

Examination Rules



**Harper Adams
University**

AUGUST 2016

Examination Rules

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All students are advised to read these rules before sitting examinations.

1. The Examination Timetable and Attendance at Examinations

An examination timetable together with these examination rules will be published on noticeboards prior to each series of examinations. The examination timetable and rules are available to all students from the Examinations Office (Room M17) or Course Managers. It is the responsibility of the student to ensure that he/she is aware of the time and place for all examinations that he/she is due to take, and to arrive outside the examination venue at least 15 minutes before the start of each examination.

2. Registration on to Modules

Students will only be assessed in modules for which they have been formally approved and properly registered. Course Managers are responsible for confirming with students which core and optional modules they have been registered on. Students are required to check and to sign a module registration sheet by week 6 of the academic year, certifying the accuracy of the registrations. It is each student's responsibility to check that they have been accurately registered for all their approved modules.

3. Access to Examinations

To be admitted to the examination room each student must present his/her Harper Adams University ID Card. Students' ID Cards will be used as a computer controlled access validation check to ensure that each student is properly registered for one of the modules being examined in that examination hall at that time. Students who have lost their ID cards must obtain a replacement (at their own expense) from Student Services. Students who have failed to provide proof of payment of a reassessment fee will not normally be admitted to an examination.

4. Illness

If a student is prevented by illness or accident from presenting him/herself in the examination room, he/she should inform the Examinations Office (Room M17) or the Course Manager as soon as possible. They should also submit a completed deferral request mitigating circumstances form, with accompanying written evidence such as a medical certificate, to the Examinations Office (Room M17) at least five working days before the scheduled assessment boards commence (as advertised on the Examinations notice board).

Once a student has entered the examination room he/she has deemed him/herself to be fit to take the examination. Retrospective medical certificates purporting to certify illness at the time when a candidate took the examination will not normally be acceptable.

5. Absence

Absence from an examination without a medical certificate or other valid evidence of extenuating circumstances will be deemed to be voluntary absence and the candidate will be awarded a mark of zero. Medical certificates or other valid evidence accompanying a mitigating circumstance claim form, to substantiate that a candidate was unable to attend, must be submitted to the Examinations Office at least five working days before the published date of the Subject Assessments Board meeting.

6. Extra time

Students who hold a certificate (issued by a recognised education psychologist within two years prior to registration at University or whilst registered as a Harper Adams University student) certifying them to have specific learning difficulties are permitted extra time to complete examinations typically at the rate of 15 minutes per hour, provided that their needs assessment form has been registered with the Registry at least four weeks before the beginning of an examination period. Senior invigilators will be provided with a confidential list of those candidates who qualify for additional time.

7. English/foreign language dictionaries

Students whose first language is not English may use a paper-based (not electronic) English/foreign language dictionary in the examination room. This must be presented to an invigilator for inspection before each examination begins. The copy must be clean of handwriting or text added subsequently to publication.

8. Conduct of Examinations

- (i) Students should arrive outside the examination venue at least 15 minutes before the examination is due to start. Students will be admitted 10 minutes before the starting time. No student will be permitted to enter an examination more than 30 minutes after the start of an examination. A student admitted after the start of the examination will not be allowed any extra time beyond the normal time for completion of the examination.
- (ii) Students' ID Cards must be displayed throughout the examination on the front right-hand corner of their desks.
- (iii) Students should bring nothing to their examination desk except writing and drawing equipment, which must be loose or contained within a transparent plastic bag, and a non-programmable pocket calculator unless previously and specifically advised otherwise beforehand. Students are also permitted to enter the examination venue with drinking water, providing it is stored in a clear, unlabelled container with a spill-resistant drinking spout.
- (iv) Students should not enter the examination venue with any form of unauthorised material/device, including (but not limited to) written, electronic, mobile telephone or audio materials/devices. Such materials/devices will be deemed to be in breach of the examination regulations and considered to represent gross academic misconduct. Harper Adams University is unable to accept liability for loss or damage of any items that are surrendered to a member of the University's staff.
- (v) The Module leader will normally be in attendance for at least the first fifteen minutes of the examination to answer queries on the examination paper. Students should try, therefore, to read the whole examination paper carefully and to ask any relevant questions during this period.
- (vi) Prior to the start of the examination, the senior invigilator will provide a final opportunity for students to surrender any unauthorised devices/items. Surrendered devices/items will be retained by Student Services until the student has attended a meeting with the Chair of the Academic Misconduct Panel. The penalties for possessing an unauthorised device/item inside the examination room are detailed in section 12 of this annex.
- (vii) Students may not commence writing until authorised to do so by the senior invigilator. If and when reading time is allowed no writing should take place during this period. The senior invigilator will announce the start and finish of each examination and students are required to stop writing when the invigilator instructs them to. **During the examination students must not communicate with any other student nor use unfair means to obtain information.**

