

STUDENT CONDUCT IN AN EXAMINATION

Candidates who fail to abide by these instructions will be subject to disciplinary action as set out in the University Code of Discipline for Students (Chapter 5).

These instructions shall apply to all University examinations, including those for the purposes of continuous assessment and those held outwith a UWS campus.

i)

Candidates must act in accordance with any instruction issued by an Invigilator. Candidates who wish to attract the attention of an Invigilator should do so using the method prescribed by the Invigilator. Candidates should not leave their seats without permission.

ii)

Articles of clothing not being worn, bags etc. should be left in the area designated by the Invigilators. Candidates are not permitted to have any electronic devices, notebooks, textbooks, loose pages, tables or similar items on or near their desks unless specifically permitted in writing by the Examiner or as specified in instructions issued by the Invigilator. Any such items may be confiscated by an Invigilator. All rough workings must be made in Examination Answer booklets or electronic equivalent where provided.

iii)

Candidates sitting examinations should not have sight of the question paper until the time scheduled for the exams to commence. Candidates may not begin to provide their answers before the Invigilator announces the start of the examination and must cease writing when the Invigilator announces the end of the examination.

iv)

Mobile telephones and other electronic devices such as personal music players and wearable technology e.g. smartwatches, should be switched off and left in candidates' bags in the area designated by the Invigilators.

v)

No leaves may be torn out of the Examination Answer books and no Examination Answer books may, under any circumstances whatever, be removed from an examination room - either before, during, after or between examinations.

vi)

When authorised by the Examiners candidates may introduce into an examination room and make use of electronic devices provided that they are portable, silent, battery operated, and not pre-programmed with any applications that would be considered to provide an unfair advantage (apart from the standard scientific functions built in to the calculator). An electronic device not meeting the specification set by the examiner may be deemed to be an unauthorised aid and may be confiscated by an Invigilator. A random check of electronic devices may be undertaken during the examination.

vii)

Candidates using electronic devices do so at their own risk, and are responsible for ensuring that they have spare batteries etc

viii)

The use of print based English/first language dictionaries may be permitted in formal examinations for international candidates whose first language is not English, except where the Module Co-ordinator for the module has previously indicated in writing that dictionaries will not be permitted. Dictionaries will not be permitted in language examinations. Where used, dictionaries may be scrutinised by Invigilators. Electronic dictionaries are not permitted in any examination.

ix)

Candidates are required to place their student cards on their examination desks in such a manner that Invigilators may verify each candidate's identity. Any student who is unable to display a valid student ID card is required to complete a "student identification form".

- x)
In online examinations, candidates' online actions may be monitored for any activity not prescribed by the Module Co-ordinator. Accessing any resources outwith those prescribed may be considered as providing an unfair advantage and result in disciplinary action.
- xi)
Candidates will not normally be allowed to enter the examination room after the first hour has expired or to leave within the first hour or last half hour. Candidates who wish to leave the room should attract the attention of an Invigilator and seek permission to leave. Any candidate leaving the examination before the last half hour is required to leave both examination paper and written scripts with the Invigilators.
- xii)
No smoking, drinking or eating (with the exception of small sweets, small cartons of fruit juice or small bottles of water) will be allowed during an examination.
- xiii)
A candidate whose conduct is in the view of the Senior Invigilator, disturbing to other candidates and who persists in this conduct after receiving a warning, shall be required to withdraw from the examination room.
- xiv)
At the end of a paper based examination all candidates must remain seated until the examination scripts have been collected. Candidates are responsible for ensuring that scripts and other material which form part of the examination are appropriately secured together as per the instructions given by the Senior Invigilator.
- xv)
Where the examination has been undertaken using a computer, candidates are responsible for ensuring that the answers are saved, printed and secured together as per the instructions given by the Senior Invigilator.
- xvi)
At the end of an online examination all candidates must log out from the system as directed.
- xvii)
Candidates must not hold any communication with each other in the examination room, even before or after the formal start or finish of the examination.
- xviii)
A candidate who requires to be absent temporarily from the room will be accompanied by an Invigilator or member of Administrative staff.
- xix)
Candidates who are in doubt as to the meaning of an examination question should write on their scripts their interpretation of the question or flag the question in an online system. Candidates who believe they have identified a possible error in the examination paper should raise the matter with an Invigilator, who will in turn seek clarification from the Examiner.
- xx)
Any candidate who falls ill during an examination must inform the Invigilator.
- xxi)
Any candidate whose performance may have been adversely affected by illness or other circumstances prior to or during the examination or who is prevented from attending an examination because of sickness or other valid circumstances should submit an Extenuating Circumstances Form together with any supporting evidence. The form must be submitted to Student Administration by the deadline specified on the Extenuating Circumstances form.
- xxii)
Candidates are bound by the University's Regulation concerning cheating and plagiarism (Chapter 3 – Assessment)