

Rule 2 – Conduct of Examinations

The University rule governing examination (exam) procedures

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Purpose:	To prescribe the procedure of preparing exam question papers, invigilation arrangements, and other matters relating to exams. <i>In accordance with Regulation 15.2 (c).</i>

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Scope and definitions

1. Rule 2 applies to open and closed book summative examinations ('exams') as defined in the University's [Assessment Taxonomy](#).
2. Exams are normally held within the formal assessment periods as set out in the [academic year charts](#) approved by Senate.
3. Exemptions from Rule 2 require approval of the Pro-Vice-Chancellor (Education) following consultation with Academic Registry and the Centre for Learning & Teaching.
4. 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 locations and modes of delivery

5. Exams are carried out under timed conditions and may be either open-book or closed-book.
6. The exam location and mode of delivery (as described below) will normally be identical for all students sitting the same exam in the same assessment period.
7. The location and mode of exam delivery will be the same for supplementary assessment as for the original assessment.
8. **Exam locations may be either:**
 - a. **In-person:** An exam that takes place in a location designated by the University.
 - 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.
9. **Modes of delivery:**
 - a. **Online exam:** A digital exam held using the University's Assessment Platform (Inspira). An online exam may be held in one of the following formats:
 - **Open-24:** An exam that is set within a 24-hour window with no designated exam work time restriction other than the start time at the beginning and the final deadline at the end of the 24-hour window.
 - **Flexible start:** An exam where students have a designated exam work time (e.g., two hours) but can start the exam at a time of their choosing within a 24-hour window. The deadline for submitting an exam attempt is at the end of the total exam window (exam work time, plus any specified file preparation and upload time), or at the end of the 24-hour window if sooner.
 - **Fixed time:** An exam scheduled for a designated duration (e.g., two-hour) within a specific time slot, (e.g., 9.30-11.30am GMT/BST).
 - b. **Paper-based exam:** May only be held in-person within an invigilated exam venue. Students attempt the exam by consulting a printed Exam Instruction Sheet and manually writing answers in pre-printed exam answer books.

Exceptions

10. An alternative location, timing, or mode of delivery for invigilated exams may be approved for individual students through the following routes:
 - a. **Board of Studies** may approve a special pattern of assessment as part of an Individual Scheme of Study.
 - b. **Academic Registry**, in consultation with the department and Disability Service, where the arrangements are proposed to meet the recommendations of a Disability Access Plan (DAP) or to accommodate a short-term reasonable adjustment.
11. The department should discuss any such proposals with the Head of Registry Services and, where appropriate, the Disability Service and/or Student Immigration Service prior

to confirming arrangements for the student. Such proposals must demonstrate that the academic integrity of the examination, and the opportunity for the student to meet the learning outcomes tested by the assessment, can be safely delivered within the proposed arrangements. If consensus on the appropriate arrangements cannot be reached, the Director of Academic Registry will consult with the Chair of the Board of Studies.

12. Where exceptional proposals may not be possible due to proximity to the examination period or other practical reasons (such as visa restrictions), an appropriate Individual Scheme of Study should be considered as an alternative.

13. All exceptional arrangements agreed should be noted by the Board of Studies.

Invigilation

14. Every exam venue requires one Chief Invigilator. Where there is more than one student taking an exam in the venue, an Assistant Invigilator is required. Where more than 80 students are taking an exam in the venue, two Assistant Invigilators are required.

15. Chief Invigilators will be members of academic staff or staff in the Management, Specialist & Administrative job family in grades 6 and above who have the necessary knowledge, skills and experience to fulfil the role. When all internal options have been exhausted, exceptionally Faculties may recruit external Chief Invigilators. Guidance and the job description will be provided by Academic Registry.

16. Assistant Invigilators are not required to be members of academic staff but must be appropriately trained.

17. Faculties will nominate Chief and Assistant Invigilators at least four weeks before the start of the assessment period.

18. Faculties will provide names of all appointed Invigilators, as requested by Academic Registry.

Use of Calculators and Dictionaries

19. University-supplied calculators and dictionaries are the property of the University and must not be removed by students or invigilators from the exam venue.

Calculators

20. Students are not permitted to bring calculators into exams unless the Exam Instruction Sheet specifically permits it. In such cases, only calculators approved by the Board of Studies under approved procedures will be permitted.

21. Where the Exam Instruction Sheet specifies the use of University-supplied calculators, students will be provided with the calculator within the venue. Students are not permitted to use their own calculator, even if it is the same model as those supplied by the University.

22. Students are not permitted to bring any form of instruction manual, operating guide or notes relating to calculators.

23. In rare instances, where students are permitted to use their own calculators, they do so at their own risk. No account can be taken by the examiners of any malfunction.

Dictionaries

24. All students are allowed access to an English (only) dictionary, except in cases where this is inappropriate because part of the purpose of the exam is to test the use of language. It is the responsibility of the Board of Studies concerned to determine which exams are excluded from this provision.
25. English (only) dictionaries will be present in each exam venue and provided to students upon request during the exam.
26. Electronic dictionaries may only be used in exams if their use has been approved by the appropriate Board of Studies as a specific need for an individual, named student. The Board of Studies will determine the procedures necessary to ensure that the student does not have an unfair advantage over other students through use of an electronic dictionary.

