

Rule 2 – Conduct of Examinations

The University rule governing examination (exam) procedures

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Scope and definitions

1. Rule 2 sets out the rules for all permitted types of summative examinations ('exams').

2. Exams are normally held within the formal assessment periods as set out in the [academic year charts](#) approved by Senate.
3. The exam experience for all students will be fair and consistent, and opportunities for cheating or other academic misconduct minimised. In this Rule:
 - 'Academic Registry' refers to members of staff within Academic Registry.
 - 'Exams Office' refers to a physical location on campus.
 - 'Faculty' refers to Faculty, the School and Partner Organisations.
 - References to duration of exams do not take account of reasonable adjustments that may be required for individual students by prior arrangement through the Disability Service.

Exam types and modes of delivery

4. The exam type and mode of delivery will normally be identical for all students sitting the same exam. Exceptions for individual students are permitted for the following reasons:
 - a. to meet the recommendations of a Disability Access Plan (DAP)
 - b. to accommodate short-term reasonable adjustments (agreed by the Disability Service)
 - c. where a Board of Studies has approved a special pattern of assessment as part of an Individual Scheme of Study.
5. **Exams** are carried out under timed conditions, and may be either:
 - a. **Open-book:** Students may access any paper-based or digital reference materials as specified on the Exam Instruction Sheet (NB: For in-person exams only paper-based materials may be used). This exam type may or may not require invigilation.
 - b. **Closed-book:** Students may not access reference materials. The exam is invigilated.
6. **Exam location.** Exams may be either:
 - a. **In-person:** An exam that takes place in a location designated by the University. In-person exams can be paper-based, or online as part of a limited exercise in academic year 2022/23. These exams are normally invigilated and scheduled for a fixed date and time.
 - b. **Remote:** An online exam taken at a location of the student's choosing, in line with any UK government visa requirements. Remote exams may only be open-book and are not invigilated.
7. **Exam delivery mechanisms:**
 - a. **Online exam:** A digital exam held using the University's Assessment Platform (Inspera) and submitted at assessment.bath.ac.uk. The Exam Instruction Sheet and answers are facilitated using the Platform. An online exam may be one of the following models:

- i. **Open-24:** An exam that is set within a 24-hour window with no time restriction other than the start time at the beginning and the final deadline at the end of the 24-hour period.
 - ii. **Flexible start:** Students have a designated exam work time (e.g., two hours) and can start the exam at a time of their choosing within a 24-hour window. The deadline for submitting their attempt is at the end of the total exam time (exam work time, plus any specified file preparation and upload time), or at the end of the 24-hour window if sooner.
 - iii. **Fixed time:** An exam scheduled for a specific, short-duration (e.g., two-hour) time slot, such as 9.30-11.30am (GMT/BST).
 - b. **Paper-based exam:** May only be held in-person within an invigilated exam room. Students attempt the exam by consulting a printed Exam Instruction Sheet and manually writing answers in pre-printed exam answer books.
8. Exemptions for delivery of a different exam type require approval of the Pro-Vice-Chancellor (Education) or delegated authority, in consultation with Academic Registry and the Centre for Learning and Teaching (CLT) where appropriate regarding complex standards, technical, student experience, or scheduling issues. These will be reported to Boards of Studies and EQSC. Responsibilities set out in Rule 2 do not automatically apply to different exam types and are subject to agreement between the Chair of the Board of Studies and the Director of Academic Registry.
9. Online exams are described using the following terminology where applicable:
- a. **Exam work time.** The standard/default time a student is expected to spend attempting a remote exam, normally up to a maximum of three hours.
 - b. **File preparation and upload time** (formerly submission time). Administrative time separate to the exam work time that is used by a student to create and upload exam script file(s). It is not contingency time for technical issues.
 - c. **Total exam time.** The total sum of exam work time, file preparation and upload time and additional time added on for reasonable adjustments, such as to support the recommendations of a Disability Access Plan.
 - d. **Exam window.** The overall time that an online exam paper is available for the student to attempt the assessment in Inspera.
 - e. **Late submission.** The process whereby a student submits an online exam script file (or files) after the final deadline.
 - f. **Late submission penalty.** The penalty applied to a late submission. Penalties will be removed if the student successfully requests a late submission penalty review.
 - g. **Late submission penalty review.** The process through which a student may request their late submission penalty be removed where the late submission was the result of a technical failure, supported by evidence from a published list.

- h. **Corrupt file.** A zero-byte file. Students are responsible for checking their uploaded files before submitting. Inspira shows the size of the file that has been uploaded before the student submits. Corrupt files are marked as 0.
- i. **Erroneous submission.** An incorrect file uploaded by mistake. Submission will be marked as submitted. No replacement file is permitted.
- j. **Incorrect file type.** A submission in the wrong file type (i.e., not conforming to the exam instructions) but that can be opened by the University without further intervention from the student. University to convert to correct file type and send to academic for marking.

Responsibilities

Senate

- 10. Assessment periods are approved by Senate as part of the academic year chart.

Director of Academic Registry

- 11. Creation and publication of an exam schedule for in-person and remote exams that takes into consideration requirements set out in students' Disability Access Plans and other agreed short-term requirements (for example, a short-term injury).
- 12. Determining the venue(s) for in-person exams and the number of Invigilators required in each venue, and which Faculty/School are to provide them.
- 13. Booking suitable rooms for in-person exams, in line with the exam schedule and Disability Access Plans and that it has a clock visible to all students.
- 14. Providing appropriate materials to Faculties to enable appropriate training of Assistant Invigilators.
- 15. Issuing of information to, and training of, Chief Invigilators.
- 16. Provision of template materials, such as exam paper templates and Exam Instruction Sheets.
- 17. Allocation of candidate numbers to students.
- 18. Coordination and publication of guidance that sets out student-facing information relevant for remote and in-person exams.
- 19. Provision of a remote exams helpline throughout each assessment period, accessible via email and phone during weekday working hours.
- 20. Preparation of exam packets (papers, details of permitted materials, instructions for students) for in-person, paper-based exams.
- 21. Provision for in-person exams of materials as set out on Exam Instruction Sheets, for example, University calculators, the University of Bath Formulae and Statistical Tables ("University Formula Book") books, and/or a limited provision of English dictionaries.
- 22. Secure retention of exam papers and packets until collected by the Chief Invigilator, and secure retention of any exam scripts received after an exam, until collection by the Faculty/School.

23. Publication of a list of accepted evidence to support a late submission penalty review, agreed in consultation with the Centre for Learning & Teaching and Education, Quality and Standards Committee.
24. Liaison with Centre for Learning & Teaching, DDaT, and other stakeholders as required to assure the delivery of remote examinations.
25. Agreeing to an equivalent standard any adaption of the procedures and parameters in Rule 2, in consultation with the relevant Chair(s) of Boards of Studies.

