

## Conduct of Examinations: Rules and information for Candidates

*This document applies to students on programmes in partnership with **Buckinghamshire New University**.*

### 1. Information for Candidates

- 1.1 Candidates must ensure they are aware of the published examination timetable and the location of the examinations they should attend.
- 1.2 For open book examinations, candidates are permitted to bring written or printed materials, such as notes and textbooks relevant to the exam, provided they are approved by the module tutor. Notes may be either handwritten or typed.
- 1.3 For some examinations, Candidates may take additional materials into the examination. This will be made clear in the published examination instructions. Candidates are not allowed to bring additional materials or papers, unless expressly permitted.<sup>1</sup>
- 1.4 Candidates are not permitted to bring dictionaries to the examination.
- 1.5 Scripts will be checked for originality in the marking process, therefore appropriate referencing is essential.

<sup>1</sup> All closed book examinations are excluded from point 1.3.

### Conduct of Candidates

#### 2. Before the examination

- 2.1 Candidates must arrive before the start time to the examination room. Once Candidates have entered the examination room, it is important they do not communicate with other students.
- 2.2 Candidates may bring water or other soft drinks, with the label removed, into the examination. Candidates are not permitted to take food into the examination. Any writing utensils must be in a clear case or bag.
- 2.3 On entering the examination room, Candidates must present their student identity card to the invigilator for checking.
- 2.4 Candidates must deposit all bags and unauthorised sources of information in a place designated by the invigilator. All electronic devices such as mobile phones, tablets and smart watches must be switched off in the Candidates bags.
- 2.5 Candidates must display their student identity card in a prominent position on their examination desk together with any other document which the student is required to produce (e.g. permitted materials). Those without their student identity card may be refused entry to the examination.



- 2.6 Candidates will not be permitted to enter the examination room more than 30 minutes after the examination begins, other than in exceptional cases of unforeseen emergency beyond the Candidate's control. No extra time will be allowed for Candidates arriving late.
- 2.7 For examinations lasting 90 minutes or less, Candidates are not permitted to leave the examination. For exams longer than 90 minutes, Candidates may not leave within the first 60 minutes to maintain the integrity of the examination.
- 2.8 Candidates will not be allowed to leave the examination during the last 15 minutes of the examination.
- 2.9 Where calculators are permitted in an examination, they must only from the Casio fx-83 or fx-85 range.
- 2.10 Candidates must check they have the correct examination question paper. Candidates may not open the examination paper to read the questions or start writing until the lead invigilator announces the start of the examination. Candidates may not commence writing their answers before being authorised to do so by the invigilator. Writing includes making notes, highlighting text, or making any other marks on any material.
- 2.11 Any Candidates entitled to concessions (e.g. additional time, use of special equipment) will be approached individually and sensitively to ensure that are clear on their arrangements.

### **3. During the examination**

- 3.1 Candidates must behave in an orderly manner throughout the examination. The lead invigilator has discretion to exclude from the examination any student behaving in a way which, in the opinion of the lead invigilator, may disturb other Candidates or otherwise disrupt the smooth running of the examination. The lead invigilator must report any such occurrence to the Exams Manager. The Exams Manager shall decide whether to take the matter further under the relevant student disciplinary procedure.
- 3.2 Candidates must not communicate with any other student in the examination room.
- 3.3 Candidates must use the examination materials provided.
- 3.4 Candidates must start each answer as instructed, and record their answers as indicated on the materials provided. They must write their student number on the front of the answer booklet, as well as on any additional paper used.
- 3.5 A Candidate who wishes to attract the invigilator's attention, for whatever reason, must do so by raising their hand.
- 3.6 A Candidate who wishes temporarily to leave the examination room must seek the permission of an invigilator and they must be escorted.
- 3.7 In the event of a fire alarm, Candidates must listen carefully to the instructions of the invigilator/s.



3.8 Candidates wishing to leave the examination permanently must seek the permission of an invigilator and their examination paper and answers must be handed in. They must remain quiet until they have left the examination room.

**4. At the end of the examination**

4.1 The invigilator will inform candidates when they have 15 minutes remaining. Candidates will not be able to leave from this point until the end of the examination period.

4.2 Once the end of the examination has been signalled by the lead invigilator, Candidates must cease writing immediately and remain at their allocated places until all the scripts have been collected. Candidates must remain seated and must not communicate with other students until answer scripts have been collected and informed that they can leave the examination room.

4.3 Candidates must not remove any examination materials or aids provided by the College from the examination room. Any permitted notes and rough sheets must be handed in to the invigilator.

4.4 Candidate whose script is deemed illegible by the programme leader may be required to contribute to the costs of having the script transcribed professionally.

4.5 Candidate suspected of having committed academic misconduct in an examination will be reported and will be dealt with under the relevant procedure.



<i>Version number</i>	<i>1.1</i>
<i>Approved by</i>	<i>LTEC Committee</i>
<i>Approval date</i>	<i>February 2025</i>
<i>Next review date</i>	<i>August 2024</i>
<i>Policy owner</i>	<i>Exam Manager</i>
<i>Summary of changes</i>	<i>Minor adjustments made in wording and formatting to keep in line with partner policy updates</i>