

## Student Examinations Procedures Handbook

### 1. SCOPE AND PURPOSE

- 1.1 These procedures are for all BU students and staff and also apply to Partners at which the University's examinations are held (unless alternative arrangements have been agreed).
- 1.2 This procedure is intended to provide advice and guidance for students, staff and invigilators in relation to the administration and conduct of exams at Bournemouth University (BU). Whilst the standard practices are outlined there may be some instances where other arrangements need to be made. Students will be kept informed if this is the case.
- 1.3 This procedure was reviewed according to the University's [Equality Analysis Procedure](#) in August 2019.

### 2. KEY RESPONSIBILITIES

- 2.1 It is the responsibility of the Student Lifecycle team to ensure that these procedures are followed. Further information or guidance on any aspect of this handbook is available from [studentlifecycle@bournemouth.ac.uk](mailto:studentlifecycle@bournemouth.ac.uk).
- 2.2 Throughout the handbook reference is made to Programme Leaders/Coordinators and Programme Support Officers. It is recognised that for some programmes a Pathway or Year Leader may assume the responsibility of Programme Leader; likewise Programme Support Officers may delegate responsibility in respect of assessment and Assessment Board procedures to Programme Support Administrators. Therefore the responsibilities assigned throughout the handbook should be interpreted to apply to the appropriate person within the Faculty depending on its internal structure.

### 3. ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#)  
6J- Exceptional Circumstances: Policy and Procedure  
6H- Academic Offences: Policy and Procedure for Taught Awards
- 3.2 Other documents with direct relevance to this are:  
BU Exams Website  
<https://www.bournemouth.ac.uk/students/learning/exams>  
Student Agreement, Regulations, Policies and Procedures  
[www.bournemouth.ac.uk/important-information](http://www.bournemouth.ac.uk/important-information)  
Overseas Exams Webpage  
<https://www1.bournemouth.ac.uk/students/learning/exams/taking-exams-overseas>

## PROCEDURE

### 4. STUDENT RESPONSIBILITIES

#### 4.1 General

4.1.1 When students enrol at BU, they are entering into a binding agreement with BU, which includes our rules, regulations and policies. Students must read this information carefully. The latest version of the student agreement is on our website: [www.bournemouth.ac.uk/important-information](http://www.bournemouth.ac.uk/important-information). It is the student's responsibility to:

- Update any change of their contact details. This can be done via myHub
- Arrange an appointment with the Additional Learning Support Service if they believe they have an additional learning need for which allowances need to be made in assessment (e.g. dyslexia). See Section 5 for further details.
- Ensure that they are aware of the correct time, date and location of all examination sessions: winter, summer and resit, (the winter, summer and resit exam periods are published on the internet at the beginning of the academic year). Individual exam details should be checked a week prior to the exam to confirm there has been no change to the date, time or location.
- Attend the University to sit all examinations. Should any student not take a scheduled exam without having a pre-agreed postponement, that particular exam will be regarded as a fail and the assessment will receive a mark of zero. Students will only be admitted to exam rooms on production of their Student ID card. Replacement ID cards can be obtained from AskBU on payment of a £10 fee.
- Ensure that all exam answers are written legibly and in clear, concise, accurate English. **Scripts that are illegible may be regarded as a fail and a mark of zero recorded.**
- Seek advice on any additional work which is required for a resit or resubmission.

## 4.2 Resit Examinations

4.2.1 No charge will be made by BU for any resit examination which has to be taken.

## 5. REQUEST FOR ADDITIONAL LEARNING SUPPORT

5.1 Disabled students and those with a specific learning difference (SpLD) are encouraged to declare prior to and during their studies. This includes students with sensory or physical impairments, dyslexia, dyspraxia, ADD, Asperger's, medical or mental health conditions. Students should register with Additional Learning Support online via MyHub in the first instance. Current students can do this at any time; prospective students can only do so when they receive a conditional or unconditional firm offer. Students will be expected to provide appropriate evidence of their disability either from a senior medical practitioner or an Educational Psychologist. Adjustments cannot be offered until this has been submitted and validated.