Chairs of Boards of Studies

26. In undertaking the responsibilities of the Board of Examiners for Units (BEU) to ensure the conduct of examinations and to ensure assessment tasks are set at an appropriate level, Chairs of Boards of Studies are responsible for:
 - a. Provision of exam information to Academic Registry, upon request.
 - b. The timely recording and maintenance of summative exam information in SAMIS.
 - c. Security arrangements for the preparation and storage (electronic and physical) of exam papers and materials.
 - d. Ensuring exam papers and instruction sheets conform with University templates.
 - e. Ensuring the provision of appropriate and trained Chief and Assistant Invigilators, ensuring the appropriate number of invigilators for each exam.
 - f. Ensuring detailed scrutiny of all exam paper content to eliminate errors before exam papers are published on the University Assessments Platform (online exams) or sat (in-person exams).
 - g. Ensuring Exam Instruction Sheets for online exams can be accessed by students in advance of the start of their exam, normally seven calendar days before the exam.
 - h. Ensuring online exams are correctly set-up on the University Assessments Platform in accordance with the deadlines set within the Academic Administration Calendar.
 - i. Considering annually, at a meeting of the Board of Studies, a report of all identified errors in exam papers.
 - j. Ensuring academic departments provide, where appropriate, opportunities for students to practice different exam types and that students are well informed in advance about what will be required of them in an exam and what materials (if any) they will have access to.
 - k. Consulting with the Director of Academic Registry regarding any proposals for a variation from Rule 2 for exam activity.
 - l. Monitoring the academic standards for, and student experience of, new approaches to examinations within the Faculty.
27. Ensuring that the location and invigilation of practical exams are arranged by the Faculty/School.

28. To ensure retention of exam papers and scripts are retained in line with the University's Retention policy.

Students

29. Ensure they are registered on the correct units on SAMIS by the date communicated by Academic Registry, otherwise they will not be able to undertake an exam in that unit.
30. Tell the [University's Disability Service](#) if they think they need alternative exam arrangements.
31. Email examinations@bath.ac.uk in advance of the exam with queries about the implementation of their agreed alternative exam arrangements.
32. Read and abide by the University's guidance on academic integrity and the penalties for assessment offences such as cheating or collusion, following this Rule, [Regulation 7.5\(e\)](#), the appropriate Academic Integrity Statement and the Exam Instruction Sheet. The University's Quality Assurance Code of Practice statement, [QA53 Examination and Assessment Offences](#), sets out the types of offences and how they are categorised, as well as the consequences of committing an offence and the penalties that might be applied.
33. Read and understood the University's guidance on the [Exams and Assessments](#) webpage and [Individual Mitigating Circumstances](#) guidance.
34. Access the exam schedule and be responsible for understanding the start time and submission deadline for each of their exams, the location of the exam (i.e., remote or in-person) and the implications for not meeting the deadline for a remote exam.
35. Bring their Library Card to all in-person exams and display it on their exam desk, to allow an Invigilator to verify their identity.
36. Read and comply with any additional instructions provided by their department about the exam.
37. **Remote exams only:**
 - a. The location selected by a student to undertake a remote exam:
 - must have a reliable internet connection and a charging point for their device, if required.
 - should be private, without any other person present unless required for reasons agreed as part of a reasonable adjustment.
 - should be free from distraction, disturbance, and disruption, and the potential for assessment offences such as collusion. Communication with any other individual or organisation about the exam is not permitted during the exam, unless explicitly agreed as part of a Disability Access Plan or Exam Instruction Sheet.
 - Where the student is a visa-holder, comply with the expectations of the UK government.

- b. Students must tell their Director of Studies before the assessment period if they do not have access to a suitable device or location in which to take their exam.
- c. Students must ensure that the device they plan to use to attempt an exam is fully operational and compatible with the University's Assessment Platform.
- d. Students must comply with the [University's IT Acceptable Use Policy](#) and [Regulation 10.3 –Computing Facilities](#) by not sharing University login details or sharing University information with any other individual or organisation.
- e. In attempting a remote exam, the student must not seek or allow any other individual to undertake or contribute to any part of an exam on their behalf. This will be considered academic misconduct, as outlined in QA53.

38. In-person online exams only:

- a. Students are required to bring their own device for use in the exam, including any charging cable with a UK compliant three-pin plug.
- b. Students are responsible for ensuring their device remains sufficiently charged or connected to a power outlet for the duration of the exam.
- c. Students must ensure that the device they plan to use to attempt an exam is fully operational and compatible with the University's Assessment Platform.
- d. Students must comply with the [University's IT Acceptable Use Policy](#) and [Regulation 10.3 –Computing Facilities](#) by not sharing University login details or sharing University information with any other individual or organisation.
- e. Students must tell their Director of Studies before the assessment period if they do not have access to a suitable device with which to take their exam.
- f. Students must not seek or allow any other individual, company, software or service to undertake or contribute to any part of an exam on their behalf. This will be considered academic misconduct, as outlined in QA53.

Chief Invigilators

39. It is the prime duty of Chief Invigilators to ensure that no improper practices occur within the exam room.

40. Invigilators shall:

- a. Ensure that students are seated in their correct places.
- b. Ensure that each student have the papers and any University-provided materials required placed on their desk.
- c. Ensure that no unfair means are used by students.
- d. Conduct an unobtrusive visual check to verify that each student's Library Card is displayed and matches the student on whose desk it is placed.
- e. Complete an Invigilation Certificate in duplicate.
- f. Ensure that no student is admitted to the room more than 30 minutes after the start, that no student leaves the exam until 30 minutes after the start, and that no student leaves an exam during the last 15 minutes of the scheduled time.

- g. Ensure that any student who needs to leave the exam temporarily, for example to go to the toilet, may do so but is accompanied by a member of the invigilation team to limit the possibility of cheating. The Invigilator will keep a log of all students who leave the exam temporarily, including the seat number and the times at which the student left and re-entered the venue.
 - h. Being constantly vigilant both of the possibility of cheating and of the requirements of students.
 - i. Walk around the venue at frequent intervals.
 - j. Compile a list of students (identified by seat numbers) where there is no Library Card displayed, or there is doubt about the identity of the student.
 - k. Ensure the exam starts and ends at the allocated times.
 - l. Collect exam packets from the Exams Office (or designated alternative venue which will be confirmed in advance) and arrive at the exam venue at least 30 minutes before the start of the exam.
 - m. Tell students when they can enter the exam venue.
 - n. Make all necessary announcements to students in the venue including:
 - where bags and other belongings should be placed.
 - telling students that Library cards must be visible on desks.
 - telling students to switch off mobile phones and any other communication device or non-permitted devices, including smart watches, and to put them in their bag or on the invigilator's desk.
 - starting the exam, five minutes remaining and ending the exam.
 - o. Ensure students only enter or leave the venue as permitted in the exam procedures.
 - p. Collect all scripts before students leave the exam venue.
 - q. Ask students to leave the venue once all scripts have been collected.
41. Additionally, **for in-person online exams**, invigilators shall:
- a. Cross-check attendance slips against candidate ID information and record non-attendance on the monitor screen of Inspira.
 - b. Ensure that any student leaving the venue having finished the exam has submitted their exam on Inspira.
 - i. If a student finishes the exam early and has submitted it before the scheduled exam finish time, the candidate should raise their hand and a Chief Invigilator should confirm that they have shut down their device, and note the seat number, cross-referencing this to the list of attendance and candidate ID.
 - ii. The invigilator should then check the monitor screen on Inspira to ensure the candidate has submitted before permitting the candidate to leave the venue.

