Examinations Policy 2024-25

Owner: Dean of Students

Version: 1.0

Coming into effect: 2024-09-01

Review date: 2025-June

**Contents**

[Introduction 3](#_Toc139843739)

[Methods of Assessment 3](#_Toc139843740)

[Examination Types 3](#_Toc139843741)

[Notification to Students 4](#_Toc139843742)

[Production of examination question papers 5](#_Toc139843743)

[Responsibility for allocation of duties 5](#_Toc139843744)

[Contents of the Question Paper 6](#_Toc139843745)

[Standard-format first page 6](#_Toc139843746)

[Preparation of examination materials 6](#_Toc139843747)

[Arrangements for written examinations 7](#_Toc139843748)

[Physical arrangements for examinations 8](#_Toc139843749)

[Examination rooms 8](#_Toc139843750)

[Role of invigilators 9](#_Toc139843751)

[Appointment of invigilators 10](#_Toc139843752)

[Individual examination arrangements 10](#_Toc139843753)

[General principles 10](#_Toc139843754)

[Alternative examination accommodation 11](#_Toc139843755)

[Examinations overseas 11](#_Toc139843756)

[Examination clashes 11](#_Toc139843757)

[Before the examination 12](#_Toc139843758)

[The start of the examination 13](#_Toc139843759)

[Late candidates 15](#_Toc139843760)

[During the examination 15](#_Toc139843761)

[The end of the examination 17](#_Toc139843762)

[Procedures in the event of emergencies 18](#_Toc139843763)

[Abnormal circumstances 19](#_Toc139843764)

# Introduction

1. Examinations are one of the principal summative assessment instruments employed by the university. These Procedures aim to ensure a secure environment for examinations and the fair treatment of all students taking them.

# Methods of Assessment

1. The methods of assessment employed in a module relate to the learning objectives of the module and/or course on which students are registered. Standard nomenclature used within the University is given below.

# Examination Types

1. Examinations are invigilated time-constrained assessments, which may be one or more of the following types:
	1. **Closed:** students shall not bring into the examination room any notes or other supporting material, with the exception of instruments, such as calculators and drawing instruments, specified in the rubric on the standard-format first page of the question paper.
		1. The use of bilingual translating dictionaries may be permitted in all examinations except where the rubric of the examination paper states otherwise, subject to the approval processes currently in place, which are communicated via the Student Zone examination web pages.
		2. Standard English-only dictionaries are not normally permitted, but where the nature of the particular examination paper makes them necessary, they shall be permitted if specified in the rubric.
		3. Dictionaries containing encyclopaedic information and any form of electronic dictionaries are never permitted. Dictionaries containing annotations other than the owner’s name and contact details or containing inserted material are not permitted. Checks will be carried out by invigilators to ensure that dictionaries are free of annotations and insertions.
	2. **Restricted:** students shall be permitted to make use of certain aids (for example, annotated texts) where these are specified in the rubric on the first page of the question paper.
	3. **Open:** students shall be permitted to bring any materials, including their own notes into the examination room. In such examinations, which shall not normally be set in the same room as closed or restricted examinations, the words ‘Open examination’ or ‘Open book’ shall appear in the rubric on the first page of the question paper.
	4. **Prepared**: students shall be issued with case study or similar material in advance of the examination, which they shall be permitted to bring (annotated) into the examination, to work on an unseen question paper.
	5. **Seen:** students shall be issued with the examination paper in advance but are required to take the assessment under time constrained, invigilated conditions.
	6. **Unseen:** students shall not be issued with the examination paper or any of the questions in advance.
	7. **Part-seen:** students shall not be issued with the examination paper in advance, but one or more (but not all) of the questions are issued in advance.
	8. **Practical:** students shall be required to demonstrate practical skills under time- constrained conditions.

