



UNIVERSAL CONVENTIONS AND PROCEDURES

Academic Year 2023/24

The Conduct of Examinations and In-Class Tests, and Coursework Submission Arrangements

1 Status of the Conventions

The Conventions are reviewed annually and apply for the academic year 2023/24.

2 Examinations

2.1 Rubrics

- Internal scrutiny of exam papers should also include a rigorous assessment of whether the rubric is unambiguous.
- External examiners should be routinely asked to confirm when approving papers, that the rubric is unambiguous.
- School/Departments may, at their discretion, circulate the coversheet of the exam paper to students after the camera-ready copy has been submitted to Student Enrolment and Administration.

2.2 Explaining Examination Protocol to Students

- Student Enrolment and Administration will issue an “Exam Protocol for Students” advice sheet, prior to the official exam period(s), to complement the notices read by the Senior Invigilator during the examination.
- School/Departments will refer to the Protocol document during revision sessions.
- School/Departments will issue a comparable Protocol document to those students sitting in-class tests.

2.3 Arrivals and Departures

2.3.1 Arrivals

- Candidates shall be advised to attend their examination 15 minutes before the official start time.
- No candidate shall be permitted to **enter** the examination room **after the lapse of 10 minutes** from the start of the examination.
- No additional time will be allowed to candidates who arrive at the examination room after the start of the examination.

2.3.2 Departures

- No candidate shall be permitted to **leave** the examination room **EITHER in the first 30 minutes** from the start of the examination **OR in the last fifteen minutes** of the examination.

- Candidates who complete their work during the last fifteen minutes shall remain quietly seated until the Invigilator announces the end of the examination.
- **Irrespective of their departure time**, candidates must not [a] leave the examination room until all their written work has been handed in or [b] remove from the examination room any answer books (whether used or unused), mathematical tables or other data provided for use or other items of examination stationery except for non-returnable question papers.

2.4 Disruptive Behaviour

2.4.1 Candidates are **forbidden** to:

- [a] communicate with each other in the examination room;
- [b] address enquiries to anyone other than an Invigilator;
- [c] smoke or consume alcohol in the examination room;
- [c] leave mobile telephones or any internet enabled device, including smart watches, switched on in the examination room;
- [d] place mobile telephones or internet enabled devices on their desks;
- [e] indulge in any behaviour which, in the opinion of the invigilator, may disturb other candidates;
- [f] indulge in any other form of conduct which may disrupt the smooth progress of an examination.

2.4.2 Where an Invigilator suspects a candidate of breaching Convention 2.4.1, the following procedure shall be followed.

- [a] The Invigilator shall **normally** instruct the candidate to discontinue the forbidden behaviour. If the candidate does so, no further action will be taken. If, however, the candidate, in the same examination, subsequently engages in any of the behaviours listed in paragraph 2.4.1:
 - the Senior Invigilator shall order the candidate to leave the room;
 - when the candidate has left the room, they shall be informed by the Senior Invigilator that a full report will be made to the Proctor;
 - the Senior Invigilator shall inform the candidate that they may submit a written statement if they so wish, to be forwarded to the Proctor;
 - at the conclusion of the examination, the Invigilators shall prepare a joint report of all the circumstances, and forward this report to the Proctor, who shall treat the matter according to the Code of Student Discipline.
- [b] Notwithstanding clause “a” above, the Senior Invigilator is empowered to judge that the behaviour is sufficiently disruptive to warrant the immediate removal of the candidate from the examination room. In these circumstances:
 - when the candidate has left the room, they shall be informed by the Senior Invigilator that a full report will be made to the Proctor;
 - the Senior Invigilator shall inform the candidate that they may submit a written statement if they so wish, to be forwarded to the Proctor;
 - at the conclusion of the examination, the Invigilators shall prepare a joint report of all the circumstances, and forward this report to the Proctor, who shall treat the matter according to the Code of Student Discipline.

2.5 Illness during an Examination

2.5.1 Inability to Complete an Examination

In cases where a candidate complains of feeling unwell in a scheduled room, leaves the examination, and is unable to return to complete the examination, they shall be required to submit suitable medical evidence to the Student Enrolment and Administration team [or, in the case of Network of Hope students, to a member of the Link/Support Team, for forwarding to the Student Enrolment and Administration team], normally within two weeks of the date of the exam.

The Invigilator should write the circumstances surrounding the student's withdrawal from the examination on the front cover of the examination book, and the Internal Examiner responsible for marking the script shall inform the Chair of the Panel of Examiners or Continuation and Award Board.