- c. At the end of the exam remind students that if they have used any Inspira Scan sheets they must complete the information at the top of each sheet *before* they submit their exam. Having submitted, the Chief Invigilator can collect these scripts.

Exam registration

42. To sit the exam for a unit, students must ensure they are registered on the correct units. Once the final schedule has been published, students who are not registered on the correct units may not be able to sit the associated exam.

Alternative arrangements and Disability Access Plans

43. To request alternative exam arrangements, students must contact the Disability Service as early as possible and by the dates specified in [University guidance](#).

Preparation of exam papers for online exams

44. All exam papers shall incorporate an Exam Instruction Sheet based on the University template, obtainable from Academic Registry.
45. Design of exams should follow the University's [Assessment for Learning Design Principles](#) and the following good practice:
 - a. Within a course year, departments should take a consistent approach to exams where practicable and appropriate to the assessment.
 - b. Departments should be particularly mindful of student cohorts that may have had limited exposure to online exams (remote or in-person).
 - c. Departments should provide students with clear, timely information about the type of exams being set. Students should be directed to relevant advice, skills training and guidance to help them prepare for their exams.
 - d. Where an online exam is set remotely, UK visa requirements may prevent a student with a visa from attempting the exam in a location outside the UK.
46. Further guidance and support on assessment design is available from the Centre for Learning and Teaching.
47. UK visa requirement information is available from the Student Immigration Service.
48. All online exam papers must be set using the University's Assessment Platform and finalised in accordance with the deadline specified in the Academic Administration Calendar.
49. Exam papers must not be amended after they have been finalised, except for the following reasons, and may be amended only prior to the opening of the assessment window:
 - Correct an error that has been identified.
 - Amend the formatting of the paper to improve clarity.
50. Students will normally be able to access the Exam Instruction Sheet for their remote exam through the University's Assessment Platform at least seven calendar days ahead of the exam.

Preparation of exam papers for paper-based exams

51. These procedures apply to paper-based exams and to in-person online exams in 2022/23 where a paper-based version is to be in place as a contingency measure. They may be adapted for the facilitation of online, in-person exams if requested by the relevant Board of Studies and with the permission of the Director of Academic Registry.
52. Strict security shall be observed by Academic Registry, Faculty, School, Imaging Design & Print Services and partner organisation staff in the drafting, printing and storage of all examination papers and materials.
53. Each Faculty shall normally submit the exam paper masters, accompanied by a Question Paper Requisition Sheet, to Academic Registry in the timeframe specified in the Academic Administration Calendar and no less than three weeks before the exam date. The Requisition Sheet shall specify details of how the paper is to be printed, the number of copies and the materials which the candidates will require during the exam, including details of calculators and the University of Bath Formulae and Statistical Tables ("University Formula Book") where appropriate.
54. Design of exams should follow the University's [Assessment for Learning Design Principles](#) and the following good practice:
 - a. Within a course year, departments should take a consistent approach to exams where practicable and appropriate to the assessment.
 - b. Departments should be particularly mindful of student cohorts that may have had limited exposure to in-person, paper-based exams.
 - c. Departments should provide students with clear, timely information about the type of exams being set. Students should be directed to relevant advice, skills training and guidance to help them prepare for their exams.
55. Devices capable of communicating (including, but not limited to laptops, tablets, phones and smart watches) are not permitted on the student's person for any type of paper-based exam. Having access to such a device could be considered academic misconduct as described in QA53.
56. Further guidance and support on assessment design is available from the Centre for Learning and Teaching.
57. Papers must be submitted in clear print and conform to the University exam paper template guidelines. If a colour diagram or photograph is to be printed in an exam paper or in an accompanying attached sheet, it is the responsibility of the Faculty to have the photograph reproduced by the University Imaging, Design, and Print Services (IDPS) before the normal three-week question paper submission date.
58. Allowance is made for Faculties to arrange for the separate reproduction of all of their exam papers. In such instances later deadlines for submitting printed papers will be specified in the Academic Administration Calendar.
59. A checking copy of the printed exam paper will be made available to the relevant Faculty three working days in advance of the exam to ensure that the quality of reproduction is satisfactory. If there are any corrections at this stage due to the quality of the printing Academic Registry will arrange for the paper to be reproduced by IDPS.

60. Once submitted for reproduction, corrections to errors in the content of exam papers, including reprinting, shall be the responsibility of the Faculty.
61. All question papers shall incorporate an Exam Instruction Sheet at the start of the paper, which shall include a clear statement about the use of calculators and other materials and/or devices.
62. Where additional materials are to be provided by the Faculty, it is the responsibility of the Faculty to arrange for transportation of the materials.
63. Academic Registry shall prepare packets in which all exam papers shall be accompanied by a front sheet giving details of permitted materials and instructions for students.
64. Exam papers and packets shall be retained securely in the Exams Office until collected by the Chief Invigilator.
65. Exam stationery, such as exam script paper (answer books) and attendance slips for in-person exams will be supplied by Academic Registry.

Exam schedule and venues

Schedule

66. The formal assessment period is primarily for conducting centrally scheduled summative exams. Coursework deadlines will normally fall outside the assessment period, and the exam schedule will not take into account, or be adjusted to accommodate, coursework deadlines.
67. Students will not be scheduled for more than two exams within a single 24-hour window.
68. When more than one examination is held in the same room, each examination shall have the same commencing time and the same terminating time. In the case of certain specified rooms, Senate may from time to time permit the concurrent sitting of two hour and three hour examinations within the room.
69. Students will not normally be scheduled for more than three exams across two consecutive 24-hour windows unless there is an intervening weekend.
70. The window within which an online exam takes place shall not exceed 24 hours. Exams may remain open for the full 24-hour window, but the workload associated with an exam should enable two exams to be sat by a student within the same 24-hour window. The normal expectation is that the exam work time should not exceed three hours (excluding any additional time set out as part of a Disability Access Plan or other approved reasonable adjustment).
71. Fridays may be used for the start of an online, Open 24-hour exam, resulting in a deadline on the subsequent Saturday. If any online exam is scheduled to finish on a Saturday, the Exams Helpline will operate on the Saturday morning. Timings will be published.
72. The location and invigilation of practical exams are arranged by the appropriate Faculty or School.