- (viii) A student who has difficulties with the conditions in an examination room must bring this to the attention of the invigilator immediately. If this is not done, the condition in the examination may not be used as mitigating circumstances.
- (ix) Students will not normally be allowed to leave the examination room before the first 35 minutes of the examination has elapsed, or within ten minutes from the end of the examination. When examinations of differing durations are being operated within the same room, students may not leave the room during the final ten minutes of **any** of the examinations that are taking place.
- (x) Ten minutes before the examination is due to finish, the invigilator will announce that there are 10 minutes left and that **all** students within the room must remain seated for the next ten minutes. If students complete the examination before this announcement, they should leave their papers on the desk and leave the room quietly. Should students finish after this time, they should remain quietly seated until the invigilator terminates the examination.

All used or partially used answer books or papers which are not intended to be marked must have a line drawn through them and left alongside the examination script on the desk. **No answer books or paper are to be removed by students from their desks when they leave the examination room.**

- (xi) Smoking, eating and drinking are not permitted in any examination room, with the exception of drinking water, which must be in a clear, unlabelled container with a spill-resistant drinking spout.
- (xii) If a student needs to leave the examination room for any reason, they should ask the invigilator. Students may not remove **any** items from the examination room, other than with the prior permission of the invigilator (e.g. medication), unless they will not be returning to the examination.
- (xiii) Students are not to engage in anti-social or disruptive behaviour which may disturb others. Any students who do so will be required to leave the examination room.
- (xiv) Students must not talk or communicate in any way with any other student or attempt to read the work of another student.
- (xv) Students must obey all instructions issued by the invigilator.
- (xvi) Should the examiner(s) responsible for marking a script deem it to be illegible, the Chair of the Assessments Board being satisfied that the script is illegible, shall make arrangements for a student to dictate the script for typing, at his/her own expense, in the presence of an invigilator.

9. Non-compliance with the Rules of Conduct of Examinations

If the invigilator considers that a student has broken these rules she/he will tell the student what action he/she is taking and of the student's right to appeal.

10. Course Assessments Board

The dates of Course Assessments Board meetings will be published. Students must inform their Course Manager or Examinations Office (Room M17) in writing, at least five days before the meeting of the Assessments Board of anything that might have affected their performance, in writing, through a mitigating circumstances claim form (condonement), accompanied by supporting written evidence.

11. Fees for reassessment and re-study

The current fees associated with reassessment and restudy may be obtained from the Fees and Charges booklet (updated annually), accessible via the Harper Adams University website.

12. Audio, Electronic and other Communication Devices

Electronic equipment, including (but not limited to), computing, communication or audio devices (e.g. USB storage pens, mobile telephones, MP3/4 players etc) are not permitted within the examination and will be deemed to be in breach of the examination regulations. Students who surrender an unauthorised device/item after entering the examination room (but before the start of the examination) will receive a **minimum** 20 mark penalty (20 marks from 100) for infringement of the examination rules. If a student infringes this rule on a second or subsequent occasion, the penalty will be determined by the Chair of the Academic Misconduct Panel. Once an examination has commenced, the **minimum** penalty for students who are discovered to be in possession of an unauthorised device/item will be failure of all modules taken in the academic year, withdrawal from the course and exclusion from studies for a minimum period of one year, after which restudy of failed module may be permitted.