# Notification to Students

1. A detailed examination timetable shall normally be published by Academic Registry at least three weeks before the date of the first examination. This may be subject to subsequent minor amendments. The examination timetable shall be published on the University web pages.
2. Each examination shall be scheduled only once in any examination period. Modules taught in the evening will normally be examined in the evening while modules taught in the day will normally be examined in the day. Any variation to this pattern must be approved by the School and agreed by Academic Registry and should normally be communicated to students through Course and/or Module Handbooks and other relevant media at or before the start of the relevant semester.
3. It shall be a student’s responsibility to inform themself of the due time and place for each examination, and to present themself for examination at the appropriate time.

# Production of examination question papers

## Responsibility for allocation of duties

1. The Head of School, as senior manager of the School, shall be responsible for ensuring that staff have been nominated to undertake all the activities that lie within the School’s remit. They shall
	1. approve arrangements for the drafting of examination question papers
	2. nominate members of staff to be responsible for setting the question papers
	3. identify the internal examiners responsible for internal moderation, marking and second marking the completed scripts
	4. ensure that relevant internal examiners, who are not invigilating the examination, shall be available at the start of each examination (see paragraph 54 below).
2. The Head of School shall notify the Dean of Students (or nominee) of the names of staff with responsibilities for the various activities at the start of each semester.
3. Subject Standard examiners shall be consulted on all examination question papers prior to the examination, except those at Certificate level and those at sub-degree level which are part of extended degree arrangements (see Section 6 of the Academic Regulations). Together with examination papers external examiners shall also receive assessment criteria, marking schemes and/or specimen answers, prepared at the same time by the internal examiner(s).
4. A separate question paper shall be produced for each examination for a particular module which is not examined concurrently.
5. An examination paper for use during the summer studies/resit period should be set at the same time as the standard examination question paper where a paper requires external moderation to ensure:
	1. the two papers can be seen to be of a comparable standard;
	2. the pressures involved in producing and moderating examination papers over the summer are avoided;
	3. a reserve paper is available in case of emergencies, such as a breach in security.

Both the original paper and the resit (reserve) paper should be drafted so as to allow for possible substitution.

## Contents of the Question Paper

1. Questions which have formed part of assessed coursework may not be set in an examination. Staff setting question papers must take care to provide an appropriate variety of questions over several successive papers, and where possible avoid repetition of identical questions even over a period of several years. Staff should also take care when using material that may be subject to copyright legislation, including appropriate referencing of source material.

## Standard-format first page

1. The standard-format first page for question papers, published via the Academic Registry web pages, must be used for all examination papers. Date and start time may be left blank when the paper is provided to Academic Registry prior to the publication of the relevant period examination timetable, but all other sections must be completed. Care should be taken to specify the correct type of examination (see paragraph 3 above), especially where the type is other than ‘closed’ and ‘unseen’, and any materials supplied or permitted in the examination must be clearly specified.
2. The duration of the examination[[1]](#footnote-2) is required. Reading time shall not be specified separately from the overall time allowed to students.
3. Clear instructions shall be provided as to the number of questions to be attempted by students, and whether the student has a free choice, or is required to answer some compulsory questions or to select from certain sections.
4. The maximum marks available for each question or part question shall be clearly indicated.

# Preparation of examination materials

1. Subject Standards Boards shall have overall responsibility for finalizing examination papers, including examination papers for reassessments which shall be finalised at the same time as the original examination paper. Arrangements for the drafting and approval of examination papers must allow sufficient time for the external examiners to perform their consultative role. Draft examination papers shall be typed, internally moderated, and submitted to the appropriate external examiner not later than the specified date by Academic Registry. Once external examiners have commented, the final version of the paper shall be submitted to Academic Registry not later than the specified date. The date for submitting seen papers and other material that students need to see in advance may be earlier than the date for unseen papers, so that the seen material may be published to students in advance of the examination via the University’s website. The specified dates for submission are published to academic staff via the Academic Registry web pages. Academic Registry shall be responsible for reproduction of examination papers.
2. The relevant School shall be responsible for the production of other written materials to be provided for students in addition to question papers - e.g., lists of critical formulae, mathematical or other tables. Such materials shall be mentioned in the rubric of the question paper (see paragraph 13 above) and provided to Academic Registry so that they can be included in the package for the examination.
3. The package of question papers shall be stored securely in a room inaccessible to students.
4. Academic Registry shall produce examination answer books or, where applicable, answer book cover sheets for all examinations other than computer-based exams and practical exams not requiring documented answers.