73. Within the schedule Academic Registry shall, wherever reasonably possible, take into consideration requirements set out in students' Disability Access Plans and other agreed short-term requirements. In any circumstances where a Disability Access Plan requirement cannot be met, Academic Registry will work with the Disability Service, the student and the relevant academic department to identify alternative arrangements.
74. Academic Registry will send Faculty administrators a draft exam schedule at least four weeks before the start of each main assessment period and two weeks before the supplementary assessment period. The schedule will include:
- Exam type.
 - Mode of delivery.
 - The start date and start time of each exam.
 - The exam duration.
 - Any file preparation and upload time.
75. Unless stated by the Faculty, Academic Registry will arrange appropriate venues for all in-person exams including consideration of health and safety requirements set out by the University.
76. The final exam schedule will include the following information for each exam:
- Start time and date (specified as UK local time).
 - Length of time to complete the exam once started (if applicable), specifying any file preparation and upload time for remote exams.
 - End time and date (specified as UK local time).
 - Characteristics (see [‘Scope and definitions’](#)).
 - Venue (in-person exams only).
 - In emergency situations it may be necessary to alter the timing and location of an exam at short notice. In such situations it will be the responsibility of Academic Registry to communicate this information to all staff and students effected.
77. All students will be notified of their candidate and seat numbers.
78. Once the final schedule has been published, students who are not registered on the correct units may not be able to sit the associated exam.

Rescheduling due to exceptional circumstances

79. Once the final schedule has been published, changes will not normally be made. In exceptional circumstances, the University may make use of contingency days identified in the academic year chart.
80. In the event of significant and unforeseeable circumstances (for example, extreme weather or a national or regional requirement to close the University campus) it may be necessary to postpone one or more exams or to change the delivery of in-person exams to remote, online exams. The exam schedule will be revised to accommodate

the postponed exams where possible and communicated to students by Academic Registry. If the exams cannot be scheduled in the assessment period, they will be rescheduled at the earliest viable opportunity.

Procedures for in-person paper-based exams

81. These procedures, where relevant, will also apply as contingency for in-person online exams should it be necessary to switch to a paper-based exam.

Invigilation

82. Every in-person exam venue requires one Chief Invigilator and an Assistant Invigilator unless there is only one student. Where there are more than eighty students, a second Assistant Invigilator is required.
83. Chief Invigilators shall be members of academic staff¹, except in cases where there is only one student to be invigilated. Exceptions to this shall be approved by the Education, Quality and Standards Committee. Faculties may choose to appoint as Assistant Invigilators suitable persons who are not members of academic staff. Faculties are responsible for ensuring that such persons are aware of their duties and are trained appropriately.
84. Chief Invigilators will be trained by Academic Registry.
85. Academic Registry will ask Faculties to nominate Invigilators at least four weeks before the exam. Faculties will provide names of the Invigilators they have appointed, as requested by Academic Registry.

Instructions for students

Prior to the exam

86. Students should arrive at least ten minutes before the scheduled start time of an exam and must wait outside the venue until the Chief Invigilator asks them to enter.
87. Once inside the venue, students will not communicate with each other.
88. Students will leave belongings at the front of the venue, ensuring any mobile phone or other communication device is switched off and left in a bag or designated place.
89. Students may only bring in devices explicitly approved by the Exam Instruction Sheet and communicated in advance by the department.
90. Students will find and sit at the desk with their seat number indicated on it.
91. Students will place their Library Card face up on the desk and ensure it remains visible throughout the exam to allow the Chief Invigilator to verify a student's identify. If the student does not display a Library Card, or if the Library Card appears not to match the student, at the end of the exam the Chief Invigilator will ask the student to remain behind to complete an Identity Verification form, or to show their Library Card if it is available within the venue. If such a student wishes to leave the exam before the end, the Invigilator shall ask the student to complete the form. If the student leaves the

¹ These may be full-time, part-time, teaching fellows or staff in the Management, Specialist & Administrative job family in grades 7, 8 or 9 who have the necessary knowledge, skills and experience to fulfil the role.

exam without completing the form, the seat number shall be reported on the Invigilator's Certificate.

92. Students must bring their own pens, pencils and other drawing instruments (including compasses, protractors, etc) where these might be required in the exam.
93. Students are not allowed to bring any other books or papers to the exam venue except where this has been notified in advance by the academic department.
94. All bags or cases for pencils, pens etc. placed on exam desks must be fully transparent.
95. Students may take water into the exam room in a clear plastic bottle with no label. No other drinks or food are allowed unless prior permission has been granted as part of a Disability Access Plan.
96. Students may read the Exam Instruction Sheet but will not open or turn over the exam paper until the Chief Invigilator starts the exam.
97. Students will follow the instructions of the Chief Invigilator, including:
 - a. Writing their name and signing the front cover of the script (answer book) where indicated, using the foldable flap to ensure the script remains anonymous.
 - b. Signing and detaching the attendance slip from the exam place label.
 - c. This information should be written as it appears on the desk label; writing an incorrect candidate number could result in you obtaining no marks for the exam.

During the exam

98. Students will not be able to access personal belongings once seated.
99. Students should write the exam code, title of the paper and candidate number on each subsequent answer book or cover used, using the foldable flap to ensure the script remains anonymous.
100. Students will raise hand if they need to speak to an invigilator or need to leave the venue.
101. If the student thinks they have found an error in a paper they should inform the Invigilator. The Invigilator will record the alleged error on the invigilation certificate and inform the relevant academic department after the exam. The student should attempt to answer the question as it is written.
102. Once the exam has finished, students must stop writing as soon as the announcement is made by the Chief Invigilator. Students will remain silent and seated until all scripts have been collected and the Chief Invigilator asks students to leave the venue.
103. Where cheating has been suspected, or there has been any problem with establishing the identity of the student, a full report shall be included on the Invigilator's Certificate.

Late entry and early departure from the venue

104. No student will be allowed to enter the exam venue more than 30 minutes after the start of the exam.

105. No student will be allowed to leave the exam until 30 minutes after the start.
106. No student will be allowed to leave the exam during the last 15 minutes of the scheduled time.