5.2 Following a one to one discussion with each student, the ALS Student Co-ordinator will carry out initial screening. The ALS Student Co-ordinator will establish the support requirements of disabled students and may refer them to an ALS Student Learning Manager for further advice. There is a legal duty under the Equality Act 2010 to make reasonable adjustments to the assessment of students and the ALS Tutors (or other staff according to circumstances) will advise academic staff on how this might be facilitated. They will also advise academic staff on how each student's disability impacts on their learning so that there is fuller understanding on the nature of agreed adjustments. The ALS Student Adjustment Information (SAI) will document the disability and adjustments for each student and an alert to look in MyHub is sent electronically to the student and their Faculty to view the SAI.

5.3 After registering online students must meet with ALS for examination support requirements to be put in place by **Friday 29 November 2019** for the January 2020 examinations, and by **Friday 27 March 2020** for the Summer 2020 examinations in order that Student Lifecycle can accommodate support during the examination periods. If students come forward after these deadlines, and where student adjustments have not been able to be accommodated by examinations, Student Lifecycle will provide a report of any students in this position to Faculties who will take this forward as Exceptional Circumstances for consideration at the Circumstances Boards. If, as a result of unforeseen circumstances, students have a

temporary injury and thus require temporary support, adjustments can be accommodated via Additional Learning Support but it should be sanctioned by the Faculty. If a temporary injury is very last minute and the Faculty cannot be contacted, ALS will use its judgment to accommodate the student.

- 5.4 When Faculties are undertaking their own invigilation for an in-class test outside of the main examination periods Additional Learning Support should be contacted directly if specific student support i.e. readers and/or scribes are needed for just a few students. ALS will provide the specialist support whilst Faculties commit to provide appropriate rooms for room-alone candidates and PCs as appropriate. It is necessary to have ten working days' notice of the request for support wherever possible.
- 5.5 For collaborative provision, partners are responsible for providing support to disabled students. The University's ALS Service is available to provide advice regarding specialist academic support for their disabled students.

## **6 RULES FOR EXAMINATIONS**

### **6.1 Timetables**

- 6.1.1 Exam timetable planning begins in the June of the previous academic year to allow time to book suitable venues and to inform the teaching timetable. Information regarding dates for the 3 main exam periods is available on the BU Exams website.
- 6.1.2 A copy of the exam timetable will be published to students by December for the January examinations and in April for the summer examinations but may still be liable to change. Dates and times for each exam will be published first. Room details for the main cohort of students will be added at least 4 weeks before the start of the relevant exam. Any changes will be discussed with the relevant Programme Support Officer but it is also recommended that students check the timetable in the week before their exam in case of any changes to the exam date, time or location. A full timetable will be published on the BU Exams website. Students requiring Additional Learning Support (ALS) are emailed an individual timetable approximately 2 weeks prior to the start of the exam period which will detail their room allocation and provision.
- 6.1.3 For collaborative provision, partners are responsible for timetabling examinations and ensuring the timetable is published in a timely manner to students.
- 6.1.4 In Exceptional Circumstances (e.g. medically unfit to sit) postponement of an examination may be granted by the Programme Lead in accordance with *6J- Exceptional Circumstances: Policy and Procedure*. The application for a postponement must be made in writing, using the Exceptional Circumstances Form before the examination date, accompanied by a medical note or other appropriate evidence.
- 6.1.5 The Programme Support Officer (or equivalent) should keep a record of all postponement applications and resulting decisions.

### **6.2 Examinations**

- 6.2.1 Unit Leaders are normally required to be present in the main exam hall (see 8.5) at the start of any exam for which they have been responsible for writing the exam paper. Thereafter they must be available in a named place on University/partner premises for the duration of the exam.
- 6.2.2 Student Lifecycle will provide invigilators for all winter, summer and resit exams and for others outside this period by agreement. Partners are responsible for making their own arrangements for invigilators.