# Arrangements for written examinations

1. The Dean of Students (or nominee) shall have overall responsibility, on behalf of the Academic Board, for oversight and co-ordination of examinations within the University (see paragraph 34 below), for interpretation of the Regulations covering the conduct of examinations, and for specifying the conditions under which examinations are to be conducted.
2. The arrangements for written examinations (examinations aside from practical examinations as defined in paragraph 3 above) shall be in accordance with the procedures detailed below, except where the Dean of Students (or nominee) has given specific written approval for an exception to be made. Such approval will normally only be given where the requirements of external examining bodies necessitate alternative provision.
3. Other than for seen examinations, examinations which involve the same question paper shall commence at the same time. This rule applies equally to courses delivered at the University’s collaborative partner institutions, where the same examination may be taking place at different sites. Additional seen examinations involving the same question paper must commence within 48 hours of the first sitting published in the examination timetable.
4. Schools have discretion to make their own arrangements for practical examinations within the framework and in line with the principles of these regulations. The relevant Head of School shall have overall responsibility for the conduct of practical examinations. Only practical examinations and other time constrained assessments taking place during the two main examination periods i.e. Autumn and Spring shall be included in the examination timetable published to students on the website, and also included in the reassessment examination timetable.

# Physical arrangements for examinations

1. Responsibility for the physical arrangements for examinations lies with Academic Registry. These arrangements cover:
	1. reservation of the appropriate accommodation;
	2. setting up the accommodation to the required standards;
	3. procedures to ensure that students are allocated to desks in a random order:
	4. provision of information and materials to the invigilators responsible in each examination room.

## Examination rooms

1. Where justified to achieve efficient use of space and invigilator resource, examinations of different durations may take place in the same room. In all cases co-located examinations shall start at the same time. Where examinations of different durations are taking place in the same room, the senior invigilator shall ensure that any changeover is handled so as to cause minimal disruption. Open examinations shall normally be held separately from closed and restricted examinations.
2. Students shall be seated at individual examination desks located at four foot centres, with an adequate area at the front of the examination room (and at the rear of the room, in the case of large halls) for the invigilators. It must be possible for an invigilator to approach any student, and for any student to leave the room without disturbing other students.
3. Each examination room shall have a working clock(s) visible to all students. A whiteboard or similar equipment shall be available so that any relevant information can be displayed to students throughout the examination.
4. Where two or more groups of students are being examined in the same room, a seating plan shall be provided, showing the area of the room allocated to each group.

## Role of invigilators

1. Invigilators shall be responsible for the smooth running of the examinations in their charge, and for ensuring that the regulations and procedures covering the conduct of examinations are observed. They shall be fully conversant with these Procedures concerning their duties and with additional examination procedures and guidance published by Academic Registry via its web pages and in invigilators’ packs.
2. There shall be a minimum of two invigilators in each examination room, and normally at least one invigilator for every 30 students overall. At least one invigilator shall be present in the examination room at all times when an examination is in progress.
3. One invigilator within each examination room shall be designated as Senior Invigilator and shall have overall responsibility for the conduct of the examination session, and for ensuring that both students and invigilators abide by these Procedures covering the conduct of examinations. The Head of the relevant School shall designate the Senior Invigilator for each examination. In cases where examinations from different Schools are held in the same room, the Dean of Students (or nominee) shall designate the overall Senior Invigilator for the room. The Dean of Students (or nominee) shall designate the Senior Invigilator for clash and individual examination sessions (see paragraphs 40 and 43 below).

## Appointment of invigilators

1. The responsibility for nominating school staff to invigilate an examination lies with the Head of School. Normally, staff involved in teaching a particular module shall invigilate the relevant examination. Nominations shall be made by the specified date to Academic Registry, who shall co-ordinate the invigilation rota. Academic Registry shall provide from a central pool of invigilators, sufficient invigilators to cover any shortfall.