Instructions for Chief Invigilators

Prior to the exam

107. Each Chief Invigilator will collect the exam packet(s) and where applicable a key to the exam venue from the Exams Office.
108. All Invigilators must be at the exam location 30 minutes before the start of the exam.
109. The Chief Invigilator is responsible for ensuring that the correct exam paper is placed on each desk together with any material provided by the Faculty or Academic Registry before the students are admitted. Examination material provided Academic Registry are laid out by a porter or other designated member of staff.
110. Normally, only the Chief Invigilator will make announcements in the exam room.
111. The Chief Invigilator will admit students to the room at least five minutes before the exam is due to start.
112. The Chief Invigilator will tell students to place all bags and unauthorised sources of information in an appropriate place within the venue, away from their seats.
113. All students will have been notified of their student candidate number and seat number. In the event of any confusion about a student candidate number, the Chief Invigilator shall make sure that the student starts the exam with the other students and contact the Exams Office as soon as possible.
114. No student shall have access to a mobile phone or any other unauthorised device during the exam. Any mobile phone which is brought into the exam venue must be switched off and left at the front of the venue, either in the student's bag, or on the Invigilator's desk.
115. Students may take water into the exam room in a clear plastic bottle with no label. No other drinks or food are allowed unless prior permission has been granted as part of a Disability Access Plan.
116. The Chief Invigilator shall instruct students to write their name and provide their signature on the front cover of their script and secure the foldable flap by removing the protective strip. They shall also ask students to ensure that their Library Card is clearly displayed on their desk. Students shall be asked to sign and detach the attendance slip, which shall be collected after the first 30 minutes of the exam. The Chief Invigilator shall make a note of absent students or Library Cards on the Invigilation Certificate.
117. Students may read the Exam Invigilation Sheet on the front of the question paper but may not turn over the front cover to read the questions or start writing until the Chief Invigilator announces the start of the exam

During the exam

118. The Chief Invigilator shall announce the start of the exam at the appointed time.

119. Where there is more than one Invigilator, one shall be positioned at the back of the exam venue, to ensure the better supervision of the students. The duties for such Invigilators shall be the same as for any located at the front of a room.
120. An invigilator will collect all attendance slips after the first 30 minutes of the exam.
121. Students will place their Library Card on their desk, and the Chief Invigilator will conduct an unobtrusive visual check to verify that each student's Library Card is displayed and matches the student. If the student does not display a Library Card, or if the Library Card appears not to match the student, at the end of the exam the Invigilator will ask the student to remain behind to complete an Identity Verification form, or to show their Library Card if it is available within the venue.
 - a. If such a student wishes to leave the exam before the end, the Invigilator shall ask the student to complete the form.
 - b. If the student leaves the exam without completing the form, the seat number shall be reported on the Invigilator's Certificate.
122. In accordance with [Regulation 15.5](#), students shall not be permitted to bring calculators into exams unless the Exam Instruction Sheet specifically permits it. In such cases, only calculators approved by the Faculty shall be permitted, and Invigilators shall check that each calculator has been marked to indicate approval by the Faculty of the use of the calculator. Any calculator not so marked shall be removed and the student given a University calculator. Where the Exam Instruction Sheet specifies the use of University-supplied calculators, students shall on no account be allowed to use their own calculators even where the model is alleged to be identical to those supplied by the University.
123. Where students are permitted to use their own calculators, they use them at their own risk and no account can be taken by the Examiners of any malfunction.
124. All forms of instruction manual, operating guide or aide memoire, and written or printed program record or listing for calculators, are prohibited.
125. Students supplied with University calculators must quote the calculator number on each cover page of their script. Failure to quote the number and/or to return the calculator supplied may result in disciplinary action which may include the imposition of a fine.
126. In accordance with [Regulation 15.6](#), students may ask an Invigilator at any time during the exam to provide a dictionary. In case of certain specified language exams, the use of dictionaries will not be permitted. English (only) dictionaries shall be provided in the venue by Academic Registry and the Chief Invigilator shall be responsible for ensuring that each dictionary is checked after each use for annotations or other alterations. Electronic dictionaries may only be used in exams if their use has been approved by the appropriate Board of Studies/Standing Committee as a special need for a named individual.
127. No power supply shall be made available to students other than to those using equipment in a practical exam, or to support students with approved reasonable adjustments, e.g., as part of a Disability Access Plan.

128. Invigilators may require a student to leave the exam room if the student's conduct is disturbing other students. This will be recorded on the Invigilation Certificate.
129. The Chief Invigilator shall announce when five minutes of the exam remain.

Ending the exam

130. The Chief Invigilator will announce the end of the exam.
131. At the end of the exam the Chief Invigilator collects the scripts from each student. The Chief Invigilator checks that the number of attendance slips is equal to the number of scripts.
132. Students shall remain seated until all their scripts have been collected by an Invigilator.
133. The Chief Invigilator shall then dismiss students but shall ask any students (identified by their seat numbers) for whom there is a query of any kind about the identity check to remain behind after the other students have left the exam venue. These students shall be required to complete a short form to provide details which shall be checked against the student's SAMIS record by Academic Registry. Students who had brought their Library Card to the venue but omitted to display it may simply show the Library Card to the Chief Invigilator, who shall mark the form to indicate whether the check was satisfactory. Completed form(s) shall be attached to the Invigilator's Certificate. If such a student does not remain behind, this information, including the seat number, shall be clearly recorded on the Invigilator's Certificate.
134. Students are not permitted to remove any stationery from the venue. Students may take out the exam paper at the end of the exam, unless the paper expressly forbids this.
135. The Invigilator shall place the scripts in numerical order and return them, together with attendance slips, Invigilation Certificates, venue key where applicable and spare question papers, to the Exams Office or other agreed location. The Invigilator shall ensure that all students have left the venue and where applicable, shall lock the exam venue.

Instances of suspected academic misconduct (cheating)

136. If, at any stage in the exam, an Invigilator suspects cheating the Chief Invigilator shall, after consulting the other Invigilator(s), inform the student that a report will be made. The Chief Invigilator will:
 - a. Clearly mark the margin of the student's script, indicating the time and point at which the alleged offence was identified.
 - b. Advise the student to continue with the exam and, if appropriate, remove any documents/items relating to the alleged offence. Any associated mobile phones or other communication devices may be removed and placed on the Invigilators desk. They must be returned to the student at the end of the exam. An Invigilator does not have the right to access the device or ask the student to show them any content on the device.
 - c. Record the incident clearly on the Invigilation Certificate.

Evacuation

137. The Chief Invigilator shall ask students to leave the room quietly with their exam scripts by the exit(s) assigned by them. The Chief Invigilator will accompany them to a

suitable Assembly Area for that location (illustrated by fire evacuation notices in the building). On arrival at the Assembly Area, the Invigilators will collect the scripts from the students.

