

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 15.4 (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 types 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. **Location.** Exams 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.
8. **Modes of delivery:**
 - a. **Online exam:** A digital exam held using the University's Assessment Platform (Inspera). An online exam may be one of the following models:
 - **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.
 - **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.
 - **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.

Exceptions

9. An alternative location for invigilated exams, alternative timing, or alternative mode of delivery 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.
10. 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 of 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.

11. 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. Any exceptional arrangements agreed should be noted by the Board of Studies.

Invigilation

12. 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 this increases to two Assistant Invigilators.
13. Chief Invigilators will be members of academic staff. Where necessary they will be 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. Exceptions to this shall be approved by the Education, Quality & Standards Committee.
14. Assistant Invigilators are not required to be members of academic staff but must be appropriately trained.
15. 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.

Responsibilities

Director of Academic Registry

16. The Director of Academic Registry is responsible for:
 - a. Approving all alternative locations or modes of delivery for individual students as part of a reasonable adjustment.
 - b. Creating and publicising the exam schedule.
 - c. Communicating deadlines through the Academic Administration Calendar.
 - d. Determining exam venue(s), the number of Invigilators required, and which Faculty/School are to provide them.
 - e. Providing training materials for Faculties to train Assistant Invigilators.
 - f. Training Chief Invigilators.
 - g. Providing exam paper templates and Exam Instruction Sheets.
 - h. Allocating candidate numbers to students.
 - i. Preparing exam packets (papers, details of permitted materials, instructions for students) for in-person, paper-based exams.
 - j. Providing University calculators, the University Formula Book books, and a limited provision of English dictionaries, as required.
 - k. Securely retaining exam papers and packets until collected by the Chief Invigilator, and any exam scripts received after an exam, until collected by the Faculty/School.

Chairs of Boards of Studies

17. Chairs of Boards of Studies are responsible for:
- a. Approving 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. Complying with deadlines set out in the Academic Administration Calendar.
 - c. Providing 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. Training Assistant Invigilators.
 - g. Providing the appropriate number of trained Chief and Assistant Invigilators for each exam.
 - h. Ensuring detailed scrutiny of all exam paper content to eliminate errors.
 - i. 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.
 - j. Ensuring online exams are correctly set-up on the University's Assessment Platform (Inspira) in accordance with the deadlines set within the Academic Administration Calendar.
 - k. Considering annually, at a meeting of the Board of Studies, a report of all identified errors in exam papers.
 - l. Consulting with the Director of Academic Registry regarding any proposals for a variation from Rule 2 for exam activity.
 - m. Monitoring the academic standards for, and student experience of, new approaches to examinations within the Faculty.
 - n. Ensuring that the location and invigilation of practical exams are arranged by the Faculty.
 - o. Ensuring retention of exam papers and scripts in line with the University's Retention policy.

Students

18. 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.
19. 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 guidance on academic integrity.
 - This Rule.
 - [Regulation 7.5\(e\)](#).
 - 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 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.
- e. Displaying their Library Card on their desk in all in-person exams.

20. 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 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.
 - Complies with the expectations of the UK government if they are a Student Visa holder

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.

- b. 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).
- c. 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.

21. In-person online exams only:

- a. Students are required to bring their own device for use in the exam, including any corresponding 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 (Inspera).
- 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.

Chief Invigilators

22. 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.
23. Chief invigilators must complete the training provided and comply with the requirements provided to them in advance.

Preparation of exam papers for online exams

24. Exam Instruction Sheets shall be included in the Test Information Panel in the University's Assessment Platform (Inspera). Exam papers may also incorporate the Exam Instruction Sheet based on the University template.
25. Design of exams should follow the University's [Assessment for Learning Design Principles](#).
26. All online exam papers must be set using the University's Assessment Platform (Inspera).
27. 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

28. These procedures apply to paper-based exams and to in-person online exams in 2023/24 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.
29. Each Faculty shall 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.
30. Design of exams should follow the University's [Assessment for Learning Design Principles](#).
31. 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 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 question paper submission date.

32. 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.
33. A checking copy of the printed exam paper will be available 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.
34. Once submitted for reproduction, corrections to errors in the content of exam papers, including reprinting, shall be the responsibility of the Faculty.
35. 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.