

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 summative examinations ('exams'). **This issue of Rule 2 applies to exams held in the 2020/21 academic year, within the semester 2 and the supplementary assessment periods.**
2. The University seeks to ensure that the arrangements for its formal exams are appropriate to the high academic standard of its teaching, that the exam experience for all students is fair and consistent, and that opportunities for cheating or other academic malpractice are minimised.
3. 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.
4. Exams will have some of the following characteristics, but not all will be used within an academic year:
 - **In-person exam:** These can be digital or paper based. In-person exams normally take place on campus.
 - **Remote exam:** Normally a digital exam, delivered and submitted online at assessment.bath.ac.uk.

- **Invigilated (also known as proctored) exam:** Exams supervised by one or more people. Invigilation (proctoring) only applies to in-person exams.
 - **Open-book exam:** Students can access any materials, paper-based or online.
 - **Closed-book exam:** Students can only use the materials specified in the exam instruction sheet.
 - **Flexible schedule exam:** An exam that can be taken at any point within a pre-defined period of time, usually 24 hours.
 - **Fixed schedule exam:** An exam that takes place at a specific, pre-defined time and date.
5. Exams can take a variety of forms such as multiple-choice questions (MCQs) and problem sets, or long-answer essay-style questions.
 6. Exams will normally be taken and marked on an anonymous basis.
 7. **In the 2020/21 academic year, all exams will be remote, open-book exams and will not be invigilated.**

Responsibilities

Senate

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

Education, Quality and Standards Committee (EQSC)

9. EQSC approves the parameters for summative exams. Exemptions from those parameters may be agreed as set out in the Appendix of this document. The parameters may include specifying the University's Assessment Platform for use in an assessment period or academic year.

Academic Registry

Academic Registry will:

10. Collate complete information from each Faculty about the type of exams to be held.
11. Create and publish an exam schedule that takes into consideration requirements set out in students' Disability Access Plans and other agreed short-term requirements.
12. Provide Faculties with a template exam instruction sheet for use in all exams.
13. Allocate each student an examination candidate number, including writing to students informing them of their number and of the procedures for anonymous marking. It will inform Faculty/School/partner organisation administrators of these numbers in confidence.
14. Make arrangements for an 'exams helpline', accessible via email and telephone. The helpline will provide front-line support to students during the assessment period. Details will be published on the University webpages at least one week before the assessment period.
15. Coordinate a student guide to undertaking exams during the assessment period, updated as necessary.

Faculty

In undertaking the responsibilities of the BEU to ensure the conduct of examinations and to ensure assessment tasks are set at an appropriate level, staff in the Faculty will:

16. Ensure all instances of summative exams are accurately recorded in SAMIS by the deadline specified in the Academic Administration Calendar.
17. Ensure that strict security is observed by all staff members involved in the preparation and storage (electronic or physical) of exam papers and materials.
18. Set and agree processes and deadlines for the setting, moderation and thorough checking of all exam papers, including consideration by External Examiners where required. Further information is provided in [QA16 Assessment, Marking and Feedback](#).
19. Incorporate an exam instruction sheet into all exams which adheres to the University template.
20. Upload and finalise all exams in the University's Assessment Platform by the deadline specified in the [Academic Administration Calendar](#).
21. Ensure changes are not made to exam papers after they have been finalised, except, prior to the opening of the assessment window to:
 - Correct an error that has been identified.
 - Amend the formatting of the paper to improve clarity.
22. Any changes to the content of an exam paper will require moderation including, where required, consultation with the External Examiner ([QA12 External Examining \(Taught Provision\)](#)).
23. Ensure their exams are set up correctly on the University's Assessment Platform, conforming to University Rule 2, [Regulation 15 Assessment of undergraduate and taught postgraduate programmes](#), [Ordinance 15 Examiners and Examinations](#), the examination parameters agreed by EQSC and guidance provided by Academic Registry.
24. Ensure each of its exams is set up correctly so that it starts and ends on time.

Students

Students will:

25. Access the exam schedule and be responsible for understanding the start time and submission deadline for each of their exams, and the implications for not meeting the deadline.
26. Read any additional instructions provided by their department about the exam.
27. Ensure they are registered on the correct units in the University's student record system, SAMIS. This is the only way to ensure they are scheduled for the correct exams. 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.
28. Tell the [University's Disability Service](#) if they think they need alternative exam arrangements.

29. Find the most appropriate available environment in which to attempt the exam. Where possible, the environment should be:
 - Private, without any other person present unless required for reasons set out in a Disability Access Plan.
 - Free from distraction, disturbance and disruption.
30. Ensure they have a working device (e.g. computer, laptop), compatible with the University's Assessment Platform (normally Inspira), which they can use when attempting an exam.
31. Ensure they have access to a charging point, if required, and a reliable internet connection.
32. Have read and understood the University's guidance on academic integrity and the penalties for assessment offences such as cheating or collusion. [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. Have read and understood the University's guidance on the Exams and Assessment webpage, including the process for a student to defer an exam attempt, and Individual Mitigating Circumstances guidance.

