

Code of Conduct for Examinations

1. Examination dates

- 1.1. The dates for examinations are set and agreed by AQSC as part of the approved annual Academic Calendar.
- 1.2. The Assessment & Curriculum Support Manager is responsible for scheduling all RAU examinations within the agreed timescale, and for informing staff and students of this schedule.
- 1.3. It is the responsibility of each individual candidate to ensure they are fully aware of examination dates and times, including resit dates, and that they are able to attend University for these periods.
- 1.4. In the event of a candidate being unable to attend University for a resit examination, it is their responsibility to arrange a suitable alternative venue, such as another university or British Council Office, and to inform the University at least one month prior to the date of the examination. The University will then endeavour to communicate directly with the nominated person at the alternative venue to confirm arrangements. Any costs associated with this alternative location will be borne entirely by the candidate.
- 1.5. If a candidate wishes to claim special requirements in relation to any disability, it is their responsibility to inform Student Services at least one month prior to the date of the examination, and to provide such evidence as may be requested. The Disability Adviser will then arrange for special requirements to be met.
- 1.6. The Assessment & Curriculum Support Manager is responsible for ensuring appropriate numbers of invigilators are available for all examinations, and for coordinating all aspects of the examination process.

2. Responsibilities of invigilators

- 2.1. The main role of an invigilator is to ensure that correct examination procedures are followed and that no improper practices occur within the examination room.
- 2.2. Invigilators are required to attend the examination room at least 20 minutes prior to the scheduled start time to assist with preparations.
- 2.3. Invigilators are required to ensure candidates have the correct examination question paper and sufficient examination answer books. Any absences must be noted on the attendance sheet.

- 2.4. Candidates should be present at their examination room 10 minutes before the start of the examination. A candidate who is more than 30 minutes late will be allowed to sit the examination only in exceptional circumstances, subject to no other candidate having left, and at the discretion of the invigilator. No additional time will be provided for such a candidate.
- 2.5. During the first 10 minutes of the examination, the Module Leader or nominated deputy familiar with the examination paper shall be present in the main examination room to clarify any points of confusion in the examination paper. Any such clarification shall immediately be communicated to all students undertaking the examination, including those in special venues. Once the first 10 minutes has elapsed, there shall be no further discussion of the examination question paper with candidates.
- 2.6. Invigilators must remain vigilant at all times during the examination, and it is recommended that each invigilator walks around the examination room at intervals in a way that does not distract candidates.
- 2.7. Should an invigilator suspect a candidate of cheating or malpractice, they should firstly consult with any other invigilators present. If the malpractice is linked to the illegal possession or use of materials not approved for the examination, such materials should be removed immediately. The candidate will be permitted to continue with the examination, but upon completion should be informed of the allegation and that a full report will be made to the Academic Registrar.
- 2.8. If a candidate causes disruption to other candidates they will be asked to leave with immediate effect and will not be permitted to re-enter the examination room. A report will be made to the Academic Registrar.
- 2.9. At the end of the examination, invigilators must collect all completed examination answer books, and confirm on the examination record sheet the number of answer books collected and the number of absences. All papers should be passed either to the Assessment & Curriculum Support Manager or directly to Registry – they must not be left in the examination room.

3. Procedures for examination rooms

- 3.1. Candidates must bring their student ID card with them to all examinations. Candidates are allowed to bring pens, pencils, erasers, rulers and any other material specified on the examination question paper. Any wallet used for carrying pens and pencils, etc. should be of a clear plastic design.
- 3.2. No textbooks, dictionaries, notebooks, papers, or written or recorded information of any kind may be brought into the examination room, except where specified on the examination question paper. The use of calculators is permitted in accordance with the requirements of section 5 below, and use of texts is subject to the requirements of section 6 below.