The Board shall be entitled to determine EITHER that the student should be treated in the same way as a student who was absent from the examination OR that the student should be awarded a mark based on the work that had been completed.

2.5.2 Completion of the Examination after a Break

- [a] In cases where a candidate complains of feeling unwell in a scheduled room and leaves an examination but **remains under supervision**:
EITHER arrangements may be made for the examination to be continued in an alternative venue, provided that a Medical Officer certifies that, whilst the candidate is unable to sit the examination in the normal place, they are fit to do so at that venue;
OR the candidate will be permitted to return to the examination room.
- [b] In cases described under [a] above, an Invigilator will be required to enter in the candidate's answer book the time of departure and, where appropriate, subsequent return and to sign against these entries.

2.6 Open Book Examinations and Advanced Publication of Papers

2.6.1 Open Book Examinations

For all 'Open Book' examinations, the relevant Head of School/Department [or equivalent] or nominee shall ensure that the candidates are informed, in writing, of the following:

- the title of the 'Open Book' examination paper;
- the precise nature of the material which can be taken into the examination room;
- that the material is for the candidates' personal use only;
- that, notwithstanding the fact that the candidates are allowed the use of certain specified material, the examination will be conducted in accordance with the conventions governing the Conduct of Examinations.

2.6.2 Advanced Publication of Papers

In the event of a written paper being published in advance of the date of an examination, the relevant Head of School/Department [or equivalent] or nominee shall ensure that the candidates are informed, in writing, of the following:

- the title of the paper;
- the date on which the paper will be available to candidates;
- the venue for collection of the paper by the candidates.

2.7 The Use of Electronic Calculators in Examinations

Candidates are permitted to use their own 'pocket size' electronic calculators, provided that they are silent in operation, and unless expressly disallowed from using them for specific examination papers. The University shall not be responsible for the provision of (i) calculators in the event of a breakdown, (ii) power for their operation, or (iii) spare batteries.

2.8 The Role of Academic Staff in the Running of Formal Examinations

School/Departmental Administrators shall ensure that, for each examination, a member of academic staff who is knowledgeable about the contents of the question paper, arrives in the examination room at least 20 minutes before the scheduled start of the examination, to:

- ensure that the correct paper[s] are being taken, and check the paper[s] for any errors;
- inform the Invigilators of any amendments to be made;
- ensure that, where required, specialised stationery and supporting papers are provided;
- answer any queries about the question paper, and, before leaving the examination room, inform an Invigilator where they may be contacted in the University for the duration of the examination, in the event of questions from a candidate on the paper.

2.9 Security of Draft Examination Papers and other Unseen Assignments

Electronic copies of draft questions for formal assignments and draft examination papers should always be held password protected and in secure fashion. They should never be sent by email, nor should they be put on the H or J drives. USB Sticks should be stored only in a locked cabinet within a locked room. There should be no unnecessary electronic copies.

Draft paper copies, e.g. prepared for transmission to the external examiner for comment, must only be prepared immediately before despatch and must be stored only in a sealed packet in a locked cabinet in a room that is always locked if/when it is left empty, even for brief moments. There should be no unnecessary paper copies.

2.10 Invigilation of Examinations

2.10.1 Invigilation shall be undertaken by staff specially recruited for this purpose, who shall be required, as part of their contract, to undertake formal invigilation training.

2.10.2 It is the responsibility of the Invigilators to supervise examinations in accordance with these conventions.

- 2.10.3 All invigilators must be present in the examination room to which they have been appointed from twenty minutes before the start of the examination until all answer scripts have been removed from the examination room after the conclusion of the examination.
- 2.10.4 Invigilators are responsible for the distribution of question papers before the start of each examination, for the collection of script answer books from each candidate and for checking and entering on the Room Report provided, the number of answer books collected.
- 2.10.5 Under normal circumstances, at least two invigilators must remain in the examination room throughout the examination except when their invigilation duties require them to leave.
- 2.10.6 At the time scheduled for the start of the examination an Invigilator shall:
- (i) make an announcement to the effect that candidates must satisfy themselves that they are in possession of the correct paper;
 - (ii) ask candidates to study carefully the instructions at the head of the examination paper;
 - (iii) make all other necessary announcements.
- 2.10.7 In the event of an invigilator suspecting a candidate of cheating, the Senior Invigilator will be informed. If the Senior Invigilator shares the suspicion, they will normally remove and retain any unauthorised material [where this is not practicable, the material will be photographed before the student is allowed to leave]; AND report the matter to the Registrar or nominee.
- The candidate will be informed before they leave the room that the Invigilators will prepare a report of the circumstances, for forwarding to the Registrar; and the candidate is not required to admit to a breach of the regulations but may submit a written statement if they wish to do so.
- At the conclusion of the examination, the Invigilators will prepare a joint report of all the circumstances, and forward this report to the Registrar.
- The Registrar will compile a report for the relevant Board of Examiners. The Registrar's Report will consider the circumstances in the Invigilator's Report, and any statement submitted by the student, and will identify the options available to the Board, in view of the Academic Regulations and any precedents.
- Based on the Registrar's report, the Board of Examiners will be responsible for determining the consequences for the student [in the case of a dual-stage examining system, the Board may receive a recommendation from the Panel of Examiners for the pathway concerned].
- 2.10.8 In the event of an invigilator judging that a candidate's behaviour is disruptive, the invigilator shall act in accordance with the details in this convention.
- 2.10.9 Candidates wishing to make a temporary withdrawal from the examination room for personal reasons must be accompanied by an Invigilator or by a person authorised by the Invigilator.