Exam information and schedule

34. Academic Registry will normally send Faculty administrators a draft exam schedule at least four weeks before the start of the assessment period. The schedule will include:
 - Whether each exam is fixed schedule or flexible schedule.
 - Whether each exam is in-person or remote.
 - The start date and start time of each exam.
 - The exam duration.
35. Following review by the Faculty, the final exam schedule will be published by Academic Registry, at least one week before the start of the assessment period.
36. 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).
 - End time and date (specified as UK local time).
 - Characteristics (see paragraph 4).
37. 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.
38. The exams schedule will normally be set in line with the Examination Parameters, as set out in the Appendix.
39. 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.

40. 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.

Preparation of exam papers

41. All exam papers shall incorporate an exam instruction sheet which adheres to the University template, obtainable from Academic Registry.
42. All exam papers must be finalised in the University's Assessment Platform in accordance with the deadline specified in the Academic Administration Calendar.
43. Students will normally be able to access the exam instruction sheet for their exam through the University's Assessment Platform at least one-week ahead of the exam.

Exam protocol

44. Once an exam has started, no corrections shall be made to the question paper. Students must attempt the exams as they are written, noting any assumptions they have made in doing so.
45. Any student requiring assistance during an exam must follow the guidance provided by Academic Registry. This guidance will be published at least seven days before the start of the exam period.
46. No announcements will be made during the exam, except in the event of a system failure (see paragraph 49). Students are expected to manage their own time in attempting the assessment.
47. All exam submissions will be marked unless a deferral notification has been received from the student, prior to the submission deadline, explicitly stating that their submission should be disregarded.
48. The University's Assessment Platform will end the exam at the specified time. Submissions after the deadline will not be accepted. In extraordinary circumstances, the Associate Dean (Learning & Teaching) in the Faculty can exercise discretion to accept a late submission.

System failure

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

Scripts

50. 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](#).
51. Faculties are responsible for the archiving of scripts, following the procedure set out by the University's [Records Retention Schedule](#).

Supplementary exams

52. 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, including deferred attempts.
- Supplementary examinations 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).

Acting Director of Academic Registry
9 March 2021

Issued in accordance with Regulation 15.4 and parameters agreed by the Education, Quality and Standards Committee (EQSC) on 24 February 2021.

This issue of Rule 2 will apply to exams taken in the semester 2 2020/21 assessment period, including the supplementary assessment period in August/September 2021. It will be reviewed for the 2021/22 academic year. An earlier review will be undertaken if parameters agreed by EQSC are amended during 2020/21.

Appendix: Examination Parameters

Semester 2 and the Supplementary Assessment Period, 2020/21

1. All exams to be conducted using Inspira.
 - Moodle remains the contingency plan in the event of a failure of Inspira.
2. All instances of exams must be recorded in the assessment pattern in SAMIS and maintained by departments.
3. All exams will be taken remotely.
4. Exams will not be invigilated.
5. Extensions and late submissions are not applied to, or accepted for, exams. Late submissions may be exceptionally approved by the Associate Dean (Learning & Teaching).
6. Each exam will take place within a 24-hour window.
7. The workload associated with an exam should enable up to two exams to be sat by a student within the same 24-hour period. The normal expectation is that an exam would not take longer than two hours (excluding any additional time set out as part of a DAP).
8. Students will not be scheduled for more than two exams within a 24-hour period.
9. Students will not normally be scheduled for more than three exams within a 48-hour period.
10. We will include Fridays for the opening of a 24-hour assessment window.
11. The official assessment period is primarily for the scheduling of exams. Coursework deadlines will normally fall outside the assessment period.
 - Departments are responsible for the management of assessment deadlines. Coursework/project deadlines within the assessment period may be typical where those students are not sitting exams.
 - This is critical to the functioning of Inspira. Missing or incorrect data leads to significant manual intervention and risk of error.
12. Students will have a 24-hour window to download and submit their exam. Attempts will not be time-limited.

Notes

- Exemptions from parameter 12 require approval from the Dean of Faculty/the School. Additional approval by the Pro-Vice-Chancellor (Learning & Teaching) will be required where an exemption to parameter 12 would apply to a whole department/the School.
- Exemptions from all other parameters require approval of the Pro-Vice-Chancellor (Learning & Teaching).
- All exemptions will be reported to the Board of Studies, and the Education, Quality and Standards Committee (EQSC).

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This document is an appendix to the University's Rule 2 Conduct of Examinations.
Approved by Education, Quality and Standards Committee, 24 February 2021.