- 6.2.3 For students requiring ALS, adjustments to the examination process may have been recommended by the ALS Service and alternative arrangements may be required. For collaborative provision, partners are responsible for providing support to disabled students.
- 6.2.4 It is the responsibility of the student to ensure they are aware of the correct time, date and location of all exam sessions.
- 6.2.6 Bournemouth University (BU) candidates are identified by their 7 digit Student ID number and these need to be written on the exam papers by the candidate. Candidates will not be permitted entry to the exam room without their Student ID Card. In the event that a Student ID Card is lost, alternative photo ID may be used for one exam and the candidate will be required to complete a 'Proof of ID form'. Replacement cards can be obtained from askBU for £10. ID cards must be placed on the desk throughout the exam.
- 6.2.7 Programmes offered at partners follow the University examination regulations. Common or part common examinations are set at the same time as the University and/or other partners. The timetable for all examinations should be approved by the Faculty.

### **6.3 Overseas Exams**

- 6.3.1 The Engagement Monitoring and Withdrawal Procedure (3K) requires students to make themselves available for examinations. Students are expected to return to BU to sit their exams, and exceptions to this will only be granted on rare occasions where the student can provide sufficient evidence of Exceptional Circumstances (as defined in *6J- Exceptional Circumstances i: Policy and Procedure*) by the deadlines published on the website. In such cases they may be granted permission to sit overseas in a British Council. "Overseas" is defined as a non-UK location.
- 6.3.2 In order to sit an exam overseas, students must obtain evidence of their Exceptional Circumstances and make arrangements with their local British Council Office. The procedure they must follow is outlined on the Overseas Exams webpage.
- 6.3.3 There is no charge by BU to students who sit their exams overseas in Exceptional Circumstances. However, students will be responsible for any charges the British Council may stipulate.
- 6.3.4 Wherever practical, BU will endeavour to synchronise the start time of the exam held overseas so that students sit the exam simultaneously around the world.

### **6.4 Admission to the Exam**

- 6.4.1 Invigilators may only allow into the examination room:
- Candidates sitting the examinations in that room on production of their Student ID Card;
  - Fellow invigilators;
  - The person(s) setting the examination paper(s);
  - Student Lifecycle Staff.
- 6.4.2 Candidates should be seated in accordance with the seating plan when applicable.
- 6.4.3 A candidate who arrives late may be admitted without question during the first half-hour of an exam.
- 6.4.4 A candidate who arrives after the first half-hour should be admitted to the exam room but the Chief Invigilator must complete a report stating the time of admission, the reason given by the candidate for being late, and the name of any other candidate who has previously left the exam room. A copy of this report will be given to the appropriate examiner by Student Lifecycle.

6.4.5 Where an exam is one hour long, a candidate will not be permitted access to the exam room after 30 minutes.

6.4.6 Normally, no extra time will be allowed to a candidate who arrives late for an exam.

## 7 ITEMS PERMISSIBLE IN THE EXAM ROOM

7.1 Invigilators must check to ensure only authorised material has been brought into the Exam Room. Candidates are permitted to bring a bag and a coat which must be stored in an allocated area in the Exam Room specified by the Chief Invigilator. Candidates may be asked by an invigilator to remove head wear or uncover their ears.

### 7.2 Mobile Phones and other electronic devices

7.2.1 All unauthorised electronic devices including mobile phones and smart watches **must be stored in bags or on the floor under the exam desk, out of reach of the candidate, and be turned off** at all times during an examination. Any student found to have an electronic device switched on during an exam, or whose mobile rings, or vibrates may be required to leave the exam room and will not be readmitted. Any student found to have a mobile phone or any other electronic device on their person, **will** be required to leave the exam room and **will not** be readmitted and the student may be dealt with in accordance with *6H- Academic Offences: Policy and Procedure for Taught Awards*.

Regular watches are permitted but these must be taken off and left on the candidate's desk for invigilators to see.

7.2.2 Only in Exceptional Circumstances (e.g. a sick relative or expectant partner) will an active mobile be permitted in an exam room. In such cases the student must inform the Chief Invigilator of the circumstance and surrender their mobile to the invigilator who will keep the student's phone with them for the duration of the exam. The mobile will be returned to the student at the end of the exam.