- 2.10.10 The Invigilators shall inform the Registrar (or her/his representative) immediately of any unsatisfactory conditions which they consider detrimental to the conduct of the examinations.
- 2.10.11 Invigilators are not permitted to smoke or consume alcohol in the examination room and must not permit other persons to do so.
- 2.10.12 Invigilators are expected to focus on their task of invigilation throughout their session in the examination hall.
- 2.10.13 Instructions to Invigilators shall be published annually by the Registrar, setting out details of the procedures to be followed in the conduct of examinations.

2.11 Procedures for Students who Attend an Examination without Identification

Such students shall be permitted to undertake the examination. However, they shall be required to provide their signature in the examination, and shall be supplied, by the invigilator, with a letter from the Registrar, requiring them to supply the photographic ID in person, to a specified location, within one week of the date of the examination. Students shall also be required to provide their signature again when supplying the photographic identification.

The results of the examination shall not be published until the identification is supplied, together with a signature that matches the signature provided during the examination.

2.12 Legibility of Handwriting

Although legibility of handwriting is not normally an assessment criterion in higher education, examiners are entitled **only to give credit for work that they can decipher after a reasonable amount of effort.**

3 In-Class Tests

3.1 Definition of an “In-Class Test”

An in-class test is similar to an examination, but is administered by School/ Department staff instead of the Student Enrolment and Administration team, and is typically held during teaching weeks.

3.2 Publication of Test Dates

- 3.2.1 All School/Departments should clearly publish the dates and venues of all in-class tests.
- 3.2.2 The dates should normally be published no later than the first teaching week for a postgraduate module or the first teaching week of the level of study for an undergraduate subject.
- 3.2.3 The Heads of all School/Departments [or nominees] should make it clear to students that if they are in genuine difficulties they should discuss an extension if appropriate.

3.3 Recording Attendance

All School/Departments should operate a formal process for recording attendance at in-class tests.

3.4 Disruptive Behaviour

This shall be handled in accordance with Section 2 [paragraph 2.4] above.

3.5 Guide for Invigilators

3.5.1 General

You are responsible for:

- arriving before the start of the test, and making sure that it can start at the schedule time;
- running the test;
- staying in the test room after the end of the test until all answer books have been collected.

3.5.2 When students enter the room

- a) Ensure that no student places a pencil case [or similar container] on their desk [these should be placed under seats].
- b) If you see a student using a mobile phone or other internet enabled device, tell her/him to switch it off. Ensure that all students with a mobile phone place it either in their personal bag or under their seat.
- c) Remind students to leave their ID cards or other photographic ID visible on their desks throughout the test.

3.5.3 When students are seated

- a) Check that each student has a form of photographic ID on their desk. Where a student has not brought such ID, give the student the Registrar's Letter, and ask the student to sign the form, but **allow them to continue with the test.**
- b) Make the "When students are seated" announcements on the *Announcements* sheet.

3.5.4 Starting the Test

- a) Start the test by making the announcement on the *Announcements* sheet.
- b) If the test is started late, make a note of the starting time, and calculate a new ending time, and make sure students know of this. [Students are entitled to the full scheduled time.]

3.5.5 During the Test

- a) Candidates should not leave their places for extra paper or information. They should draw the attention of the invigilator by raising their hand.
- b) If a candidate wishes to leave the room temporarily, they may indicate this by raising their hand. However, they must be accompanied by an invigilator at all times.
- c) Late arrivals

- If any student arrives **within 10 minutes** of the start of the test, they should be allowed to begin the test, but should finish at the same time as other students.
 - If a student arrives **after the lapse of 10 minutes** from the start of the test, do not allow the student to enter the room. If any student queries this, do not get into a disruptive dispute in front of other students, but if the student refuses to accept the ruling, contact the Registrar.
- d) Early departures
- Students may **not** leave the room in the first 30 minutes or the last 15 minutes of a test.
 - Where a student has finished all they can of a paper and leaves early, the invigilator should note the time of departure on the front of the script and initial it.
- e) Remember that at least one invigilator should be in the room at all times.

