

The Academic Regulations 2014/15
Appendices
Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for
Invigilators

CODE OF CONDUCT FOR ASSESSMENT / EXAMINATION CANDIDATES

1. Coursework:

Coursework, for the purpose of this Code of Practice, is defined as all summative assessments not classified as a written examination which contributes to the final mark for a module. Inter-alia this includes essays, reports, dissertations, portfolios, projects, presentations (including viva voce examinations), performances and practicals.¹

- 1.1 All students shall receive notification of the form and nature of assessment, including submission dates, for each module for which they are registered, within the respective module handbook upon commencement of that module. It is the responsibility of students to adhere to the requirements specified within the handbooks concerning the form and format of the coursework and the deadlines for submission. In the case of written coursework, students should ensure that they retain a hard copy of all work submitted, that work is submitted in accordance with the instructions for submission of coursework and that a receipt is obtained at the point of submission.
- 1.2 In relation to coursework which takes the form of a presentation or other format which is not written, students will be given clear guidance from Faculties on how the assessment is to be organized, the times at which candidates should attend and the process to be followed if a student is unable to attend for good reason.
- 1.3 Students should familiarise themselves with the procedure for obtaining extensions for the submission of coursework and adhere to the procedure should it become necessary to seek an extension.
- 1.4 Students who fail to meet coursework submission deadlines without an agreed extension will have their work marked at zero.
- 1.5 All students must ensure that they are familiar with Edge Hill University's Malpractice procedures and what constitutes an attempt to enhance performance by unfair means. Coursework must be appropriately referenced and all work copied from other sources must be acknowledged. Students will be required to sign the following declaration on their Assignment Cover Sheet prior to submitting the work;

"I have submitted this course work as a piece of my own work. No part of it has been copied from anywhere else without proper acknowledgement. The work has not been submitted for a previous award. I am aware of Edge Hill University's rules on plagiarism and collusion, as set out in the module/course handbook"
- 1.6 Students should familiarise themselves with Edge Hill University's procedures for disclosing details of exceptional mitigating circumstances and adhere to the procedure should they consider that their academic performance or ability to complete the assessment requirements has been adversely affected by personal and exceptional circumstances.

2. Examinations:

Examinations for the purpose of this Code of Conduct are defined as formal, timed assessment of any duration that is subject to continuous invigilation.

¹ These assessment methods have been benchmarked against the QAA criteria detailed as part of the KIS guidance documentation:
http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12061/href,Calculations_methods.html/

The Academic Regulations 2014/15

Appendices

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

- 2.1 It is the responsibility of candidates to ascertain the time and place of the examinations they are taking. Failure to appear for examinations through misreading of the published timetable will not be accepted as an excuse. The examination timetable will be published four weeks prior to the commencement of the main examination periods, on the Edge Hill University Wiki Pages and in the Student Information Centre. Those candidates sitting examinations that take place outside of an institutional examination period will be advised of the examination with at least four weeks notice.
- 2.2 Candidates who are unable to attend an examination because of illness or any other cause must see that this information is passed immediately to Academic Registry. If it is a question of illness or other exceptional mitigating circumstances, candidates must follow Edge Hill University's procedures for the Notification of Exceptional Mitigating Circumstances (EMC). Candidates must also ensure that they take appropriate steps to provide supporting evidence; for example in the case of illness candidates must consult their doctor immediately.
- 2.3 It is the responsibility of candidates with disabilities who have additional or modified examination requirements, to notify the appropriate learning support officer within the deadlines set out in the student handbook and Appendix 14 to the Academic Regulations, so that appropriate arrangements can be approved and put in place for the examination period. Class Tests will not automatically be included in these arrangements. It is the responsibility of the candidate to inform their tutor of any arrangements required for Class Tests at least two weeks in advance.
- 2.4 A Nominal Roll for each examination will be displayed near the door of the examination room. Candidates must identify their nominal roll (seat) number before entering the room.
- 2.5 Candidates should arrive at the examination venue no less than 15 minutes prior to the commencement of the examination.
- 2.6 Candidates may not normally enter the examination room until five minutes before the examination is due to begin or until they are admitted by the invigilator. Candidates are not permitted to enter the examination venue until permitted to do so by the invigilator.
- 2.7 Candidates are especially asked to note that they may not take into the examination room bags, books, dictionaries, paper, or other material except the necessary pens, pencils and ruler. Holdalls, handbags, coats, mobile phones, electronic organisers etc. must be left as requested by the invigilator immediately on entry. All mobile phones must be switched off before entering the examination venue. It is, therefore, advised that candidates should not bring valuables to the examination venue, candidate's property is left at their own risk.

Electronic devices are only permitted in an examination venue if approved by the relevant Programme Board.