### 7.3 Calculators

7.3.1 Candidates must supply their own calculator for exams. In general they should:

- have no programming capability;
- be independently powered and silent;
- not be capable of text storage or manipulation or graphic display.

Any exam for which a programmable calculator has been approved for use will have this clearly indicated on the front of the exam paper.

7.3.2 Candidates are required to state on their exam answer booklets the make and model number of the calculator used. A candidate who has any doubt about the suitability of a particular calculator for use in exams must seek approval for its use from the lecturer responsible for the exam before it takes place.

### 7.4 Dictionaries

7.4.1 Candidates must not take dictionaries into an exam unless they have written permission to do so, with the exception of exchange students whose native language is not English and who are studying at Bournemouth University through one of the University's recognised international mobility programmes.

## 8 CONDUCT IN THE EXAM ROOM

8.1 Candidates must follow the Invigilators' instructions.

- 8.2 Smoking (regular or electronic cigarettes) is not permitted in the exam room. Bottled water (non-fizzy) and sweets are permitted but their consumption must not disturb other candidates.
- 8.3 Where more than one exam is being held in the same room at the same time, the Chief Invigilator must ensure that the seating used for each exam is in accordance with any seating plan provided. In the case of ALS exams with more than one candidate per session, a seating plan may be completed by the Chief Invigilator based on student seating preference.
- 8.4 The relevant stationery should normally be set out on each desk and a clock must be clearly positioned so it is visible to all candidates before the candidates are admitted to the exam room. Preparations should normally be completed and the exam room opened to candidates 15 minutes before the advertised starting time of the exam. Candidates should enter the exam room at this point to allow enough time for all to be seated.

Candidates must use only the official stationery provided. Any rough work must be done on this stationery and handed in with the completed answer book. Candidates must not remove any answer book, rough work, official stationery or equipment from the room, with the exception of the question paper which may be retained unless stated otherwise in the rubric on the question paper itself.

- 8.5 The person setting the exam paper, or their representative, must be present in the main exam hall at the beginning of the exam to advise on any discrepancies appearing in the questions.. Once the exam is under way and all initial enquiries have been answered they may leave the exam and must be available for consultation in a named place on University premises throughout the exam session. An ALS timetable is available and academics may visit individual ALS rooms. Ideally a contact number should be provided by all academics setting the exam papers to ensure that any discrepancies identified are communicated to ALS candidates as necessary.

Candidates are responsible for ensuring that they have been issued with the correct question paper prior to starting the exam.

- 8.6 Candidates must not start writing, other than to complete the identification details on the front of the answer book, until given permission to do so by the Chief Invigilator.
- 8.7 During the exam, candidates must not communicate in any way with any person other than an Invigilator.
- 8.8 Candidates must not leave their places without the permission of an Invigilator.
- 8.9 An Invigilator's attention may be attracted by a candidate raising their hand.
- 8.10 **No elucidation of any questions should be given by an invigilator.** Apparent misprints or errors appearing on the exam question paper should be reported to the Chief Invigilator. In the case of ALS invigilation (where there may be only one invigilator per room), invigilators should speak to the Student Lifecycle Team Leader who will liaise with the academic or faculty concerned. All errors should be reported as soon as possible to Student Lifecycle so that all other students sitting the paper can be contacted.
- 8.11 A candidate must not in any circumstances consult unauthorised papers or books, communicate with or copy from another candidate, or seek unfair advantage by any other means.
- 8.12 Any candidate who suspects another candidate of using unfair means should immediately draw this to the attention of an invigilator.
- 8.13 A candidate who, in the opinion of the Chief Invigilator, causes an unreasonable disturbance, and continues to do so after being warned, will be required to leave the exam room and will not be readmitted.

- 8.14 Candidates must stop writing immediately when instructed to do so at the end of the exam, as determined by the Chief Invigilator.
- 8.15 Candidates are responsible for ensuring that multiple answer booklets are tied together and that all papers quote the student ID number..
- 8.16 At the end of the exam, candidates must remain seated and silent until all answer books have been collected and checked and until allowed to leave by the Chief Invigilator.