138. In the case of exams held in large halls (such as the University Hall or the Sports/Founders' Hall), where there are several emergency exits, the Chief Invigilator shall ensure that an Invigilator accompanies the students leaving by each emergency exit assigned to them, so that there is supervision over all students until the scripts are collected at the Assembly Area.
139. The emergency/fire alarm shall be reported to Academic Registry as soon as possible.
140. If the student group is a small one, where it is possible to ensure a complete control of students, it may be in order on the cessation of the alarm to resume the exam. Before continuing, students shall be asked to draw a demarcation line across the scripts. If it has not been possible to supervise the students adequately, then it is likely an assessment will have to be made based on work completed up to the time of the alarm.

Invacuation

141. All exams will be paused in the event of an invacuation.
142. The Chief Invigilator will ask students to collect their exam scripts. If necessary, the Chief Invigilator will ask the students to move away from the windows and doors and they will collect the scripts from the students.
143. Where it is possible to ensure a complete control of students, it may be in order on the 'All Clear' siren to resume the exam. Before continuing, students will be asked to draw a demarcation line across the scripts. If it has not been possible to supervise the students adequately, then it is likely an assessment will have to be made based on work completed up to the time of the invacuation alarm.

Exclusion

144. Any student who is causing a disruption in an exam venue may be instructed to leave by the Chief Invigilator, who will write a record of the event on the Invigilation Certificate.

Procedures for in-person online exams

145. See also Procedures for in-person paper-based exams which will apply should it be necessary to switch to a paper-based version of the exam.

Invigilation

146. Every in-person exam venue requires one Chief Invigilator and at least one Assistant Invigilator unless there is only one student. Where there are more than eighty students, a second Assistant Invigilator is required as a minimum.
147. Chief Invigilators shall be members of academic staff², except in cases where there is only one student to be invigilated. Exceptions to this shall be approved by the Education, Quality and Standards Committee. Faculties may choose to appoint as

² These may be full-time, part-time, teaching fellows or staff in the Management, Specialist & Administrative job family in grades 7, 8 or 9 who have the necessary knowledge, skills and experience to fulfil the role.

Assistant Invigilators suitable persons who are not members of academic staff. Faculties are responsible for ensuring that such persons are aware of their duties and are trained appropriately.

148. Chief Invigilators will be trained by Academic Registry.
149. Academic Registry will ask Faculties to nominate Invigilators at least four weeks before the exam. Faculties will provide names of the Invigilators they have appointed, as requested by Academic Registry.

Instructions for students

Prior to the exam

150. Students should ensure that they bring a suitable working internet-enabled Windows or Mac-based laptop to the exam that is charged and can run the University's Assessment Platform (Inspera), and any additional software as required.
151. In advance of the exam, students should test their device for compatibility using a demo exam that will be made available, and notify their Director of Studies if they do not have a suitable device or are experiencing issues.
152. Students should connect to the University Wi-Fi network (Eduroam) in advance of the exam.
153. Students should ensure their laptop speakers are on mute before the exam begins.
154. Students are not permitted to wear headphones or similar during the exam.
155. Students should arrive at least fifteen minutes before the scheduled start time of an exam and must wait outside venue until the Chief Invigilator asks them to enter.
156. Once inside the venue, students will not communicate with each other, either verbally or electronically.
157. Students will leave all belongings, except the device they will use and any charging equipment, at the front of the venue, ensuring any mobile phone or other communication device is switched off and left in a bag or designated place.
158. Students may only bring in devices explicitly approved by the Exam Instruction Sheet and communicated in advance by the department.
159. Students will find and sit at the desk with their seat number indicated on it. Students shall sign and detach the attendance slip on their desk, which shall be collected by the Invigilator after the first 30 minutes of the exam.
160. Students will place their Library Card face up on the desk and ensure it remains visible throughout the exam to allow the Chief Invigilator to verify a student's identify. If the student does not display a Library Card, or if the Library Card appears not to match the student, at the end of the exam the Chief Invigilator will ask the student to remain behind to complete an Identity Verification form, or to show their Library Card if it is available within the venue. If such a student wishes to leave the exam before the end, the Invigilator shall ask the student to complete the form. If the student leaves the exam without completing the form, the seat number shall be reported on the Invigilator's Certificate.

161. Unless otherwise instructed on the Exam Instruction Sheet, students should close down any additional software (including web browsers) not required to undertake the exam on the University's Assessment Platform, and must only have one tab displaying the University's Assessment Platform open. No other tabs are permitted to remain open.
162. Students must not use other software for note taking during the exam. Switching between software or web pages during the exam will be considered an assessment offence.
163. Students will be provided with paper for note taking during the exam.
164. Students must bring their own pens, pencils and other drawing instruments (including compasses, protractors, etc) where these might be required in the exam.
165. Students are not allowed to bring any other books or papers to the exam venue except where this has been notified in advance by the academic department.
166. All bags or cases for pencils, pens etc. placed on exam desks must be fully transparent.
167. Students may take water into the exam room in a clear plastic bottle with no label. No other drinks or food are allowed unless prior permission has been granted as part of a Disability Access Plan.
168. Students must log on to the University's Assessment Platform (Inspira) as soon as they are seated and ready. They should find their exam on Inspira so that they can begin the exam at the scheduled start time.
169. Students may read the Exam Instruction Sheet before the exam start time.
170. Students will follow the instructions of the Chief Invigilator.
171. Five minutes before the start time of the exam, the Chief Invigilator will inform students that they may start the exam when it opens in Inspira.
172. If the student experiences a technical issue, they should raise their hand. They will be moved to a desk where an alternative device will be provided, if needed.

During the exam

173. The Chief Invigilator shall announce the start of the exam at the appointed time. Students will not be able to access personal belongings, other than the device they are using for the exam, once seated.
174. Students will raise their hand if they need to speak to an invigilator or need to leave the venue.
175. If the student experiences a technical issue during the exam, they should raise their hand. An invigilator may be able to fix the problem or will move the student to another computer where they will be able to continue from where they left off.
176. If the student thinks they have found an error in a paper they should inform the Invigilator. The Invigilator will record the alleged error on the invigilation certificate and inform the relevant academic department after the exam. The student should attempt to answer the question as it is written.