Some examinations may be 'open book' which permits candidates to use their own notes or textbooks. Where this occurs invigilators and candidates will be advised by the Module Tutor in advance of the examination and the examination question paper will also indicate the allowance.

- 2.8 Food must not be taken into the examination room except where allowed for medical reasons. Smoking is not permitted in the examination room or its immediate surroundings as determined by Edge Hill University's no-smoking regulations.
- 2.9 With the agreement of Programme Leaders, normally following approval through appropriate Committees and Boards, candidates may use their own electronic calculator in appropriate examinations under the following conditions:

The Academic Regulations 2014/15

Appendices

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

Calculators must be of the hand-held type, quiet in operation, compact and having their own power supply. External programmes and/or instruction manuals may not be taken into the examination room. Candidates shall be entirely responsible for ensuring that their calculators are in good working order (e.g. fully charged) and for making alternative provision in case the instrument should fail. The use of programmable calculators is, however, not permitted.

Candidates should ensure that they show sufficient intermediate calculations to demonstrate they understand what they are calculating.

Candidates are not allowed to borrow calculators from each other during examinations.

Subjects, after consultation with students concerned, may introduce supplementary regulations (additional to these general regulations) for particular examinations.

Use of unauthorised programmes or the introduction of stored information via an electronic device may be held to be a serious case of malpractice as defined in the Procedures Relating to Academic Malpractice and may lead to the consequences there stated.

- 2.10. Candidates must sit at the desk in the examination room which displays their nominal roll number. The nominal roll number must not be removed from the desk.
- 2.11. Candidates are required to bring with them to every examination they attend their UNICARD card which is to be placed on their desk, in the top right hand corner, and is to remain there throughout the examination. Candidates who have not brought their ID card or any other form of identification with them to the examination will be allowed to sit the examination, however, they will be required to report to Academic Registry with the invigilator or designated member of staff at the end of the examination in order to confirm their identity. Examination scripts for candidates who do not comply with this request will be retained by Academic Registry and may, therefore, not be marked.
- 2.12. Before starting the examinations candidates must read carefully the Regulations set out on the answer cover. Candidates should complete the data required on the answer cover(s) and cover sheet as instructed by the invigilator.
- 2.13. Candidates must check the title of the question paper, ensuring that they have the correct paper, and read the rubric carefully. Candidates are advised to raise any queries regarding the instructions on the paper, with the invigilator at this stage. Once the examination has commenced, candidates should read the question paper and raise any queries regarding errors or omissions in the questions, with the invigilator.
- 2.14. Candidates are required to write their answers in ink (unless the examination question paper instructs otherwise or approval has been given for a candidate to use an alternative method for communicating their answers).
- 2.15. Where reading time is allowed for an examination, the invigilator will announce the commencement and completion of this period. Candidates will not be allowed to write, underline or make notes during this period.
- 2.16. All rough work must be written in pencil in the official answer booklet which contains the corresponding final answer. Such rough work must be scribed through with a single pencil line. Under no circumstances may paper be removed by any candidate from the examination room. Nor may paper be introduced to the room. Such action will constitute a serious case of malpractice as defined in the Procedures Relating to Academic Malpractice and may lead to the consequences there stated.
- 2.17. No candidate may leave the examination room during the first 30 minutes or the final 30 minutes of the examination. Only in exceptional circumstances will additional time be made

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

available to candidates entering the examination room after the scheduled start of the examination.

- 2.18 A candidate wishing to enter the examination room more than 30 minutes after the scheduled start may do so after consultation with the Invigilator in liaison with the Senior Registrar: Assessment and Awards
- 2.19 Candidates who wish to leave the examination room for reason of illness or discomfort must inform the invigilator accordingly. Temporary absence may be granted in exceptional circumstances in which case the candidate must be accompanied by an invigilator, relief invigilator, or other authorised person.
- 2.20 Silence must be preserved in the examination room, at all times. Any requests for necessary information must be addressed to the invigilator. Candidates must not leave their seats to communicate with the invigilator or to get extra paper, etc. They should raise an arm or signal to attract the invigilator's attention for any reason whatsoever.
- 2.21 Candidates are strictly forbidden to copy from one another, to communicate with one another or with any person or persons other than the invigilator, or to introduce unauthorised materials or information into the examination room.

Malpractice in written examinations or other forms of assessment will be penalised and may lead to the degree not being awarded or the termination of a student's course. (For further details please refer to Edge Hill University's procedures in respect of Academic Malpractice available from Academic Registry or as Appendix 13 of the Academic Regulations on the University web pages).

- 2.22 At the end of the examination candidates will be instructed to stop writing. Before leaving the examination room, candidates must ensure that the cover of each answer booklet is completed and answer sheets are completed and that the procedures necessary of the candidate to allow anonymous marking are carried out. Candidates may not leave the examination venue until their answer booklets and cover sheets have been collected in by the invigilator. On the instruction of the invigilator candidates must immediately leave the examination room without communication with fellow candidates.