# Individual examination arrangements

## General principles

1. The Dean of Students (or nominee) shall have discretion to approve arrangements for the examination of any student who, for reason of dyslexia, health, or disability, whether temporary or permanent, is unable to sit the examination under normal conditions, or would be severely disadvantaged by so doing. In considering such requests, the Dean of Students (or nominee) may make such consultations as s/he deems appropriate.
2. A request for individual examination arrangements as a consequence of a student’s Individual Needs Assessment Report shall be made to Academic Registry, by the date published. In exceptional cases including accident or emergency or cases requested by Academic Registry, requests may be accepted at a later date and processed where possible.
3. Where the Dean of Students (or nominee) approves a request for individual examination arrangements, the examination shall take place concurrently with the main examination, normally in a separate room to the rest of the cohort. The circumstances and facilities of the individual examination are at the discretion of the Dean of Students (or nominee). Normal invigilation procedures shall apply, with the exception that where only one student is taking the examination in the room, only one invigilator is normally required.
4. Academic Registry shall appoint invigilators where individual examination arrangements have been approved. If an amanuensis is required a suitably trained person shall be provided. If the amanuensis has worked closely with the student during their studies at the University or elsewhere, they shall be accompanied by an additional invigilator.
5. In exceptional circumstances and taking into account any requirements of the relevant professional or external body, a recommendation for a variation to the examination may be made (refer to section 8 of the Academic Regulations).

## Alternative examination accommodation

1. Alternative examination accommodation is intended for students with either temporary or permanent disabilities, medical conditions, dyslexia, dyspraxia, other Specific Learning Difficulties, extreme examination anxiety or other psychological problems.
2. Academic Registry shall identify locations for individual examinations, schedule individual examination sittings and notify students of arrangements.

## Examinations overseas

1. The taking of University examinations overseas will only be permitted with the written authority of the Dean of Students (or nominee). Examinations may only be taken in locations approved by the Dean of Students (or nominee) and examinations taken overseas shall be conducted in accordance with these Procedures. Practical examinations shall not be taken abroad.
2. Normally an administrative charge will be payable, in addition to charges made by the hosting institution, which will be payable by the student. All arrangements must be made in line with deadlines set by Academic Registry.

## Examination clashes

1. While every effort is made to spread students’ examinations it is possible that a student will be timetabled to sit two examinations concurrently (an examination clash). When this occurs, the student shall be responsible for notifying Academic Registry, by the published deadline. Academic Registry shall then make arrangements for the student to sit both examinations (normally morning and afternoon) and to be chaperoned for the intervening (lunch) period. Both examinations will normally be sat in a location separate to the main cohort, except where the nature of the assessment (e.g., a practical examination) makes this impossible.
2. A student taking examinations under clash arrangements shall remain under examination conditions from the start of the first examination to the end of their last examination save that they will be permitted to use books and notes to revise during the intervening (lunch) period. They must not communicate (by telephone or other means) with any other student outside the classroom and may only leave the room during the lunch period or other breaks if chaperoned. Any breach shall be reported as an allegation of academic misconduct (see Academic Misconduct Policy).
3. A student shall not be permitted to leave the clash room until any examination for which they have seen the paper has been underway at the main location for at least 30 minutes.