## 9 ANNOUNCEMENTS TO CANDIDATES BEFORE AN EXAM

### 9.1 Main Exam Halls

9.1.1 When the question papers have been distributed on each desk, and before the exam begins, the following announcements must be made:

- I will now remind you of the rules..
- You must display your Student ID Card on your desk throughout the exam. You must fully complete the front page of every answer booklet, including your 7 digit student ID number.
- You must turn off all mobile phones, smart watches and other electronic devices and leave them in your bag in the designated area, or under your exam desk.
- If you have a normal watch, you must remove it and leave it on your desk.
- If we discover that you have a mobile phone or a smart watch on your desk, in your pocket or anywhere on your person during the exam you will be told to leave the exam room and you will not be allowed to return.
- If your mobile phone rings or vibrates, during an exam you may be told to leave the exam room and you will not be allowed to return.
- *Please now check that you do not have any unauthorised items with you. You **must** leave them under your desk **now**.*
- If you wish to attract the attention of an invigilator, for more paper, to leave the exam, to go to the toilet or for any other reason you should do so by raising your hand.
- You must NOT talk or communicate with any other candidate during the exam
- You are not allowed to leave the exam during the first hour or during the last 10 minutes of the exam. (If it is a one hour exam, you are not allowed to leave during the first 30 minutes).
- At the end of the exam, you MUST put down your pen and stop writing when the invigilator tells you to.
- Now check you have the correct question paper.

9.1.2 The Chief Invigilator should announce to the candidates the length of the exam and the finish time. The exam will commence from the time the announcement that the examination papers may be turned over is made. No extra time is permitted for reading the paper.

9.1.3 At the start of the exam, invigilators must check each exam desk to ensure no unauthorised material has been brought into the exam.

9.1.4 Where exams of differing durations are being held in the same room, candidates whose exam finishes first must normally remain silent in their seats until given permission to leave the exam room. During this time the completed answer booklets should be collected, collated and counted.

### 9.2 Additional Support Room with more than one ALS candidate

9.2.1 In addition to the announcements made in 9.1.1, the invigilator must remind candidates of the following:

- If you are entitled to rest breaks or need to visit the rest rooms you **MUST NOT** leave the building and must remain in the corridor adjacent to your exam room. Where possible an invigilator will accompany you.
- Candidates may be permitted food and drink in accordance with their specific requirements but their consumption must not disturb other candidates.

### **9.3 Additional Support Room: PC Labs**

9.3.1 Candidates should enter the room and seat themselves at a PC. The invigilator should provide the candidates with the username and password which is the same for every machine being used under exam conditions. Machines will not be networked and are standalone machines for the duration of the exam period.

**Students should not use their own usernames or login under any circumstance when using a PC for exams. Invigilators should ideally log on to the machine, using the exam username and password, for the student before the exam starts.**

9.3.2 In addition to the announcements made in 9.1.1, the invigilator must inform candidates of the following:

- If you are entitled to rest breaks or need to visit the rest rooms you **MUST NOT** leave the building and must remain in the corridor adjacent to your exam room. Where possible an invigilator will accompany you.
- Candidates may be permitted food and drink in accordance with their specific requirements but their consumption must not disturb other candidates.
- Please check you have logged onto the machine, or the machine has been logged on for you, using the exam username and password. Students should not use their own username/login.
- In the header of the document put your ID number, exam paper name, Room and seat number.
- In the footer of the document set up page numbers.
- We draw your attention to the signs displayed around the room. You must save your work to the PC desktop at regular intervals. **DO NOT** delete your work from the PC until you have seen and approved a printed version of your exam.

9.3.3 The Chief Invigilator should speak to individual candidates to inform them of the length of the examination and when it is due to end. The examination will commence from the time the announcement that the examination papers may be turned over is made. No extra time is permitted for reading the paper.

9.3.4 At the start of the examination, invigilators must check each exam desk in use to ensure no unauthorised material has been brought into the examination.