- 3.3. Mobile phones and smart watches must not be taken into the examination room. A candidate found in possession of a mobile phone or smart watch may be considered in breach of examination regulations and subject to disciplinary action.
- 3.4. No other materials, bags, notes, etc. may be brought into the examination room. Any items left unattended outside of the examination room are left at the owner's risk.
- 3.5. Strict silence must be observed at all times. Communication between candidates at any time is forbidden. The exchange of equipment or other materials is only allowed with the express permission of the invigilator.
- 3.6. It is the candidate's responsibility to ensure that they have received the correct examination question paper. If there is any doubt, the candidate should attract the attention of an invigilator immediately.
- 3.7. Candidates may not start reading an examination question paper, or writing in their examination answer books, until told to do so by an invigilator.
- 3.8. The consumption of food and drink, with the exception of uncarbonated water in a clear bottle and loose sweets, is forbidden in examination rooms unless prior approval has been granted because of a medical condition.
- 3.9. Candidates are not allowed to leave the examination room within the first 30 minutes of the start of the examination, nor within the final ten minutes, except at the discretion of the invigilator.
- 3.10. Candidates who leave the examination room during a paper without prior permission from an invigilator shall not be allowed to return to the examination room. A candidate who wishes to use the toilet must first attract the attention of an invigilator by raising their hand, and receive permission to leave the room. No additional time will be allowed for toilet breaks.
- 3.11. Candidates who leave their desk during an examination must cause as little disturbance as possible. Those leaving the examination room should vacate the vicinity of the building immediately and quietly.
- 3.12. Candidates must complete all work within the examination answer books, or where appropriate on the examination question paper provided, and must not remove any paper from the examination room upon leaving. Additional answer books may be obtained from the invigilator if required. Rough working in the answer books should be neatly crossed out after completion of the question; loose paper is not allowed for rough working.
- 3.13. Candidates must complete the front of all answer books with their student number, the module number and name, the date of the examination, the desk and room number and the question numbers of each question in the

order in which they have been attempted. If supplementary books are used, these should also be annotated correctly, and the sequence of books clearly marked on the front sheet. The candidate's name must not appear anywhere on the examination answer books submitted for marking.

- 3.14. Examination answers must be set out in an orderly and legible manner. They must be written in ink, or typed if permission has been given to complete the examination on a computer. Pencils and crayons may be used for diagrams and sketches. Any answers that are illegible may be transcribed, providing the candidate is present at the time of transcription and consents to pay the full cost of transcription.

4. Procedure in event of fire or other emergency

- 4.1. In the event of a fire and/or other emergency situation that involves the evacuation of the examination room, invigilators should instruct students to leave all materials on their desk, to leave the room quietly and to accompany them to the relevant assembly point without collecting materials en route. Strict examination rules will continue to apply at all times. If it is not possible to supervise students adequately during this period, then:

- (a) In the event that a period in excess of 30% of the total scheduled time for the examination has elapsed, the examination will be declared complete and assessment, and overall grade, will be based only on work completed, or
- (b) In the event that a period less than 30% of the total scheduled time for the examination has elapsed, the examination will be declared null and void, and another date, or alternative assessment, will be scheduled.

- 4.2. If it is possible to resume the examination once the alarm has ceased, the invigilator should instruct students to re-enter the building, return to their original seat, and re-commence the examination.

- 4.3. Students will be instructed to draw a demarcation line across their examination answer book at the point of resumption.

- 4.4. If time allows, students should complete the full period of examination. However, if this is not possible, the total time available for the examination will be recorded by the invigilator, and due regard will be taken when assessing the examination.

5. Use of calculators

- 5.1. The use of calculators in an examination will be permitted provided that they are battery operated, pocket sized, silent, have a numeric keypad, are not capable of being pre-programmed and do not disturb other candidates. Any calculator with an alpha- numeric keypad, or with more than a one-line

display will not be permitted in the examination room.

- 5.2. All forms of instruction manual for a calculator are prohibited.
- 5.3. Invigilators are empowered to remove calculators from candidates that breach these requirements.
- 5.4. The operation of calculators is the responsibility entirely of the candidate and no allowance will be made for errors or omissions arising from malfunction or misuse of a calculator by a candidate.
- 5.5. The University will provide a limited supply of calculators for use in an examination. These will be provided on request from a candidate, and must be returned at the end of the examination.

6. Use of texts

- 6.1. Candidates who wish to use an official text, as specified on the examination question paper, may do so provided they comply with the following requirements. The text must be a hard-copy, paper version and not electronic. It is the student's responsibility to ensure that the text is clean, i.e., that it contains no illegal material such as written notes, explanations, diagrams, formulae, etc. Invigilators will be instructed to check each text at the start of the examination to ensure no illegal content. A text found to contain any illegal material will be confiscated immediately and the student will be required to complete the examination without the text. A report will be provided to the Assessment & Curriculum Support Manager on the incident. Should the same student be found in possession of such illegal material at a subsequent examination, they will be reported to the Academic Registrar as a potential case of academic misconduct.
- 6.2. The University will provide a limited number of key texts such as valuation tables for use in an examination.
- 6.3. The use of other materials in an examination that are not specified on the examination question paper are prohibited.

7. Emergency examination procedures

- 7.1. In the event candidates are prevented from attending University for an examination, such as disease pandemic or other national emergency, the University will endeavour to allow completion by suitable alternative means or provide an alternative form of assessment.
- 7.2. Full account of any upset caused by any alternative examination arrangements will be taken into consideration by the relevant Assessment Board.

Revised September 2024