# Before the examination

1. The invigilators shall collect the materials required for the examination from the designated point and begin to lay out the materials in the examination room at least 30 minutes before the examination is due to commence. The materials shall include not only the question papers and blank answer books and supplementary answer books, but also attendance slips, any mathematical or other tables required, and tags (for students to tie together the various sections of their scripts).
2. The invigilators shall ensure that all preparations for the examination are concluded before students are permitted to enter the examination room. Under no circumstances shall students be permitted in any room, which has already been prepared for an examination, in the absence of an invigilator.
3. Students shall be admitted to the examination room five minutes before the scheduled start of the examination to allow them to find their seats and to check they that have all necessary writing aids, calculators or drawing instruments necessary for the examination. It is the responsibility of each student to ensure that they bring all such necessary equipment to the examination room. For larger examinations students should be admitted earlier, and where there is more than one examination scheduled in the room, students should be admitted in their examination groups.
4. Students should not bring valuable items into the examination room. If they do so it is at their own risk and the University is unable to accept responsibility for any item not used in completing the examination. Students shall leave briefcases, bags, and coats in a place within the examination room designated by the Senior Invigilator. Instrument containers, purses, wallets, or items allowed into the room and retained by students may be inspected by the invigilator, as may calculators and their cases where calculators are permitted for the examination. Such items, if not necessary for the examination, must be under students' seats, not on their desks. Students may not have mobile phones or other electronic devices on their person at any time during the examination, but these may be kept, switched off, not just to silent mode, beneath their seats.
5. Students may not make use of, or have in their possession, any book, manuscript, dictionary, calculator or other extraneous aid or materials which is not specifically permitted in the rubric of the examination paper.
6. A student shall display their ID card on their examination desk. A student who fails to display their ID card will be allowed to commence the examination. The Senior Invigilator shall record the details of any student without a valid ID card, who shall be required to confirm their identity at the end of the examination and before leaving the examination room. The lack of ID card and the method of confirming identity shall be recorded in the answer book and in the Senior Invigilator’s Report, and it is essential that the student’s signature is on the fold down corner of the answer book cover.

# The start of the examination

1. Before the examination starts, the Senior Invigilator shall remind students of the following:
	1. they are now subject to the Procedures covering the conduct of examinations and should not communicate with any other student;
	2. they should check that they have the correct examination paper, and should carefully read the rubric at the top of the paper;
	3. they should read and comply with the instructions on the front of the answer books; use only the official stationery provided; write rough work in the answer books and then cross it through;
	4. they must remain in their seats; if they wish to gain the attention of an invigilator, they should raise their hand;
	5. they may only leave the room with the permission of an invigilator; they will not be permitted to leave the room during the first 30 minutes, or the final 15 minutes, of the examination;
	6. they must not have in their possession any unauthorised materials or paper; any student in possession of, or using, unauthorised materials shall be subject to an allegation of academic misconduct (see Academic Regulations, Section 15);
	7. they should first of all complete the attendance slips and ensure that their student number is entered clearly on their answer book; where answer books are provided with a fold down area, they should write their name and provide their signature in this area and seal the flap.

A standard Senior Invigilator’s Announcement is normally provided in the Invigilator’s pack which summarises the key points, in which case the Senior Invigilator should read this out, and then supplement as necessary to cover additional points they consider will help students understand what is required of them and what is and is not permitted.

1. If for any reason the start of the examination is delayed the Senior Invigilator shall include details in the report to the Dean of Students (or nominee).
2. The internal examiner(s) shall normally be available in the main examination room for the first 30 minutes of the examination in the event of any question on the paper. (see 7.4 above). Clarification of any questions shall be limited to:
	1. confirmation that there is no misprint, and the paper should read as it stands, or
	2. notification that there is a misprint: in this case the revised version shall be immediately announced to all students, and also written up at the front of the examination room. If the paper is being sat in two or more rooms, the internal examiner shall alert Academic Registry, who will ensure that all students are notified of the same version of the correction as soon as possible, including any individual examination and clash sittings.
3. Under no circumstances shall an invigilator, whether or not the internal examiner, attempt to elucidate or interpret the paper. Where a student believes there to be some error or ambiguity, the student shall be advised to note their interpretation at the beginning of the answer. Any query raised or correction made regarding the question paper shall be reported to Academic Registry, and where material to the Chair of the Subject Standards Board by the Senior Invigilator using the Senior Invigilator report form.

# Late candidates

1. Students who arrive up to 30 minutes after the start of the examination shall be admitted to the examination room. Late students shall not be permitted extra time. Students shall only be admitted to an examination room after the first 30 minutes by the Senior Invigilator provided no students have left the room.

