



## Quality Assurance Code of Practice

### Conduct of Examinations

**This document is primarily intended for:**

Designated administrators  
Assistant Registrars or equivalents  
Invigilators  
Examinations Office staff  
Staff in partner organisations involved in examinations

**Queries:**

**First point of contact –**  
Assistant Registrars in the Faculty/School or equivalents

*Technical/specialist contact:*  
*Academic Registry*

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## 1 Purpose and Scope

- 1.1 These procedures apply to all formal written and computer-based examinations which contribute towards an award of the University of Bath, both on and off-campus.

These procedures may be varied under the terms of an Institutional Agreement where a programme of study is delivered as a collaborative initiative with a partner institution.

## 2 Principles

- 2.1 The University seeks to ensure that the arrangements for its formal examinations are appropriate to the high academic standard of its teaching, that the examination experience for all students is fair and consistent, and that opportunities for cheating or other academic malpractice are minimised.

Detailed procedures for the conduct of examinations are set out in University Rule 2 (henceforth referred to as 'Rule 2'), which has regulatory status and is appended through this link – <http://www.bath.ac.uk/rules/exam.html>.

Rule 2 and this statement should be read in conjunction with [Regulation 15](#): Assessment of undergraduate and taught postgraduate programmes.

### 3 Roles and Responsibilities

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- 3.1 Each Faculty/School/partner organisation will nominate a member of staff to be responsible for examination processes and papers.
- 3.2 Faculty/School/partner organisation administrators or Nominated Members are responsible for:
- a) submitting examination papers to Academic Registry in the form and within the timeframe specified in Rule 2, and for checking examinations papers as requested by Academic Registry staff
  - b) appointing invigilators in accordance with Rule 2 and notifying Academic Registry of the names of appointed invigilators.
- 3.3 Academic Registry is responsible for:
- a) drafting and circulating examination schedules including timings, locations (wherever possible) and invigilation requirements
  - b) publishing the final examination schedule in accordance with Rule 2, following review by Faculty/School/partner organisations
  - c) booking rooms for examinations which take place in the Senate-approved periods for examinations. If an examination falls outside these periods, it is the responsibility of the Faculty/School/partner organisation to find an appropriate venue
  - d) recruiting invigilators for students with a disability or specific learning difficulties who require alternative examination arrangements. These invigilators may be external to the University or postgraduate students of the University
  - e) allocating each student an examination candidate number, for writing to students informing them of their number and of the procedures for anonymous marking, and for informing Faculty/School/partner organisation administrators of these numbers in confidence
  - f) preparing examination packages in accordance with Rule 2.
- 3.4 Faculties/School/partner organisations are responsible for:
- a) informing Academic Registry of the details of candidates who are required to sit supplementary examinations
  - b) printing and delivering to Academic Registry examination papers for supplementary examinations
  - c) working in accordance with Rule 2, where candidates are permitted to use their own calculators, to approve calculators and to arrange for marking them to indicate that approval has been given
  - d) making arrangements for practical examinations, including invigilation
  - e) liaising with Computing Services about the equipment required for examinations taken on computers
  - f) liaising with external agencies about the location, invigilation, security and timing of examinations taken off-campus
  - g) making contingency arrangements in accordance with Rule 2.
- 3.5 Arrangements at partner organisations are the responsibility of the Learning Partnerships Office.
- 3.6 Invigilators are responsible for:
- a) familiarising themselves with, and acting in accordance with, Rule 2, QA28 and Regulation 15.

- b) ensuring that correct examination conditions are maintained and any possibility of unfair practice is minimised, in accordance with the requirements of Rule 2.
- c) familiarising themselves with the venues to which they have been assigned, and the location of Academic Registry.

#### **4 Process in advance of an examination period**

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In accordance with Rule 2, the procedures will include the following matters:

- 4.1 Examination periods will be determined by Senate as part of the academic year chart and the draft examination schedule will be drawn up by Academic Registry.
- 4.2 Preparation of Examination Papers and the working procedures and schedules will be the joint responsibility of Faculties/the School/Departments and their staff.
- 4.3 Preparation of examination packages containing the papers and an Invigilation Certificate will be carried out by Academic Registry.
- 4.4 The arrangements for observing strict security concerning the drafting, printing and storage of examination papers in the Faculty/School/partner organisation, Academic Registry and Imaging, Design & Print Services, and also in their transfer between offices.
- 4.5 Arrangements for students with a disability or specific learning difficulties who require alternative examination arrangements will be made by Academic Registry. These include a number of practical arrangements for examinations such as additional time allowances, the use of computers and readers/scribes, the provision of papers in alternative formats and the use of alternative rooms outside the main examination venues. Students should seek advice from the Disability Service and should inform the Director of Studies for the programme on which they are registered as early as possible. Details of any special provision should be made known to Academic Registry in accordance with the schedule given in Rule 2.
- 4.6 Production of marks lists and their distribution will be arranged by Academic Registry.

#### **5 Process on the day of an examination**

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In accordance with Rule 2, the procedures will include the following matters:

- 5.1 The Chief Invigilator will collect the examination package from Academic Registry and will ensure that the appropriate examination papers are placed on each desk together with any material provided by the Faculty/School/partner organisation. Examination material provided by Academic Registry will already have been laid out.
- 5.2 Invigilators will follow the duties set out in Rule 2 to ensure that examinations are conducted in accordance with the University Regulations and Rules, and that the academic standards of the University are upheld.
- 5.3 Particular procedures will be followed by the Invigilator(s) where a candidate is suspected of cheating.
- 5.4 At the end of the examination the Chief Invigilator will collect the scripts and any university calculators, and will dismiss the candidates from the venue.

- 5.5 The Chief Invigilator will order the collected scripts and will take them to the location specified on the front of the examination package.
- 5.6 Scripts returned to Academic Registry will be logged in and stored securely until collected.
- 5.7 In cases where it has been agreed with Academic Registry that an Invigilator will retain the scripts for marking, these will be returned first to the Faculty/School/partner organisation administrator who will exchange the attendance list for a number-only marks list.

## **6 Procedures for supplementary examinations**

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- 6.1 Supplementary examinations will be held prior to the opening of the candidate's next academic period. Additionally, for programmes within the scope of the NFAAR, and unless otherwise specified, supplementary assessment will be in the normal end-of-stage supplementary assessment periods in all cases, and students will be required to take any formal supplementary examinations at their normal examination venue (see [NFAAR](#) (UG, PGT, FD, HY or CPD), Appendix 7).

## **7 Monitoring and Review**

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- 7.1 An Annual Examinations Review involving Faculty/School staff will be conducted by Academic Registry. Review of the working procedures set out in this Statement form part of this process.
- 7.2 The Director of Academic Registry will review University Rule 2 annually.

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	<b>Related Documentation:</b>	University <a href="#">Regulation 15</a> University <a href="#">Rule 2</a> <a href="#">QAA Quality Code</a> <a href="#">New Framework for Assessment</a> : Assessment Regulations (NFAAR) <a href="#">QA16</a> Marking, moderation and feedback to students
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