177. Students must click the 'Submit now' button in Inspira when they have completed the exam and are ready to submit their attempt. Once students submit their attempt, the exam will end for that student, and they will not be able to amend their attempt.
178. Students must stop writing/typing as soon as they are instructed by the Chief Invigilator and if they have not already done so, click 'submit now'.
179. Once submitted, students should close the browser and shut down their device. Students should not access anything else on their device until they have left the exam venue.
180. Students will remain silent and seated, and not communicate with others until any scripts and Inspira Scan sketch sheets (if used) have been collected and the Chief Invigilator asks students to leave the venue.
181. Where cheating has been suspected, or there has been any problem with establishing the identity of the student, a full report shall be included on the Invigilator's Certificate.
182. Additional instructions for exams with Inspira Scanning Paper:
 - a. Students will be provided with special sketch paper sheets for the exam.
 - b. Students should use Scanning Paper for anything that they need to draw or write on paper as part of their answer to an exam question.
 - c. Students should use pen or dark (legible) pencil on the Scanning Paper. They should not use red ink.
 - d. Students must use a separate sheet for each question where they need to draw or write anything on paper as part of their answer. Students must use the front of the paper – anything on the reverse of the paper will not be marked.
 - e. Students should draw or write on the Scanning Paper within the drawing area (within the squared grid on a grid sheet, or within the dotted line on a blank sheet).
 - f. Students must complete the information at the top of the Scanning Paper to make sure their sketch is attached to the correct question for marking. **They must ensure to complete the information before they press submit at the end of the exam.**
 - g. At the end of the exam students must leave the Scanning Paper on their desk for the invigilators to collect before they are permitted to leave the venue.

Late entry and early departure from the venue

183. No student will be allowed to enter the exam venue more than 30 minutes after the start of the exam.
184. No student will be allowed to leave the exam until 30 minutes after the start.
185. No student will be allowed to leave the exam during the last 15 minutes of the scheduled time.

Instructions for Chief Invigilators

Prior to the exam

186. Each Chief Invigilator will collect the exam packet(s) and where applicable a key to the exam venue from the Exams Office.
187. All Invigilators must be at the exam location 30 minutes before the start of the exam.
188. The Chief Invigilator is responsible for ensuring that all required materials provided by the Faculty/School or Academic Registry are placed on each desk before the students are admitted. Examination material provided Academic Registry are laid out by a porter or other designated member of staff.
189. Normally, only the Chief Invigilator will make announcements in the exam room.
190. The Chief Invigilator will admit students to the room fifteen minutes before the exam is due to start. Five minutes before the start of the exam they will announce that students may start the exam when it opens in Inspira.
191. The Chief Invigilator will tell students to place all bags and unauthorised sources of information in an appropriate place within the venue, away from their seats.
192. All students will have been notified of their student candidate number and seat number. In the event of any confusion about a student candidate number, the Chief Invigilator shall make sure that the student starts the exam with the other students and contact the Exams Office as soon as possible.
193. No student shall have access to a mobile phone or any other unauthorised device during the exam. Any mobile phone which is brought into the exam venue must be switched off and left at the front of the venue, either in the student's bag, or on the Invigilator's desk.
194. Students may take water into the exam room in a clear plastic bottle with no label. No other drinks or food are allowed unless prior permission has been granted as part of a Disability Access Plan.
195. The Chief Invigilator shall instruct students, if they have not already done so, to power up their laptops, connect to the Wi-Fi and log on to Inspira prior to the start of the exam. Additionally, they shall instruct students to mute their speakers.
196. They shall also ask students to ensure that their Library Card is clearly displayed on their desk. Students shall be asked to sign and detach the attendance slip, which shall be collected after the first 30 minutes of the exam. The Chief Invigilator shall make a note of absent students or Library Cards on the Invigilation Certificate.

During the exam

197. The Chief Invigilator shall announce the start of the exam at the appointed time. No student will be allowed to enter the exam venue more than 30 minutes after the start of the exam. No student will be allowed to leave the exam until 30 minutes after the start. No student will be allowed to leave the exam during the last 15 minutes of the scheduled time.

198. For exams not utilising a 'locked-down browser', the Chief Invigilator shall position themselves and their assistant(s) in positions where they are able to monitor student devices effectively.
199. An invigilator will collect all attendance slips after the first 30 minutes of the exam.
200. Students will place their Library Card on their desk, and the Chief Invigilator will conduct an unobtrusive visual check to verify that each student's Library Card is displayed and matches the student. If the student does not display a Library Card, or if the Library Card appears not to match the student, at the end of the exam the Invigilator will ask the student to remain behind to complete an Identity Verification form, or to show their Library Card if it is available within the venue.
 - c. If such a student wishes to leave the exam before the end, the Invigilator shall ask the student to complete the form.
 - d. If the student leaves the exam without completing the form, the seat number shall be reported on the Invigilator's Certificate.
201. In accordance with [Regulation 15.5](#), students shall not be permitted to bring calculators into exams unless the Exam Instruction Sheet specifically permits it. In such cases, only calculators approved by the Faculty shall be permitted, and Invigilators shall check that each calculator has been marked to indicate approval by the Faculty of the use of the calculator. Any calculator not so marked shall be removed and the student given a University calculator. Where the Exam Instruction Sheet specifies the use of University-supplied calculators, students shall on no account be allowed to use their own calculators even where the model is alleged to be identical to those supplied by the University.
202. Students are not permitted to use the calculator function or app on the device they are using to complete the exam.
203. Where students are permitted to use their own calculators, they use them at their own risk and no account can be taken by the Examiners of any malfunction.
204. All forms of instruction manual, operating guide or aide memoire, and written or printed program record or listing for calculators, are prohibited unless explicitly required as part of a reasonable adjustment.
205. Students supplied with University calculators must quote the calculator number their attendance slip. Failure to quote the number and/or to return the calculator supplied may result in disciplinary action which may include the imposition of a fine.
206. Students may access the dictionary built into Inspira. In case of certain specified language exams, the use of dictionaries will not be permitted and the dictionary will be disabled within Inspira for such exams.
207. A power supply shall be made available to students for the purpose of charging the device they are using to take the exam.
208. Invigilators may require a student to leave the exam room if the student's conduct is disturbing other students. This will be recorded on the Invigilation Certificate.

209. The Chief Invigilator shall announce when five minutes of the exam remain and remind students that if they have used any Inspira Scan sheets they must complete the information at the top of each sheet before they submit their exam.

Ending the exam

210. The Chief Invigilator will announce the end of the exam.
211. The exam will automatically end in Inspira. The Chief Invigilator will tell students, once submitted, to close down their devices.
212. Any student who has not been able to submit should raise their hand, keep their device and browser open. The Chief Invigilator will record the candidate number and details of the issue.
213. The Chief Invigilator will check the number of attendance slips is equal to the number of submissions on Inspira.
214. The Chief Invigilator and assistant(s) will collect any Inspira Scan sheets. Students shall remain seated until all sheets have been collected by an Invigilator.
215. The Chief Invigilator shall then dismiss students but shall ask any students (identified by their seat numbers) for whom there is a query of any kind about the identity check to remain behind after the other students have left the exam venue. These students shall be required to complete a short form to provide details which shall be checked against the student's SAMIS record by Academic Registry. Students who had brought their Library Card to the venue but omitted to display it may simply show the Library Card to the Chief Invigilator, who shall mark the form to indicate whether the check was satisfactory. Completed form(s) shall be attached to the Invigilator's Certificate. If such a student does not remain behind, this information, including the seat number, shall be clearly recorded on the Invigilator's Certificate.
216. Students are not permitted to remove any stationery from the venue.
217. The Invigilator shall collate any Inspira Scan sheets (if used) and return them, together with attendance slips, Invigilation Certificates, venue key where applicable and spare question papers, to the Exams Office or other agreed location. The Invigilator shall ensure that all students have left the venue and where applicable, shall lock the exam venue.