9.3.5 Where examinations of differing times are being held in the same room, candidates whose examination finishes first must normally remain silent in their seats until given permission to leave the examination room. Invigilators should save a copy of individual students' work to the supplied USB stick. A copy of the work should be printed out and handed to the student to check. Following agreement that the paper is satisfactory, the candidate should hand this back to the invigilator who will take this to the Examinations Office. The printed work **MUST** be attached to the answer booklet.

### **9.4 Additional Support Room: One-to-one invigilation**



- 9.4.1 Before the candidate arrives, if the ALS requirements state that use of a PC is permissible the invigilator should check that the PC is in good working order and can be logged onto successfully.
- 9.4.2 If using a PC, the candidate should enter the room and seat themselves at the PC. The invigilator should provide the candidate with the username and password (unless the invigilator has already logged on). Machines will not be networked and are standalone machines for the duration of the examination period.
- 9.4.3 Students should not use their own usernames or login under any circumstance when using a PC for examinations. Invigilators should ideally log on to the machine, using the exam username and password, for the student before the examination starts.
- 9.4.4 When the question papers have been placed on the desk, and prior to the commencement of the examination, the announcements in 9.1.1 should be made. In addition, the Invigilator should remind candidates of the following:
- If you are entitled to rest breaks or need to visit the rest rooms I will accompany you.
  - If using a PC: Please check you have logged onto the machine, or the machine has been logged on for you, using the exam username and password. You should not use your own username/login
  - In the header of the document put your ID number, exam paper name, Room and seat number.
  - In the footer of the document set up page numbers.
  - We draw your attention to the signs displayed around the room. You must save your work to the PC desktop at regular intervals. DO NOT delete your work from the PC until you have seen and approved a printed version of your exam.
- 9.4.5 The invigilator should speak to the candidate to inform them of the length of the examination and when it is due to end. The examination will commence from the time the announcement that the examination papers may be turned over is made. No extra time is permitted for reading the paper.
- 9.4.6 At the start of the examination, invigilators must check each exam desk in use to ensure no unauthorised material has been brought into the examination.
- 9.4.7 Where an exam has taken place using a PC, invigilators should save a copy of individual students' work to the supplied USB stick/pen. A copy of the work should be printed out and handed to the student to check. Following agreement that the paper is satisfactory, the candidate should hand this back to the invigilator who will take this to the Examinations Office. The printed work MUST be attached to the answer booklet.
- 9.4.8 Only USB sticks provided by Student Lifecycle should be used. Under no circumstance should invigilators use USB sticks supplied from elsewhere.

## **10 LEAVING THE EXAM ROOM**

- 10.1 At any time during the exam a candidate may be permitted to leave the exam room for personal reasons and should normally be accompanied by an invigilator or a person appointed by the invigilator. The amount of supervision accorded to the candidate outside the exam room is left to the discretion of the invigilator, but the invigilator should be satisfied that the candidate does not have access to unauthorised material or other persons.
- 10.2 Any candidate who leaves the exam room without the permission of an invigilator will normally be deemed to have withdrawn from the exam and should not be readmitted to the exam room.

- 10.3 A candidate may be allowed to terminate the exam at any time after the first hour and up to 10 minutes before the end of the exam session on surrender of his/her answer booklet, rough work, official stationery or equipment from the room to an invigilator, with the exception of the question paper which may be retained unless stated otherwise in the instructions on the question paper itself. The student may not be readmitted to the exam room.

## 11 STUDENT MISCONDUCT

- 11.1 When the use of unauthorised materials is suspected, the invigilator must:

- Immediately inform the Chief Invigilator and the candidate of his/her suspicions;
- Indicate in the candidate's answer booklet or paper the point and time at which the alleged offence took place. This entry must be signed in ink and counter-signed by the student and/or another invigilator;
- Keep any disturbance to a minimum and, only if necessary, take the candidate from the room;
- Remove any unauthorised material and the answer booklet or paper as evidence;
- Issue the candidate with a replacement answer book or paper;
- Inform the candidate that he/she may continue with the examination and note the time on the new answer booklet;
- Tell the candidate to remain in the room after the examination so that details may be recorded;
- Record all relevant facts on the Invigilation and Absence Report;
- Inform the Student Lifecycle Team Leader of the suspected misconduct.

