

University Examination Regulations for Students

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Examination Timetables

Provisional Dates & Publication of Examination Timetables

Provisional examination (exam) dates are published for all modules in the student assignments area of module Canvas topics ahead of finalised exam timetables. This includes modules running overseas and at partner institutions.

Once final dates and start times are set they are published to the module Canvas topic. Students studying on university campuses are then notified via email and module Canvas topic(s) that Personal Examination Timetables are available in e: Vision.

Partner Institutions and Colleges should ensure that exam timetables are carefully set to match University exam timetables (where the same assessments are running at both home institutions) and that all local timetable information is communicated to students in good time.

On campus examinations usually take place Monday to Friday. Morning exams routinely start at 9:30, afternoon exams commence at 2pm. On occasion it might be necessary to hold examinations at varying times during the day, during the evening or on a Saturday.

Every effort is made to ensure that students do not have more than one exam to sit per day. This may not always be possible, particularly where courses are predominantly assessed by exams, and where students have several exams to re-sit. Students may be timetabled to sit exams on consecutive days during main assessment weeks.

Exams may be timetabled to take place at the same time that other assignments are due to be submitted or become available to access in Canvas. Where an assignment submission deadline falls on an examination day, students are responsible for managing their time appropriately. Where an exam falls during a period where a Time Constrained Assignment is available to take in Canvas, it is the module leader's responsibility to consider the TCA timing and students overall assessment load.

Religious Observance

The University will avoid holding examinations during significant religious festivals and holidays where possible. If you are likely to have an issue attending an examination because of the requirements of your faith, you must notify the University at the earliest opportunity, and no later than 21 days before the examination by emailing exams@wlv.ac.uk

Timetable Changes

Examination timetables are subject to change at short notice. Students are strongly advised to check timetables regularly in the run up to examinations. It is the students' responsibility to attend exams on the correct date, time and place.

Where there is a late change to an examination timetable, all students are alerted via email and where possible by text message. Students signed up for canvas notifications should also receive an email signalling a change to published information in the module canvas topic.

Any variation to instructions for attending exams on campus are sent to individual candidates via email, using the preferred student email address registered in e: Vision for University communications.

Reasonable Adjustment Timetables

Where a student is awarded reasonable adjustments, every effort will be made to accommodate and provide all adjustments for entitled students. Where students are assessed in close proximity to exams

it may not be possible to provide all awarded adjustments due to resource and logistical challenges. In this scenario the Exams Office and Student Support and Wellbeing (SSW) will work with the student and module leader to agree acceptable arrangements for the assessment.

Students registered with Student Support and Wellbeing (SSW) for adjustments in exams are encouraged to check their agreed adjustments are accurate in e: Vision *at least* four weeks ahead of each upcoming exam.

To confirm or remove adjustments for individual exams, students should email SSW@wlv.av.uk, cc specialexams@wlv.ac.uk

Approximately 2 weeks before an examination, students with adjustments will be sent a personalised email confirming the organised adjustments. Emails are sent to the preferred email address registered for University communications, so it is important that students ensure their contact email address is up to date in e: Vision.

It is the students' responsibility to check that approved reasonable adjustments are in place. Any issues or concerns should be raised before the date of the examination.

Where adjustments include rest breaks for exams, the total rest break time will be added to the total exam duration. If on the day the rest breaks are not taken, the time for each break will be deducted from the exam end time. Students are strictly forbidden from writing their exam during rest break time. Any student attempting to do this will be referred to Conduct & Appeals.

Entry to the Examination

Arrival Time

Students are advised to arrive around 15-30 minutes before the start of the examination. In exceptional circumstances, students may be able to enter the examination room up to 30 minutes after the official start time. No additional time will be given at the end of the examination for students who arrive late.

The University reserves the right to amend exam entry procedures. Any changes to standard entry procedures will be communicated to students in advance via email.

Delayed Start & Interruptions

All examinations are expected to start within 30 minutes of the official published start time. The Senior Invigilator is responsible for officially starting an examination. The Senior Invigilator may choose to delay the start of an exam where there are issues identified ahead of the start. Examples include errors on the exam paper that need to be resolved by an Academic, compromised papers, issues with the venue and seating arrangements beyond the Invigilators control.