Instances of suspected academic misconduct (cheating)

218. If, at any stage in the exam, an Invigilator suspects cheating the Chief Invigilator shall, after consulting the other Invigilator(s), inform the student that a report will be made. The Chief Invigilator will:
- a. Check the student's screen to see if any additional software or web browser tabs (other than those required by the Exam Instruction Sheet and/or the University's Assessment Platform) are open. They should note down if any such software or tabs are open, and what these are. They should then instruct the students to close down the additional software and tabs.
 - b. Advise the student to continue with the exam and, if appropriate, remove any documents/items relating to the alleged offence. Any associated mobile phones or other communication devices may be removed and placed on the

Invigilators desk. They must be returned to the student at the end of the exam. An Invigilator does not have the right to access the device or ask the student to show them any content on the device.

- c. Record the incident clearly on the Invigilation Certificate, including the candidate number and time the alleged offence was identified.

Evacuation

219. The Chief Invigilator will pause the exam on Inspira.
220. The Chief Invigilator shall ask students to leave the room quietly with their devices and any Inspira Scan sheets already completed. The Chief Invigilator will accompany them to a suitable Assembly Area for that location (illustrated by fire evacuation notices in the building).
221. In the case of exams held in large halls (such as the University Hall or the Sports/Founders' Hall), where there are several emergency exits, the Chief Invigilator shall ensure that an Invigilator accompanies the students leaving by each emergency exit assigned to them, so that there is supervision over all students until they arrive at the Assembly Area.
222. The emergency/fire alarm shall be reported to Academic Registry as soon as possible.
223. The Chief Invigilator will record details of the evacuation timing on the Invigilation Certificate. The exam will end, and it is likely an assessment will have to be made based on work completed up to the time of the alarm.

Invacuation

224. All exams will be paused in the event of an invacuation.
225. If necessary, the Chief Invigilator will ask the students to move away from the windows and doors.
226. Where it is possible to ensure a complete control of students, it may be in order on the 'All Clear' siren to resume the exam. If it has not been possible to supervise the students adequately, then it is likely an assessment will have to be made based on work completed up to the time of the invacuation alarm.

Exclusion

227. Any student who is causing a disruption in an exam venue may be instructed to leave by the Chief Invigilator, who will write a record of the event on the Invigilation Certificate.

Procedures for remote exams

Invigilation

228. Remote assessment will not be invigilated. Students must comply with academic integrity/misconduct rules and guidance.

Instructions for students

Prior to the exam

229. Exam Instruction Sheets will be made available in advance. Students should follow all instructions provided.
230. Unless otherwise stated, remote exams will be open book. This means students can refer to:
 - a. Their own notes.
 - b. Online and offline resources.

During the exam

231. If a student has any technical issues or queries, they should contact the Exams Helpline and not their department.
232. If the student thinks they have found an error in a paper they should make a note on their submission and attempt to answer the question as it is written.
233. Students must adhere to the [University's Academic Integrity Statement for Remote Assessments](#), including not communicating with any other individual concerning the exam, or allowing another to impersonate the student.
234. Only the individual student attempting the exam may access the University Assessment Platform (Inspera). They must not share any information relating to the exam with any other individual or organisation before or during the assessment window.
235. Students must comply with the University's IT Acceptable Use Policy, Regulation 10.3 Computing Facilities and the [Electronic Information Systems Security Policy](#).
236. Students must acknowledge the source of any material used in their answers. Full referencing is not expected, but a brief indication of the source must be given.

File preparation and upload time

237. Remote exams undertaken through assessment.bath.ac.uk that require a file (or files) to be uploaded may include file preparation and upload time. This time will be specified by academic departments to meet the requirements of the exam.
238. Students should use any file preparation and upload time only for creating, collating and uploading the required file(s).

Late submission

239. The University publishes the parameters and penalties associated with its late submission policy in [QA Code of Practice statement QA16 Assessment, Marking and Feedback](#) and on the University's webpages.

System failure

240. In the event of a failure of a University system, students will be notified via email and informed of action to be taken.

Instructions for Faculties

241. Faculties will not amend papers once the assessment window has opened.
242. As set out in [QA Code of Practice statement QA16 Assessment, Marking and Feedback](#), Faculties will not accept replacement files where a student has submitted a corrupt or incorrect exam attempt. Only attempts submitted through the online assessment platform (Inspira) and submitted within the parameters for acceptance of late submissions will be accepted for marking.
243. Queries from students will be directed to the Exam Helpline, unless they relate to the submission of an Individual Mitigating Circumstances claim, which will be directed to the student's Director of Studies, or the contact specified by the Faculty in advance of the exam period.

Instances of suspected academic misconduct (cheating)

244. Faculties that identify instances of suspected academic misconduct should refer to [QA53 Examination and Assessment Offences](#).

Scripts

245. Faculties are responsible for all aspects relating to exam scripts in line with the University's marking policy as set out in [QA16 Assessment, Marking and Feedback](#).
246. Faculties are responsible for the archiving of scripts, following the procedure set out by the University's [Records Retention Schedule](#).
247. For in-person paper-based exams, the Chief Invigilator is responsible for securely transferring all scripts to the Faculty for marking unless specific arrangements have been to return the scripts to the Exams Office.
248. Once all scripts are in the possession of the Faculty they shall be transferred to the Internal Examiner/s for marking. For an externally assessed exam, the Faculty shall forward the scripts to the External Examiner by recorded post or personal delivery.

Supplementary exams

249. Supplementary exams will normally be taken at the normal examination venue (i.e., remote or in-person) as in the main assessment period in which it was first delivered.
250. The general rules of exam procedure shall apply except that:
 - The Faculty shall inform Academic Registry of the details of students who are required to sit supplementary exams within the supplementary assessment period.
 - Faculties are responsible for the printing of their own papers and delivery of the papers to the Exams Office.
 - Faculties shall provide Academic Registry with the material requirements for each exam.
 - If Faculties wish to organise their own supplementary exams entirely, they may do so provided that they ensure that the policies and procedures set out in this Rule are implemented at the local level.

- Supplementary exams will normally be held prior to the start 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 (see NFAAR (UG, PGT, FD, HY, CPD or PGOLC), Appendix 7). Programmes within the scope of the Postgraduate Taught Assessment Regulations may specify the appropriate assessment period for opportunities to take supplementary exams.