3.5.6 Ending the Test

- a) Make the “At the end of the test” announcements on the *Announcements* sheet. This should be done when **exactly** the correct amount of time has elapsed.
- b) Collect the answer books. When all answer books have been collected, make the When all the Answer Books have been collected announcements on the *Announcements* sheet.

3.5.7 If you Suspect Academic Misconduct.....

The invigilators of the test should [as a team] decide whether the student appears to be undertaking one of the following forbidden activities:

- [a] taking to their desk EITHER any unauthorised material [including, *inter alia*, books, manuscripts, papers, articles or notes of any kind] OR any case, bag or other container in which books, manuscripts, papers or other unauthorised material can be carried;
- [b] making use of any of the types of material referred to in “a” above that were introduced into the room by either the candidate or another candidate;
- [c] obtaining, or endeavouring to obtain, directly or indirectly, assistance in their work;
- [d] giving or endeavouring to give, directly or indirectly, assistance to any other candidate;
- [e] impersonating a candidate;
- [f] allowing themselves to be impersonated;
- [g] writing notes or rough work anywhere other than in the answer books or on the question papers provided.

Where you have decided that the candidate IS engaged in a forbidden activity....

- Normally remove and retain any unauthorised material [where this is not practicable, the material should be photographed before the student is allowed to leave].
- Report the matter immediately to the Registrar. The Registrar will decide EITHER to exclude the candidate from the room OR permit the candidate to finish the paper.
- Inform the candidate before they leave the room that the Invigilators will prepare a report of the circumstances, for forwarding to the

Registrar; and that the candidate may also submit a written statement if they so wish, to be forwarded to the Registrar. [The Registrar will then compile a report for the Chair of the relevant Board of Examiners, identifying the options available to the Board.]

3.5.8 Announcements

When students are seated:

1. All bags and coats should be left in the designated area.
2. All **MOBILE PHONES/INTERNET ENABLED DEVICES** must be switched off throughout the in-class test and either left in your personal bag or placed on the floor under your seat.
3. There should be nothing on your desk other than examination material and pens – all pencil cases, glasses cases, bags of sweets etc, should be either brought to the front of the room or placed on the floor under your seat
4. Photographic ID must be placed on your desk for inspection.
5. Remember to study carefully all the instructions on the front of the question paper.
6. Remember to complete the front of your Answer Books with full details, including your Student I.D. Number. The top right-hand corner of the Answer Book must not be sealed until the end of the TEST.
7. All rough work **MUST** be done in the Answer Books.
8. No student will be allowed to leave the room during the **first 30 minutes** of the TEST.
9. No Student will be allowed to leave the room in the **last 15 minutes** of the TEST.
10. PLEASE RAISE YOUR HAND IF YOU REQUIRE ASSISTANCE FROM THE INVIGILATOR.
11. PLEASE DO NOT LEAVE YOUR SEAT WITHOUT THE AUTHORISATION OF THE INVIGILATOR.

In order to start the TEST:

1. You may now begin your test.

At the end of the TEST:

1. The test is over. You must stop writing.
2. Check that you have completed the front of all your Answer Books correctly. Seal down the top right-hand corner of the books.
3. You must remain seated until all the Answer Books have been collected.

When all the Answer Books have been collected:

1. You may now leave the room. Please take all your rubbish away with you.

3.6 Procedures for Students who Attend a Test without Identification

Such students shall be permitted to undertake the test. However, they shall be required to provide their signature in the test, and shall be supplied, by the invigilator, with a letter from the Registrar, requiring them to supply the photographic ID in person, to a specified location, within one week of the date of the test. Students shall also be required to provide their signature again when supplying the photographic identification.

The results of the test shall not be published until the identification is supplied, together with a signature that matches the signature provided during the test.

3.7 Informing the Registrar of the Date of a Test

In order for cheating and other academic misconduct to be dealt with in accordance with the Universal Assessment Regulations, Schools/ Departments are advised to inform the Registrar in good time of the dates of all in-class tests [at all sites, including the Network of Hope], to ensure that the Registrar [or nominee] is available at the time of each test to deal with academic misconduct on the part of a testee.