# During the examination

1. Invigilators shall concentrate on invigilation to the exclusion of all other tasks. During the examination they shall regularly and unobtrusively move their vantage point within the room.
2. Invigilators shall ensure that silence is maintained that students do not communicate with each other, or use any unauthorised materials, manuscripts or other aids not permitted in the rubric of the question paper, and that no stationery other than the official answer books is used.
3. If an invigilator observes a student apparently contravening the Procedures covering the conduct of examinations, they shall immediately inform the Senior Invigilator. The student shall be informed that the incident will be reported and will be investigated in accordance with the Procedures on Student Academic Misconduct. The invigilator shall endorse the answer book with their initials, the date and time of the incident, and a brief description of the circumstances. The student shall then be permitted to proceed, using a new answer book. Any unauthorised materials shall be removed and retained until after the investigation of the allegation. The invigilator shall make a full written report of all the circumstances to the Student Casework Office. If the report is completed immediately at the end of the examination it should normally be returned with other necessary material to the question paper collection point, where it will be logged prior to being passed to the Student Casework Office. The report should be completed as soon as possible and normally within seven working days of the incident. The Senior Invigilator shall, in addition, note the circumstances on the Senior Invigilator report form. (See Academic Regulations, Section 15)
4. Shortly after the start of the examination, the invigilators shall collect attendance slips (both used and unused) for return to Academic Registry.
5. Students shall do all their work, including rough work, on the stationery provided. Work which is not intended to be assessed shall be clearly crossed through.
6. Students shall not communicate with any person other than an invigilator. A student wishing to attract the attention of an invigilator shall do so without causing a disturbance.
7. Any student who causes a disturbance in an examination room may be required to leave the room and shall be reported to the Dean of Students (or nominee).
8. Students shall not leave their seats without the permission of an invigilator.
9. Students shall not smoke (including electronic cigarettes) or eat in an examination room. Students may drink, as long as the drink is clearly visible and does not require accessing a bag or coat.
10. The invigilators shall make every effort to ensure that students’ requirements for fresh answer books, or requests to leave the examination room, are answered as quickly as possible without disturbance. A student who requires to leave the room during the course of the examination with the intention of returning, shall be accompanied by an invigilator or other authorised person.
11. If a student falls ill, or a similar emergency occurs, the Senior Invigilator shall take whatever immediate action is necessary and provide full details to the Dean of Students (or nominee) using the Senior Invigilator’s Report Form.
12. Students shall not normally be permitted to leave the examination room within the first 30 minutes or the last 15 minutes of an examination; if an invigilator permits a student to do so, on the basis of illness or other similar cause, a report shall be made to the Dean of Students (or nominee) using the Senior Invigilator’s Report Form.
13. When a student who has completed the examination leaves the examination room before the scheduled end of the examination, their worked script shall be collected by the invigilator before the student leaves the room, and the time of departure marked upon it.
14. Invigilators shall remind students when one hour of the examination remains, and when 15 minutes remain.

# The end of the examination

1. The examination shall end after the due period of time. The invigilators shall instruct students to stop writing and to remain quietly in their seats until all the scripts have been collected.
2. Students are responsible for ensuring that:
	1. all their answer books and supplementary answer booklets are clearly labelled with their Student ID number and are firmly tied together;
	2. all answers are clearly labelled with the number of the question;
	3. all information required on the front of the examination answer book or cover sheet is given in full;
	4. all completed answer books are handed to the invigilator; any script or part thereof not handed in at the end of the examination shall not normally be marked.
3. When the invigilators have collected the scripts, checking that each student has written their number on all answer booklets used, and that all sections of the script are securely fastened together, they shall dismiss the students from the examination room.
4. Students shall not be permitted to take any examination stationery, used or unused, out of the examination room other than the examination question paper, which may be removed at the discretion of the Senior Invigilator, except that students shall not normally be allowed to retain the question paper for reassessment examinations. Students taking examination stationery out of the examination room shall be subject to an allegation of academic misconduct (see Academic Regulations, Section 15).
5. The worked scripts shall be delivered by hand or other secure means to Academic Registry. Internal examiners who wish to retain the scripts for immediate marking shall notify Academic Registry when collecting the examination materials or, where this is not possible immediately after the examination. Examination scripts must not be placed in the internal or external mail.
6. The Senior Invigilator shall complete the Senior Invigilator Report Form for the examination session and ensure that Module Student Lists are annotated and Unregistered Student Lists are completed for each examination, to provide a record of all students attending. These items, together with the completed attendance slips, shall be returned promptly to the location advised by Academic Registry.
7. Before leaving the examination room, invigilators shall take particular care to check that no examination stationery, used or unused, has been left behind, and that all scripts have been collected. Unused stationery and attendance slips shall be returned by the invigilators at the end of the examination, to a secure location advised by Academic Registry.