Responsibilities

Director of Academic Registry

27. The Director of Academic Registry is responsible for ensuring:
- a. Approval all alternative locations or modes of delivery for individual students as part of a reasonable adjustment.
 - b. Creation and publication of the exam schedule.
 - c. Communication of deadlines through the Academic Administration Calendar.
 - d. Determination of exam venue(s), the number of Invigilators required, and which Faculty/School are to provide them.
 - e. Provision of training materials for Faculties to train Assistant Invigilators.
 - f. Provision of training for Chief Invigilators.
 - g. Recruitment and training of invigilators for venues designated for students with Disability Access Plan adjustments.
 - h. Provision of exam paper templates and Exam Instruction Sheets.
 - i. Allocation of candidate numbers to students.
 - j. Preparation of exam packets (papers, details of permitted materials, instructions for students) for in-person, paper-based exams.
 - k. Provision of University calculators, the University Formula Book books, and a limited provision of English dictionaries, as required.
 - l. Secure retention of exam papers and packets until collected by the Chief Invigilator, and any exam scripts received after an exam, until collected by the Faculty/School.
 - m. Preparation and maintenance of protocols for responding to errors in exam papers.

Chairs of Boards of Studies

28. Chairs of Boards of Studies are responsible for ensuring:
- a. Approval of alternative locations or modes of delivery for individual students where a special pattern of assessment is required as part of an Individual Scheme of Study.
 - b. Compliance with deadlines set out in the Academic Administration Calendar.
 - c. Provision of exam information to Academic Registry, upon request.
 - d. Timely recording and maintenance of exam information in SAMIS.
 - e. Security arrangements for the preparation and storage (electronic and physical) of exam papers and materials.
 - f. Provision of training for Assistant Invigilators.
 - g. Provision of the appropriate number of trained Chief and Assistant Invigilators for each exam.
 - h. Detailed scrutiny of all exam paper content to eliminate errors.
 - i. 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.
 - j. Online exams are correctly set-up on the University's Assessment Platform (Inspera) in accordance with the deadlines set within the Academic Administration Calendar.
 - k. Consideration, annually, at a meeting of the Board of Studies, a report of all identified errors in exam papers.
 - l. Consultation with the Director of Academic Registry regarding any proposals for a variation from Rule 2 for exam activity.
 - m. The monitoring the academic standards for, and student experience of, new approaches to examinations within the Faculty.
 - n. The location and invigilation of practical exams are arranged by the Faculty.
 - o. Collection of exam scripts from Academic Registry immediately following an exam.

Students

29. 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 unless explicitly agreed in advance (e.g. software used for a Disability Access Plan (DAP)).
30. Students are responsible for:
- a. Ensuring 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.

- b. Telling the [University's Disability Service](#) if they think they need alternative exam arrangements. Alternative exam arrangements should be requested as early as possible and by the dates specified in [University guidance](#).
- c. Reading and abiding by
 - The University's [Academic Integrity Statement](#) and [Academic misconduct \(cheating\) in exams](#).
 - This Rule.
 - [Regulation 19](#).
 - The Exam Instruction Sheet.

The University's [Quality Assurance Code of Practice statement](#) (QA53), sets out the types of offences and the consequences of committing an offence.

- d. Accessing the exam schedule and taking responsibility for understanding the exam start time and submission deadline for each of their exams, the location of the exam (i.e., remote or in-person) and the implications of missing the deadline for a remote exam.
- e. Displaying their Library Card on their desk in all in-person exams.
- f. Ensuring they only take permitted items required for the exam to their exam desk. Any other items must remain in a bag and placed in the location indicated by the Chief Invigilator. Permitted items are:
 - Stationery (such as pens and pencils). Any pencil cases must be transparent.
 - Library card.
 - Water to drink. This must be in a transparent bottle with any label removed.
 - Additional clothing if needed.
 - Other items specified by the Exam Instruction Sheet, agreed in advance with the academic department setting the exam.

31. Remote exams only:

- a. Identify a suitable location which:
 - 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 explicitly agreed as part of a Disability Access Plan.
 - Should be free from distraction, disturbance, 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.

- Complies with the expectations of the UK government if they are a Student Visa holder.
- 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 (Inspira).
- 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.

Chief Invigilators

32. The prime duties of Chief Invigilators are to ensure that no improper practices occur within the exam room, whilst being responsive to the needs of the students.
33. Chief invigilators must complete the training provided and comply with the requirements provided to them in advance.

Preparation of exam papers for online exams

34. Exam Instruction Sheets shall be included in the Test Information Panel in the University's Assessment Platform (Inspira). Exam papers may also incorporate the Exam Instruction Sheet based on the University template.
35. Design of exams should follow the University's [Assessment for Learning Design Principles](#).
36. All online exam papers must be set using the University's Assessment Platform (Inspira).
37. 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.

Preparation of exam papers for paper-based exams

38. These procedures apply to paper-based exams.
39. Each Faculty shall submit the exam paper masters and complete exam material requisitions in the timeframe specified in the Academic Administration Calendar and no less than three weeks before the start of the assessment period. Design of exams should follow the University's [Assessment for Learning Design Principles](#).
40. Faculties must follow the processes set out on the [Exams and Assessment Sharepoint site](#), which will be agreed in consultation with Faculty/School professional services staff.
41. Papers must conform to the University exam paper template guidelines. If a colour diagram or photograph is to be printed as part of an exam paper, it is the responsibility

of the Faculty to have the photograph reproduced by the University Print Services before the normal three-week exam paper submission date.

42. Allowance is made for Faculties to arrange for the separate reproduction of all their exam papers. In such instances, later deadlines for submitting printed papers will be specified in the Academic Administration Calendar.
43. A checking copy of the printed exam paper will be available upon request to the relevant Faculty three working days in advance of the exam to ensure that the quality of reproduction is satisfactory. Checking copies cannot be guaranteed for any papers submitted to Academic Registry after the paper submission deadline.
44. Once submitted for reproduction, corrections to errors in the content of exam papers, including reprinting, shall be the responsibility of the Faculty.
45. 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.