3.8 Informing Network of Hope Colleges of the Date of a Test

In order for rooming and other practical arrangements to be made, Schools/ Departments are expected to inform the Network of Hope Link / Support Teams of the dates of all in-class tests as soon as possible, ideally by the start of the academic session.

4 Coursework [general guidelines]

4.1 Submission Deadlines for Coursework and Dissertations

School/Departmental Administrators are expected to enter to SITS the submission deadlines for all undergraduate and postgraduate assessments, including dissertations [or equivalent] as soon as possible after the start of a course. These will be used to identify whether students have submitted the “designated final assessment component” for each course, and will also provide a resource for monitoring students’ engagement with their studies.

4.2 Resubmission Deadlines

Where a Board of Examiners allows a reassessment opportunity [or an opportunity, due to valid mitigating circumstances, to submit an assessment as if for the first time], the Board shall specify a date by which the work must be submitted. The Student Enrolment and Administration office shall be responsible for entering the deadline to SITS after the Board, in time for the publication of results.

4.3 Extensions

Where a Head of School/Department [or equivalent] [or nominee] receives a request from a student to be granted an extension to the published submission deadline, the School/Departmental Administrator or School/Department Office shall log the decision whether to grant an extension.

4.4 Responsibilities of Individual Students in relation to Group Work Assessments

In order to minimise ambiguity and the potential for appeals, academic staff are expected to clarify the responsibilities of individual group members in relation to the submission of groupwork assignments.

5 Electronic Submission of Coursework

5.1 General

- 5.1.1 Except where indicated otherwise below, all students MUST, by the submission deadline: submit each assessment electronically via Turnitin [this provides an electronic record of submission, and facilitates the detection of any similarities between the submitted work and other sources, thereby helping to reduce plagiarism, and simplify the investigation of suspected cases].
- 5.1.2 The submission deadline is normally noon of the day specified by the School/Department as the submission date. However, work recorded on *Turnitin* as having been submitted up to one hour after the deadline shall be treated as being “on time”, and will incur no penalty.
- 5.1.2 The *Turnitin* submission is via a dedicated Turnitin drop box [a separate box for each summative assignment, as defined within the approved programme documentation, must be created by the Programme Team within the relevant Moodle to facilitate this.]
- 5.1.3 It is the responsibility of the student to ensure that the version uploaded to Turnitin is the final version for marking. Correction of incorrect uploads after the submission date is not possible except in exceptional circumstances.
- 5.1.4 It is also the responsibility of the student to ensure that the assignments are uploaded to the correct Turnitin link. Work that is submitted to the incorrect Turnitin link will be considered a non-submission.
- 5.1.5 It is the responsibility of Schools/Departments to ensure that the deadlines entered to Turnitin are consistent with those entered to SITS and those in handbooks.

5.2 Exceptions

- 5.2.1 In general, the only exceptions are for special assessments [such as Performance assessments] in which an electronic submission would be inappropriate.
- 5.2.2 School/Departments can decide whether each component within a Portfolio must be submitted electronically. However, the expectation is that the final Portfolio would be submitted electronically unless there is a sound reason for regarding an electronic submission as inappropriate.
- 5.2.3 The Assessment Co-ordinator for every School/Department shall ensure that a definitive list of “assessments exempt from electronic submission”, together with a rationale for the exemption, is clearly communicated to students via Handbooks and Moodle, and a copy provided to the University Executive Officer, no later than the end of the third week of the Advent term.

5.3 Feedback Timescales

- 5.3.1 With the exception of reassessment tasks, the deadline for the provision of feedback to students, and the entry of provisional marks to SITS, is **4 working weeks after the electronic submission.**

5.4 Non-Submission, Late Submission, Extensions, and Academic Misconduct

- 5.4.1 What Counts as the Formal Submission?
Where electronic submission is required, the submission via *Turnitin* is the formal submission. Failure to submit via *Turnitin* by the deadline without an extension or deferral having been granted will result in a mark of zero.
- 5.4.2 What Happens if a Student Submits an Assignment Late, without having been granted an Extension?
In accordance with the regulations, the work will be given a mark of zero and grade FL, but feedback may, at the discretion of the Head of School/Department, be given to the student. The student may also be eligible for a resubmission of the late assignment. If no submission been received by the time of the Subject Meeting, the work will be treated as a non-submission, and a mark of zero, with grade NS, recorded.
- 5.4.4 What Happens if a Student is Suspected of Plagiarism?
In the event of a marker suspecting that the work may include plagiarised sections, the “Originality Report” generated by *Turnitin* shall be consulted as part of the investigation. Where a paper copy is marked, it will be assumed that the version submitted to Turnitin is always identical to the paper version.