Any delay beyond 30 minutes must be escalated to the Head of Examinations to make an informed decision on whether the assessment can still go ahead. It may be determined that the disruption has severely affected students' ability to proceed and needs to be re-arranged for an alternative date and time. Other factors contributing to this discretionary decision include availability of Estates and Facilities and availability of students.

Fit to Sit & Extenuating Circumstances

The University operates a Fit to Sit policy. This means that by sitting an examination you are declaring yourself fit to do so. If you are not able to sit an examination due to circumstances outside of your control, you should follow the Fit to Sit and Extenuating Circumstances policy.

Students should retract mitigation in advance of attending examinations, following the process described in the extenuating circumstances task in e: Vision. Students with approved extenuating circumstances who intend to declare themselves fit to sit and for-fit their mitigation, will not be able to sit Canvas Online exams unless the extenuating circumstances is removed from their record. It is recommended that mitigation is retracted at least 24 hours in advance of the exam date, in order to ensure records are up to date on the day of the exam. Failure to do so could result in not being permitted entry to the exam.

The 7 day self-certification policy and the extension policy do not apply to formal Examinations.

Identification & Attendance

You must bring your current University ID card to each examination, your ID must be verified in order for your attendance to be logged.

If you do not have your current University ID card, please bring another form of photographic identification with you, such as a passport or driving licence.

You may be asked to show your identification at a designated check in point, or upon entry to the examination room. You will always be asked to place your ID card on your examination desk throughout the duration of your exam.

Students who arrive at the exam room or designated check in point wearing an item covering their face and/or ears (including a face mask), may be asked to remove the clothing enough to be fully identified

by the Invigilator. Depending upon the university Covid alert level, this will be carried out from behind a screen and can be done in private upon request.

Students who arrive without any identification will be required to report to the Exam Office for an in person verification after the exam. Failure to be fully identified will result in being referred to Conduct and Appeals Unit.

Allocated Rooms & Seats

Where seat numbers are pre allocated students must sit in the seat provided. Students will not be permitted to enter an exam room and use a seat pre-allocated to another student without the permission of the invigilator, who will seek permission from the Exam Office. Students arriving at the wrong location, will be asked to go the room and allocated seat as per their examination timetable.

Prohibited Items in Examinations

Mobile phones, tablets, fitness bands, ear buds, smart watches, smart pens and any other 'smart' devices

If you must bring such items to your examination, they must be switched off and placed with your belongings in the area designated to you.

The University accepts no liability for the loss or damage to your personal property and recommends valuable items are left at home where possible.

Revision Notes / Books

Revision notes and text books should not be on your person once you are seated in the examination room. If found, such items will be reported to the Conduct and Appeals Unit. Candidates taking 'open book' examinations may only use books, notes etc. as specified by the Module Leader. Such items may be checked by invigilators during the exam.

Blank Paper

You must not bring your own blank paper for taking notes. If extra paper is required for the examination, this will be provided for you.

Glasses /Pencil Cases

Glasses cases and pencil cases should be left with your personal belongings

Bags, coats and other personal items

Bags, coats and other personal items should be placed in the area identified by the Invigilators.

Permitted Items

You must not place anything on your desk other than permitted items.

Stationary

- Black or blue pen
- Pencil - you may only write your exam in pencil if instructed to do so.
- Approved calculator
- Approved notes/books in case of open book exams only

Drinks

You may bring a hot or cold drink to your examination, including drinks in reusable cups and flasks. Labels must be removed from bottles, and containers may be checked by an Invigilator.

During the Examination

Student Conduct

During the examination you must not behave in any way that may disturb other candidates. Students causing a disturbance will be asked to leave the room and may be referred to the Conduct and Appeals Unit.

You may not read your question paper or start writing until given permission to do so. When you have permission, read the instructions on the examination paper carefully. If you believe that there is an error on the paper raise your hand to attract the attention of an Invigilator. A member of the module team will normally be available at the beginning of the examination to address any issues with the examination paper.

Strict silence must be observed at all times in the examination room. Additionally, you are required to enter and leave the examination room quietly, as examinations are likely to be taking place in adjacent rooms.

Once the Invigilator has announced the start of the examination (including permitted reading time), all students in the room are declared fit to sit as per the University policy on Fit to Sit and Extenuating Circumstances.

If you sit an examination, you cannot later claim that your performance was affected by extenuating circumstances, unless there is strong independent medical evidence establishing that you were incapable of determining whether you were fit to undertake the assessment. The policy does not apply if you become ill during the examination.

