Aston University

EXAMINATION REGULATIONS FOR CANDIDATES

Applicable to students in all Stages/years of programmes

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A INTRODUCTION

1 For the purposes of these Regulations, 'examinations' refers to written papers administered by Registry, but if approved by the appropriate School Learning and Teaching Committee, the Regulations may also be applied to other forms of assessment administered by the Schools.

2 The relevant Associate Dean will ensure the publication of the examination scheme at the start of each part of the programme.

3 These Regulations cover four main areas:
- B Written papers
- C Special arrangements
- D Examinations other than written papers
- E Examination malpractice.

B WRITTEN PAPERS

General

4 The timetables for all University written examinations shall be published within the University and, except in special circumstances (see Section C below), candidates shall be required to present themselves for examination at the time and place indicated on the timetable. Candidates unable to take examinations on particular days owing to religious commitments should contact their School, by the end of week 7 of the academic year. The subject areas are responsible for informing Registry to allow staff the maximum possible time in which to attempt to reschedule the examinations affected. Although staff are sympathetic to the religious commitments of candidates it may not always be possible to accommodate all individual requirements (Senate M98/128).

5 Details of the examination and of the timetable will be posted on School notice boards as appropriate.

6 It is the responsibility of each candidate to ascertain the correct time and place of each examination for which he or she is a candidate. It is also the responsibility of candidates to take their University ID card to each examination.

Seating Arrangements

7 Candidates shall not enter the examination room until permitted to do so by the Invigilator.

8 Outdoor clothing, briefcases and bags may be brought into the examination room, providing they are deposited well away from the candidates, usually at the front or rear of the examination room. Electronic devices, such as mobile phones and personal calculators, are not permitted in the examination room unless deposited well away from the candidates, normally in candidates' own bags. Aston University does not accept responsibility for personal possessions in examination rooms.

9 On entering the examination room, candidates shall sit in the seats prescribed. A candidate shall not leave his or her seat without the permission of an Invigilator.

10 Each candidate must complete the attendance form on the desk before the start of the examination. This must be left in clear view on the desk and will be collected by an Invigilator. The candidate's University ID card must also be on the desk for verification purposes.

Conduct of Candidates

11 Candidates must not begin to respond to examination questions or write anything on either the Examination Question Paper or Answer Book until the Invigilator has instructed all candidates that they may begin.

12 Candidates shall comply with all directions from the Invigilator(s), and shall not communicate with any person other than Invigilator(s) in any way nor show their papers to any other student. Failure to comply with the directions of an invigilator is an offence under the University's Disciplinary Regulations.

13 Candidates shall observe silence within the examination room. A candidate who causes a disturbance, or who brings in equipment which is likely to create a disturbance, may be required to leave the examination room.

14 Other than bottled water, candidates shall not be permitted to eat or drink in an examination room, unless a medical note is first submitted to the Examinations Office.

15 Pens, pencils, erasers and/or other permitted items such as keys, money etc may be brought into the examination room in a clear pencil case or clear plastic bag, which may placed on the desk. Pencil cases will be subject to inspection by invigilators during the course of the examination. No other type of pencil case or container is permitted on a candidate's desk. Candidates having such items will be asked to remove them.

Late Arrival

16 Save in exceptional circumstances, candidates will not be permitted to enter the examination room later than one hour after the commencement of the examination. Where such a candidate is admitted to the examination, the Invigilator will forward a report giving full details of the late admission to the Chairman of the Module Board of Examiners. In the light of the report, the Module Board of Examiners will decide whether the examination script will be accepted.

Extra Time

17 A candidate who arrives late, or who is absent from the examination room for part of an examination, will not be permitted to continue beyond the time appointed for the end of the examination.

Leaving the Examination Room during the Examination

18 Except in cases of illness or of other sufficient cause, a candidate shall not leave the examination room earlier than one hour after the commencement of the examination or during the final fifteen minutes of the examination.