# Procedures in the event of emergencies

1. In the event of a fire alarm or other emergency requiring the evacuation of the examination room, the Senior Invigilator shall note the time the examination was interrupted, and shall instruct the students to cease writing, to leave all materials (including question papers and answer books) on their desks, to leave the room in an orderly fashion, and to assemble at the specified place. The Senior Invigilator shall be the last to leave the examination room and shall, as far as possible, leave the room secure. The invigilators shall remind students that the Procedures covering the conduct of examinations continue to apply for the duration of the suspension and that student may not communicate with any persons other than the invigilator(s). As soon as possible after the evacuation, the Senior Invigilator shall notify Academic Registry of the incident.
2. It is not possible to establish specific procedures as to whether an examination, which has been interrupted should be resumed. If the incident is of short duration, it may be feasible to continue as soon as the examination room is again available. If the incident is prolonged (a duration of more than 30 minutes), this is usually not practicable. To enable common standards to be applied, Academic Registry must be kept informed, and will provide guidance.
3. As soon as possible after the emergency, the Senior Invigilator shall re-enter the examination room, and shall take particular note whether any scripts or other documents appear to have been disturbed.
4. Academic Registry, following consultation with the Senior Invigilator, shall determine in light of the circumstances whether the examination shall be resumed after the incident, or whether the examination shall be abandoned. If the examination is resumed, the Senior Invigilator shall recommence the examination at the earliest possible moment, reminding students that a report of the incident will be made to the Subject Standards Board. Students shall have the balance of time due for the examination, plus 10 minutes in compensation for the disturbance.
5. If the examination is not to be resumed, the invigilators shall permit the students to resume their seats so that they can ensure their scripts are correctly labelled and separate answer books are tied together. The scripts shall then be collected in the usual manner.
6. Following the incident, the Senior Invigilator shall make a report in writing to the Dean of Students (or nominee) using the Senior Invigilator’s Report Form. If the examination has been resumed, the scripts will be assessed in the usual way. If the examination has not been resumed the scripts will be marked, and the marks presented to the Subject Standards Board, together with the report of the Senior Invigilator. A meeting of the Dean of Students (or nominee) and the Chair of the Subject Standards Board must be convened as soon as practicable, normally within a week of the affected examination. In the light of circumstances, they shall determine how best to proceed to ensure that all students are treated with equity.

# Abnormal circumstances

1. Although it is the responsibility of students to present themselves for examination at the appropriate time, there may be circumstances (for example, extremely bad weather or industrial action affecting transport services) where this is extremely difficult, if not impossible, for students living some distance from the University, and Dean of Students (or nominee) shall have authority to take extraordinary measures in these circumstances.
2. The Dean of Students (or nominee) shall have authority to rule that abnormal circumstances prevail, where in their judgement external circumstances will prevent, or be likely to prevent, students from presenting themselves for examination at the appropriate time. The Dean of Students (or nominee) shall determine whether:
	1. to delay the start of the examination
	2. to reschedule the examination for an alternative date and time.
3. Where abnormal circumstances prevail, the restrictions on admitting students to the examination room more than 30 minutes after the start of the examination shall be lifted, but the names of such late entrants shall be recorded by the Senior Invigilator in their report to the Dean of Students (or nominee). Students arriving late shall not normally be permitted any additional time; the Senior Invigilator shall ensure that the time of their arrival is entered in the students’ answer books.
1. The length of examinations is determined as part of the University’s processes of validation of modules and any amendment to the length of an examination is governed by the processes for changing assessment instruments detailed in the Quality Manual. [↑](#footnote-ref-2)