

## **EXAMINATIONS POLICY:**

### **STUDENT CONDUCT AND APPROVED MATERIALS**

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#### **Student identification**

1. Students must place their University student ID cards face up on their desktops as soon as they enter the exam room and are seated. The ID cards must remain on desks throughout an examination. Photographs on the cards will be checked by invigilators during the examination to establish that the ID card belongs to the student at that desk.
2. Students without a University student ID card will be allowed to sit the exam if they can show their valid driving license or passport or similar form of official photo ID.
3. If the student does not have their ID card, the invigilator must ask Registry Services to confirm the identity against their photograph stored on the university's student record system.

#### **Materials allowed in examinations**

4. The invigilators will identify where students must leave jackets and bags, usually at the front or back of the room as appropriate for the venue.
5. Mobile phones must be switched off as students enter the room, and left at the front or back of the room as appropriate. Students may not have mobile phones with them during an exam.
6. Students may have the following items on their desk during an examination:
  - a. University ID card
  - b. A clear pencil case or clear plastic bag, containing:
    - Pens
    - Pencils
    - Eraser
    - Pencil sharpener
    - Ruler
  - c. A bottle of water
  - d. Additional items identified as acceptable by the examiner and detailed on the front of the examination paper
  - e. University-approved calculator (where identified on the examination paper)

7. Mobile phones may NOT be used as calculators.
8. Any additional material brought into the examination room should be removed by the invigilators.
9. All exams will be written in the official answer booklets unless the format of the exam makes this impossible. Where there is an exception to the use of the official answer booklet, this will be stated clearly on the exam question paper. Additional booklets and sheets of paper will be supplied by the invigilators if required.
10. Extracting pages from official answer booklets, and/or the removal of blank answer books from the examination room is regarded as academic misconduct.

### **Student conduct during examinations**

11. Students will be permitted to enter the examination room up to 30 minutes after the start of a University examination.
12. Students permitted to enter the examination after the start of the examination must finish their examination at the scheduled time – additional time is not permitted.
13. No student may leave an examination earlier than 45 minutes after the start of the examination except with the permission of the invigilator.
14. No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.
15. Students may not leave the examination room during the last 15 minutes of an examination.
16. Students are expected to comply with the instructions of the senior invigilator and other staff at all times.
17. Failure to comply with these rules may be treated as academic misconduct and/or a violation of the Student Code of Conduct.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001		24 July 2018	28 August 2018
002	Formatting	August 2022	September 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>	