19 A candidate who completes a script between the times noted above may leave the examination room after asking the permission of an Invigilator, and after handing in the completed script.

20 A candidate who leaves the examination room for any reason earlier than one hour after the commencement of the examination shall not be permitted to remove the examination question paper or any other written material.

21 A candidate who leaves the examination room for any reason (other than after handing in a completed script) shall be accompanied by an Invigilator.

Use of Aids

22 Details of any aids such as books, manuscripts or other extraneous material which may be used in the examination will be notified to candidates in advance by the appropriate Associate Dean in writing at least four weeks before the commencement of the examination periods.

23 Any calculators which are required for examinations shall be issued by the Examinations Office. Under no circumstances may students use their own calculators.

24 Electronic devices, such as mobile phones and personal calculators, are not permitted in the examination room unless deposited well away from the candidate (See R8 above). Candidates may not keep electronic devices on their desk or their person e.g. in a pocket.

25 Students who are in possession of material or any other aids not specifically permitted by the relevant Associate Dean will be reported to the Chief Operating Officer, or their nominee, and may be liable to disciplinary proceedings.

Dictionaries

26 No dictionaries may be used in any examination except where the relevant Associate Dean has given a candidate special permission in advance to use an appropriate foreign language dictionary issued by the Examinations Office. In such cases, permission to use the dictionary must be approved in writing and notified to the Examinations Office in accordance with their published deadline. In no circumstances is a candidate allowed to use a dictionary which he or she has brought into the examination room.

Collection of Scripts

27 At the end of the examination, candidates shall remain silent and in their seats until all the scripts have been collected. It is the responsibility of each

candidate to ensure that his or her script is collected by an Invigilator before he or she leaves the examination room.

28 Any notes made in an answer booklet should be left on the desk but should be clearly crossed through to indicate that they do not constitute an answer to a question. Candidates shall not be permitted to remove any examination stationery from the examination room.

29 Students must stop writing immediately when instructed by the Chief Invigilator. Failure to do so may lead to disciplinary action being taken against the student.

Special Factors

30 It is the responsibility of the candidate to notify the Chair of the relevant Programme Board of Examiners, in writing, of any factors which occurred either during or prior to the examination and which may have affected his or her performance.

C SPECIAL ARRANGEMENTS

31 In exceptional circumstances, special arrangements may be made for a candidate who is taking examinations. These arrangements may include the provision of additional time for the completion of a paper or for reading or having read to them the paper prior to the normal start of the examination, answering fewer questions on a paper, taking an examination outside the University, the provision of special facilities or an amanuensis, or such other arrangements as may from time to time become necessary. In all other respects, the normal Regulations governing examinations shall apply.

32 Wherever possible all special arrangements shall be approved in advance by the relevant Associate Dean and, in all cases, in consultation with the Chief Operating Officer, or their nominee. All special arrangements shall subsequently be reported to the Board of Examiners.

33 If special arrangements are approved for a candidate who is taking an examination inside the University, the examination may be held in a separate room at the same time prescribed for the examination in that subject. At least one University Invigilator shall be present in the room.

34 The Examinations Office must be informed of any special arrangements to be made, normally at least six weeks in advance of the examination date.

Permanent Medical Conditions

35 A candidate who, for medical reasons, is unable to sit an examination under normal conditions, or who, in the opinion of DANU, would be significantly disadvantaged by being required to do so, may be permitted to sit the examination under special conditions. These conditions may include additional time, a shorter question paper and/or the use of special facilities.

36 Such special arrangements must be agreed with DANU in advance of the examination and may not be varied during the examination period.

Illness or Injury

37 A candidate who requests special arrangements on the grounds of illness or injury will be required to submit a medical certificate to the appropriate Associate Dean normally in advance of the examination.

38 A candidate who is unable to attend the University due to illness or accident but who is able to take the examination may be permitted to take the examination outside the University provided that at least one University Invigilator is present.

