

GENERAL REGULATIONS

Appendix 2 : Examination Regulations – Instructions to Candidates

Name of Regulation :	Examination Regulations – Instructions to Candidates
Purpose of Regulation :	To instruct students on expectations of their attendance at, and conduct, during examinations
Approval for this Regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all Students registered on Staffordshire University awards.
Date of Approval :	29 June 2011
Proposed Date of Review :	May 2012

EXAMINATION REGULATIONS – INSTRUCTIONS TO CANDIDATES

1. General

- 1.1 Upon entering the examination room you must produce a valid University registration card (with photograph) to prove your identity.
- 1.2 Upon entering the examination room you will become subject to the authority of the invigilators and shall act according to their instructions.
- 1.3 A mobile 'phone or any other communication device is not permitted into the examination room.

- 1.4 Upon entering the examination room you shall place all unauthorised papers, bags, briefcases, mobile 'phones, calculators, cases, etc, at the point designated by the Chief Invigilator.
- 1.5 If you bring any unauthorised item to your place by mistake you must inform an invigilator immediately you discover its presence. Infringement of the University's regulation includes:
 - The use of an unauthorised dictionary
 - The use of other than dedicated calculators with a calculation function only
 - The use of unauthorised material stored in the memory of a pre-programmable calculator, organiser, watch or mobile 'phone
 - Copying or attempting to copy from another candidate
 - Leaving the examination room to refer to concealed notes
- 1.6 If you are allowed to bring into the examination room an authorised dictionary or calculator you must ensure that it is first checked by an invigilator. Failure to do so may result in any unauthorised items being removed by the invigilator.
- 1.7 You shall not commence the examination before being instructed to do so by the Chief Invigilator.
- 1.8 You shall use only the official examination stationery provided. Any rough work shall be done on the stationery provided and handed in with the completed script.
- 1.9 You shall not remove any script, rough work, official stationery or other equipment from the room.
- 1.10 You must write legibly on your examination scripts. The University reserves the right not to mark your script if your writing is illegible. If, due to a disability, you require special examination arrangements, such as amanuensis etc, you must inform the Head of Disability Advisory Services in Employability and Student Support and your Faculty/School Office as soon after enrolment on your award as possible and well in advance of any assessment.
- 1.11 During the examination you shall not communicate in any way with any person other than an invigilator. Any attempt to do so will be considered as a breach of the University's Regulations and appropriate action taken.
- 1.12 If you wish to attract the attention of an invigilator you should do so by raising your hand. You shall not leave your place without the prior permission of an invigilator.
- 1.13 Smoking is not permitted in the examination room.

- 1.14 A small quantity of soft drinks and sweets is permitted to be taken into the examination room. If, in the opinion of the invigilator, these are excessive they will be removed before or during the examination.
- 1.15 If, in the opinion of the invigilator, you cause an unreasonable disturbance and continue to do so after warning you shall be required to leave the examination room and shall not be re-admitted.
- 1.16 You shall stop writing immediately you are instructed to do so at the end of the examination. The Chief Invigilator shall determine the end of the examination.
- 1.17 At the end of the examination you shall remain seated and silent until all scripts have been collected and until dismissed by the Chief Invigilator. Candidates may, where possible, retain examination question papers when they leave the examination.

2. Attendance at Examinations

- 2.1 You are responsible for making yourself aware of the date, time and venue for all examinations that you are required to take and for presenting yourself at the examination room in good time before the examination is due to begin.
- 2.2 You shall not enter the examination room until instructed to do so by an invigilator. You shall not be admitted to the examination room until ten minutes before the official time of commencement of the examination or of approved reading time, whichever is applicable.
- 2.3 You shall be admitted to the examination room up to thirty minutes after the official start of the examination, but not normally thereafter. Additional time will not be given for any candidate arriving after the start of the examination.
- 2.4 You shall produce your registration card and complete attendance slips when requested to do so by an invigilator.
- 2.5 You shall not leave the examination room during the first hour or the last thirty minutes of the examination, except in an emergency, where you should seek the prior permission of an invigilator and will be accompanied by the invigilator.
- 2.6 You must not leave your place without the permission of an invigilator.
- 2.7 If you wish to leave the examination room temporarily you shall seek the prior permission of an invigilator, and will be accompanied by the invigilator throughout your absence. If you leave the examination room without the permission of an invigilator you will be deemed to have withdrawn from the examination and will not be re-admitted to the examination room.

- 2.8 If you wish to leave the examination room early you shall first attract the attention of an invigilator and have your script collected. It is your responsibility to ensure that your script is collected by the invigilator. You must not disturb other candidates when leaving and shall observe examination regulations until out of the room.
- 2.9 A candidate whose script has been collected shall not be re-admitted to the examination room.

3. **Anonymous Marking**

- 3.1 All formal, University managed, written examinations will be marked anonymously by Faculties in accordance with University policy.
- 3.2 Instructions will be given to you by the Chief Invigilator on how to complete the front of your answer book. If you fail to carry out these instructions, the university accepts no responsibility for your script not being marked.

4. **Infringement of Examination Regulations**

A Candidate, whom an invigilator believes to be using unfair means (including unauthorised aids, copying or communicating with others) will be treated in accordance with the University's Academic Awards Regulations.

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.