seated** at your desk until all scripts and question papers have been collected by the invigilator. Do not leave until instructed to do so.
- 6.2 You must not remove any answer book or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam (statistical tables, data books, etc.).

7 Exam Clash

- 7.1 Occasionally students may find that the timetable indicates that they are required to sit two exams on the same day and time. If you find yourself in this position please contact the Examination Office by telephoning 020 8231 2641 to discuss the options available to you.

8 Absence/missing your exam

- 8.1 If you misread the timetable this will not be accepted as a satisfactory explanation for absence from your exam.

- 8.2 **Illness:** You must **obtain a medical certificate straight away** if you are absent from any exam because of illness. If you leave an exam on medical grounds you must obtain a medical certificate immediately after leaving the exam room. You must submit your medical certificate to your School Office as soon as it is issued so your mitigating circumstances claim can be considered.