Supervised Comfort Breaks

If you need to go to the toilet during the examination, please raise your hand to alert an Invigilator. You will be escorted to and from the toilet, and the time that you left and returned will be noted within the Invigilators' Report

Before entering the toilet, the Invigilator will ask you whether you have any prohibited items on your person. If you have such items with you, or it is discovered that items are hidden within the toilet area, these items will be confiscated or recorded and referred to the Conduct and Appeals Unit. You will be allowed to re-enter the examination room if you wish, and a line will be drawn under your work alerting the Examiner that up to that point you had additional items on your person. You will then be referred to the Conduct and Appeals Unit.

Writing your Exam

You must write legibly in black or blue ink. If the Examiner cannot read your script it is possible that you will receive a fail grade, or you may be asked to come to the University to dictate your script under examination conditions. You will be liable for any costs that are incurred in this process.

Rough Work

All rough work must be written in your answer booklet or on paper provided to you. You should draw a line through such work to indicate to the Examiner that you do not wish for it to be marked.

Reading Time

Some examinations stipulate a period of 'reading time', and in some examinations you will be able to make notes during this time. The Invigilator will notify you of such allowances at the beginning of the examination.

Academic Misconduct

If you are suspected of academic misconduct (e.g. cheating, being in possession of notes or a mobile phone / smart watch), you will be asked to leave the room with an Invigilator and the details of the suspected misconduct will be explained to you. You will be allowed to return to the examination room and continue with your examination if you wish to do so, however, no additional time will be added at the end of the examination to accommodate for the interruption. The Invigilator will draw a line under your work at the time of suspicion and confiscate, where appropriate, any items that may be contributing to your academic misconduct. At the end of the examination the matter will be referred to the Conduct and Appeals Unit for further investigation.

Leaving the Examination

Emergencies

If there is an emergency, or the fire alarm sounds during the examination you must follow the instructions of the Invigilator. You should leave the room in silence as examination conditions remain in place until you are told otherwise.

Any breach of examination conditions will be referred to the Conduct and Appeals Unit. You must not remove any papers from your desk or collect any of your belongings. You may not re-enter the room until given permission.

In the interest of students, if the interruption to the exam goes beyond 30 minutes, a decision will be made by Head of Examinations on whether to continue when it is safe to do so or abandon the examination and re-arrange an alternative sitting.

Leaving Before the end of an Exam

Once the examination has started you may not leave the examination room within the first hour. If you finish the examination early you must remain quietly in your seat until the first hour has elapsed. Where an exam is one hour or less in duration all students are expected to remain seated until the end of the exam.

An announcement will be made when you have reached the final 30 minutes of the examination. After this announcement you may not leave the room even if you have finished the examination.

If you need to finish the examination early because you are ill and no longer fit to sit, you should inform the Invigilator who will make a note of the circumstances. You must submit an Extenuating Circumstances claim via e: Vision on the same day. If you leave the examination early because you declare you are no longer Fit to Sit, the examination will not be marked or feedback given. If you are studying an accredited course you may need to apply for extenuating circumstances with the subject professional body.

If you wish to finish your examination early, you need to seek the permission of an Invigilator before you leave the room. The Invigilator will collect your examination booklet and any examination stationery before you leave your desk. If you leave the examination room without permission, you will not be permitted to re-enter the room and continue with the examination.

At the End of an Exam

When the Invigilator announces the end of the examination you must stop writing immediately. You should ensure that the front of your answer booklet has been completed and secure any additional sheets to the booklet. You must remain seated until the Invigilators have counted and collected all examination booklets and papers. Students are not permitted to take any exam materials out of the room. All exam papers and booklets must be left on the desk for the invigilators to collect.

Related Policies and Regulations

- University Fit to Sit and Extenuating Circumstances Policy - <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>
- Academic Misconduct - <https://www.wlv.ac.uk/current-students/conduct-and-appeals/academic-misconduct/>

Related Links

- www.wlv.ac.uk/exams

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|---------------------------------|--------|--------------------|-----------------------------|
| DOCUMENT CONTROL VERSION | 2021/2 | AUTHOR | L Goode; Central Exams Unit |
| APPROVED DATE | Dec 21 | APPROVED BY | AB |
| REVISION DATE | Nov 21 | | |