Candidates who leave the examination room previous to the final 30 minutes of the examination must also follow such instructions. Candidates may only leave the venue after their answer scripts have been collected by the invigilator, and they must leave the examination venue as quietly as possible to ensure that they do not disturb candidates who are still taking their examinations.

- 2.23 It is the responsibility of candidates to inform Academic Registry of any significant non-academic factors which are felt to have adversely affected their performance and which the candidate wishes to bring to the attention of the Assessment Board. Candidates affected by such circumstances should refer to Edge Hill University's Notification of Exceptional Mitigating Circumstances Procedure.
- 2.24 Evacuation Procedure: In the event of the fire alarm sounding or an emergency, candidates will be instructed by the invigilator(s) to leave all materials on their desks and all personal belongings deposited in the venue, and to leave the examination venue in silence in an orderly manner and to congregate in an appropriate location (where silence must be maintained). When reentry to the building has been permitted, candidates will be allowed to reenter the examination venue (in silence) and resume the examination. The time when the examination was interrupted and the time the examination was restarted will be recorded by the invigilator(s) on the Examination Report Form. Additional time amounting to the duration of the disruption may be given to candidates. This will also be recorded on the Invigilation Report Form. The invigilator must report any breaches to the above via the Invigilation Report Form. The students involved may be deemed to have committed an act of Academic Malpractice.

The Academic Regulations 2014/15
Appendices
Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

Breach of examination regulations is a serious offence which may result in the most severe penalties – including risk of expulsion from the institution or the award of a fail recommendation by the Assessment Board.

3. Regulations for the Invigilation of Examinations

These procedures should be read in conjunction with Section 2 of this document. These procedures should be followed in the interests of uniformity of practice.

- 3.1 Invigilators should familiarise themselves with the layout of the examination room, and where different subject groups are located within the room. They should ensure that they have sight of a copy of the nominal roll and the Invigilation Report Form and are aware of the location of spare scripts and copies of examination papers within the room. They should also check that the candidates have the correct stationery and supplementary information (e.g. case studies, graph paper, formula sheets). A copy of the internal telephone directory and a list of key Edge Hill University telephone numbers, such as the relief invigilator, will be provided in case of emergencies.
- 3.2 Invigilators should admit candidates into the examination room approximately five minutes before the start of the examination.
- 3.3 On entry into the examination room, invigilators must instruct candidates to deposit all coats, bags, books, mobile phones and other materials except those strictly needed for examination purposes (pens, pencils, rulers) at the rear of the room and within the custody of the invigilators. Any materials except for those absolutely necessary for examination purposes are strictly forbidden from being on the person of an examination candidate.

For 'open-book' examinations invigilators should be satisfied that the candidates only have access to the materials as indicated by the module tutor on the cover of the examination question paper.

Candidates must also be asked to switch off mobile phones and/or any other electronic equipment that may disrupt examination conditions. Candidates should not bring food into the examination room other than for medical reasons.

- 3.4 Before the examination starts invigilators are responsible for;
 - i. allowing candidates to head and name the cover of their answer books and the attendance slips before the signal for commencement of the examinations and explaining to them the system of anonymous marking.
 - ii. announcing any specific instructions regarding the examination (e.g. separate answer books to be used for separate questions).
 - iii. asking the candidates to check that they have before them the correct examination question paper and to check that they clearly understand the instructions.
 - iv. informing candidates that they may not leave the examination room during the first 30 minutes and the last 30 minutes of the examination.
 - v. informing candidates that if they require assistance from the invigilator, they must put their arm up and wait until the invigilator reaches them.
 - vi. advising candidates to draw to their attention any anomalies in the examination question paper as soon as possible.
- 3.5 Invigilators may allow candidates to enter the examination room up to thirty minutes after the scheduled start of the examination without being allowed extra time at the end.
- 3.6 If a candidate enters the examination room after this time, the case should be referred to the Senior Registrar: Assessment and Awards or nominee for guidance. Any extra time allowed for completion of the examination in such a case must not include compensation for the first

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

thirty minutes: the invigilator must warn the candidate that the Assessment Board will have discretion over acceptance or rejection of the script. Invigilators must provide a full written account of the matter on the Invigilation Report Form.