**NB:** It is important that all steps are followed correctly as any misconduct may be considered under the Academic Offences Policy and Procedure *6H - Academic Offences: Policy and Procedure for Taught Awards* (see section 13 below).

- 11.2 All invigilators should familiarise themselves with *6H - Academic Offences: Policy and Procedure for Taught Awards*, and ensure any incident of misconduct is recorded in detail on the Invigilation and Absence Report. Where a student is subsequently taken through an Academic Offence Procedure, invigilators may be required to attend as witnesses to the offence.

## 12 ENDING THE EXAM

- 12.1 The Chief Invigilator may provide candidates a 30 minute and 10 minute warning of the end of the exam.

- 12.2 At the end of an exam the following announcements must be made to candidates:

- Stop writing and remain in silence in your seats until **all** papers have been collected and checked
- Check you have fully completed the front page of **every** answer booklet including your student ID number which is on your ID card under your photo. Make sure all question numbers attempted are entered on the front of the answer booklet.
- Put any loose sheets used, such as graph paper, in the order in which the questions have been attempted and then fasten them and any supplementary pages to the answer booklet.
- If you have attempted more than the required number of questions indicated in the instructions on the front of the question paper, the extra ones will not be marked. Strike through any questions which you would prefer not to count or the examiner will ignore the additional answers coming last in the answer booklet.
- You must not remove from the exam room any answer booklet, used or unused, statistical tables, exam stationery or other documents provided, with the exception of the question paper which you may keep unless stated otherwise in the instructions on the front of the question paper itself.

- Remain in silence in your seats until **all** the answer booklets have been collected and checked.
- You may now leave the exam room.

### **13 ACADEMIC OFFENCES**

- 13.1 Suspicion of an academic offence (for example, plagiarism, cheating or misconduct in an exam), whether in a coursework assignment or an exam, must be investigated as soon as identified in accordance with [6H - Academic Offences Policy and Procedure for Taught Awards](#). Apart from any initial discussions between the student and the tutor/administrative support informing them that their work is still under consideration by internal markers (an issue has been identified) all direct contact with a student under suspicion of an academic offence should be formal and documented. Further information can be obtained from the Faculty/Partners Education Service Manager.

### **14 STUDENT ACCESS TO ASSIGNMENT AND EXAM SCRIPTS**

- 14.1 The Data Protection Act 1998 gives students the right of access to information held about them including examiners' comments on exam scripts or assignments and any feedback sheets. Justificatory comments, the use of symbols and underlines must therefore be balanced and explained by the use of some explanatory words and make reference to assessment criteria/marketing scheme, to ensure the comments are intelligible to students
- 14.2 Students may access comments on their scripts by making a request to the relevant Programme Support Officer/HE Coordinator. There will be no charge made for return of exam scripts. Requests should be processed as soon as possible, with a target of 5 working days and by law, within 40 days. Note that the 10 working day deadline for the receipt of appeals will be extended if students need access to scripts to check details before appealing.
- 14.3 Faculties/partners may wish to allocate a particular time for making scripts available. However students are still permitted to ask for a copy of their script without any specifically allotted time.
- 14.4 If a student wishes to use their script as the basis for a tutorial meeting, but not to keep a copy, this should be made available free of charge. Faculties/partners will need to have appropriate processes in place to log scripts which are 'loaned' on this basis.
- 14.5 Before issuing either an original script or a photocopy, it is essential the student provides proof of identity in the form of their Student ID card. Copies may be issued in person or by post subject to verification of identity.

### **15 EXCEPTIONAL CIRCUMSTANCES**

- 15.1 Students who feel that their exam performance has been adversely affected by unforeseen or uncontrollable circumstances may submit evidence for consideration by the Board in accordance with *6J- Exceptional Circumstances: Policy and Procedure*.
- 15.2 Exceptional Circumstances submitted after the Assessment Board will not be considered unless as part of the appeals process providing there is a valid reason why the student was unable to divulge the information prior to the Board.