39 A candidate who is unable to write the answers to an examination paper due to injury or other cause shall be permitted by the relevant Associate Dean and, in all cases, in consultation with the Chief Operating Officer, or their nominee, to dictate the answers to an amanuensis or typist and may be allowed additional time in which to complete the examination paper.

40 Where appropriate, the amanuensis shall be a member of the University staff who is familiar with any symbol or phraseology likely to be used in the examination. The member of staff shall be nominated by the relevant Associate Dean and, in all cases, in consultation with the Chief Operating Officer, or their nominee, and shall normally not be a member of staff involved in setting or marking the relevant examination. Otherwise, the amanuensis shall be a member of clerical, secretarial or employment agency staff.

41 The amanuensis or typist shall write the answers or other information at the dictation of the candidate and shall read back or show the script to the candidate as requested, but shall not assist the candidate in any other way. In addition to the amanuensis, one Invigilator shall be present in the examination room.

Examinations Held Overseas

42 Special arrangements are made for students enrolled on distance learning programmes based at centres outside the United Kingdom, to enable them to sit their examinations overseas. All other students, including those enrolled on distance learning programmes based at centres within the UK, are required to sit their formal written examinations at the University.

43 In exceptional circumstances, a student who would normally be required to sit examinations at the University may be allowed to take them overseas: permission may only be granted by the appropriate Associate Dean or his/her nominee after discussion with the Chief Operating Officer, or their nominee. The candidate must submit a detailed case to the Associate Dean not less than six weeks before the due date of the examination. If permission is granted, the candidate will be required to pay the appropriate fee in advance which will normally include any costs incurred in setting up special arrangements.

Religious Observance

44 Students have a responsibility to fulfil the requirements of their course of study in order to achieve the relevant award. Students should complete a **Religious**

Commitments, Examinations and Assessment form at the beginning of the Academic year, stating any religious festivals during which they would be unable to undertake examinations or assessments for religious reasons and return this to the relevant School's Associate Dean by the date stated on the form. The University's Examination's Officer will then be advised of requests affecting formal examinations. In consultation with the appropriate faith leaders, the University will endeavour, to a proportionate and reasonable extent, to make arrangements for students whose faith requires them to miss assessments for reasons of religious observance to take assessments at a different time. Where there is no written notice of the appropriate dates, the University will normally treat the delayed assessment as a referral.

D EXAMINATIONS OTHER THAN WRITTEN PAPERS

45 Where all or part of the assessment for any examination is by means other than written examination, the Associate Dean shall publish details of the appropriate arrangements, and it is each candidate's responsibility to be acquainted with these details.

E EXAMINATION MALPRACTICE

46 Any breach of these Examination Regulations may constitute examination malpractice and may result in disciplinary action being taken.

47 In a written examination, an Invigilator who has reason to believe that a candidate is guilty of examination malpractice will immediately inform the candidate that he or she will be reported to the Chief Operating Officer, or their nominee, as soon as possible after the examination. The candidate will be permitted to complete the examination but the Invigilator will mark on the script the point at which the cheating was suspected, and remove any prohibited material where practicable.

48 In examinations other than formal written papers, any candidate alleged to be guilty of malpractice will be reported to the Executive Dean* as soon as possible.

49 When a report of alleged examination malpractice is made to the Chief Operating Officer, or their nominee, or Executive Dean, the incident will be investigated and the candidate will be informed of the procedure to be followed. Where the Chief Operating Officer, or their nominee, or Executive Dean* decides that there is a case to be answered, cases of alleged examination malpractice will be dealt with in accordance with the Ordinance and Regulations on Student Discipline, REG/12/379 and subsequent versions. The Chairman of the appropriate Board of Examiners shall be informed of the circumstances of the case.

***** Executive Dean' refers to the Executive Dean, or their nominee, of the School in which a student is enrolled. It also, where appropriate, refers to the person so designated by the Senate for inter-School or collaborative programmes. Nominees should normally be the School Associate Dean of Undergraduate or Postgraduate or Research Programmes.