- 3.7 Invigilators should check the identity of each candidate making reference to the UNICARD (which candidates are required to display at the top right hand corner of their desk) and the nominal roll. The Invigilation Report Form should be signed by the invigilator to confirm that the ID of each candidate has been checked. The invigilator should also record the names of any absentees or any candidates who are not able to show their UNICARD on the Invigilation Report Form. Candidates who are not able to show their UNICARD or any other form of identification, should be allowed to sit the examination, however they should be required to accompany the invigilator or other designated member of staff and report to Academic Registry at the end of the examination in order to confirm their identity. Candidates who do not comply with this request should be advised that their examination scripts will be retained by Academic Registry and may, therefore, not be marked.
- 3.8 It is one of the invigilator's duties to move around the room as quietly as possible at frequent intervals in order to ensure that candidates are adhering to the examination regulations throughout the duration of the examination.
- 3.9 No room may be left without an invigilator whilst an examination is in progress. If more than one invigilator has been allocated to a room, that number of invigilators in the room must be maintained except in emergency.
- 3.10 In the case of illness, there being only one invigilator in the room, the relief invigilator should escort the sick candidate, together with the script and associated examination materials to the Health & Well-being Centre. The candidate would then be able to complete the examination if they recovered sufficiently.
- 3.11 A candidate wishing to leave the examination room temporarily may do so only if accompanied by the relief invigilator.
- 3.12 If a candidate leaves more than thirty minutes before the end of the examination, the invigilator should note on the candidate's script the time when the candidate left the room and the number of questions attempted.
- 3.13 The invigilator must ensure that copies of the question paper are not removed from the examination room.
- 3.14 Upon finishing their examination, invigilators must advise candidates to ensure that they have completed the front cover of their answer books and have complied with the anonymised marking instructions detailed on the front cover of the answer book. Candidates should also have completed the attendance slip.
- 3.15 Invigilators should collect in the answer books before the candidates are allowed to leave the examination room. All candidates must be told to maintain silence until they have left.
- 3.16 Invigilators must complete and sign the Invigilation Report Form, indicating the number of scripts they are taking having checked that the number of booklets collected matches up with the number of candidates and the number of booklets used as stipulated on the front cover sheet of each candidate's script.
- 3.17 All scripts and question papers not collected by the invigilator(s)/module tutor must be taken by the member of staff from Academic Registry, to be securely stored until collected by the appropriate tutor.
- 3.18 All invigilators must read the notes listing specific details regarding cheating during examinations and procedures for handling examination scripts.

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

- 3.19 Evacuation Procedure: In the event of the fire alarm sounding or an emergency, invigilators must instruct candidates to leave all materials on their desks, and all personal belongings deposited in the venue, and to leave the examination venue in silence in an orderly manner and to congregate in an appropriate location (where silence must be maintained). When re-entry to the building has been permitted, candidates may be allowed to re-enter the examination venue (in silence) and resume the examination. The time when the examination was interrupted and the time the examination was restarted should be recorded on the Invigilation Report Form by the invigilator. Additional time amounting to the duration of the disruption should be given to candidates. This should also be recorded on the Invigilation Report Form. Where invigilators feel that silence was not maintained they should note this on the Invigilation Report Form.
- 3.20 Invigilators must record any incident which causes disruption in the examination on the Invigilation Report Form.

Procedures to be followed by the relief invigilator

- 3.21 Relief invigilators must be available to substitute for invigilators in cases of absence or illness, and should read carefully the procedures to be followed by the invigilator and the Candidates.
- 3.22 The relief invigilator should report to the examination room at least fifteen minutes prior to the start of the examination.
- 3.23 It is the responsibility for the relief invigilator to arrange with the actual invigilators times at which they should visit the examination room to allow the invigilators to have a refreshment break and to check that all is well.
- 3.24 The relief invigilator should also ensure that the invigilators know where and how to contact him/her in the case of emergency.
- 3.25 All relief invigilators must read the notes listing specific details regarding cheating during examinations and procedures for handling examination scripts.

Security of Examination Scripts

Invigilators are accountable to Academic Registry for the security of scripts under their charge. To ensure that scripts are efficiently processed it is important that Invigilators observe the instructions on collection which are re-emphasised below:

- 3.26 Invigilators alone should collect scripts from the desks at the end of examinations and confirm that the number collected is compatible with the number of candidates shown on the Invigilation Report Form.
- 3.27 Scripts may then be handed to the member of staff from Academic Registry in groups or to a subject representative who should sign the appropriate section of the Invigilation Report Form as proof of receipt. In either case the number of scripts handed over must be agreed by the parties concerned.

Guidance for students unable to return to the University (or Partner) to undertake formal assessment

- 4.1 Students are expected to undertake examinations and other formal timed assessments at Edge Hill University (or Partner institution) as appropriate. However, there may be extremely exceptional cases where this is not possible and where students may request permission to undertake assessment from overseas.

The Academic Regulations 2014/15

Appendices

Appendix 12 – Code of Conduct for Assessment Examination Candidates & Guidance for Invigilators

- 4.2 The request will normally only be considered for students whose country of domicile as recorded with the University is outside the United Kingdom and for examinations which take place outside the University's official term dates
- 4.3 The full policy, including deadlines for submission of request and the application form can be obtained from the Academic Registry web pages and within the Student Information Centre.