

Examination Rules



**Harper Adams
University**

SEPTEMBER 2019

Examination Rules

(Issue date: September 2019)

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. 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 mitigating circumstances form, with accompanying written evidence such as a medical certificate, to the Examinations Office (Room M17) no more than five working days after the final scheduled examination of the examination period concerned (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 must register with Learner Support and provide relevant evidence to request approval for extra time in examinations and any other exam adjustments. Requests made after the published deadline for making reasonable adjustments to examination arrangements (typically at least four weeks in advance of an examination or by the end of the Spring term at the latest)

cannot be guaranteed to be approved although the University will give consideration where there are mitigating circumstances to do so. Students are made aware of deadlines and the University needs a reasonable period of time in which to make separate arrangements for individual students.

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) Electronic equipment, including (but not limited to), computing, fitness trackers/bands, communication or audio devices (e.g. Smart watches, mobile telephones, MP3/4 players, ear pieces, headphones, etc.) are not permitted within the examination and will be deemed to be in breach of the examination regulations. Students **must** not enter the examination with such a device. Guidelines for possession of an unauthorised device inside the examination room are detailed in section 12 of this annex.
- (iii) Students' ID cards must be displayed throughout the examination on the front right-hand corner of their desks.
- (iv) 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.
- (v) Students should not enter the examination venue with any form of unauthorised material, including (but not limited to) written or typed notes or documents. Such materials will be deemed to be in breach of the examination regulations and considered to represent gross academic misconduct.
- (vi) 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.
- (vii) Prior to the start of the examination, the senior invigilator will provide a final opportunity for students to surrender any unauthorised devices which they have unintentionally brought into the examination. Guidelines for possession of an unauthorised device inside the examination room are detailed in section 12 of this annex.
- (viii) Prior to the start of the examination, students may complete the front cover of their answer book **only**. Students may **not** commence writing notes, crib notes or answers 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.**

- (ix) 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.
- (x) 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.
- (xi) 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.**

- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) Students must not talk or communicate in any way with any other student or attempt to read the work of another student.
- (xvi) Students must obey all instructions issued by the invigilator.
- (xvii) 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 they will report this to the Chair of Academic Misconduct for further action or advice.

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, no more than five working days after the final scheduled examination of the examination period concerned, 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, fitness trackers/bands, communication or audio devices (e.g. Smart watches, mobile telephones, MP3/4 players, ear pieces, headphones, etc.) are not permitted within the examination and will be deemed to be in breach of the examination regulations. Students **must** not enter the examination with such a device.

Although devices must not be taken into the examination room, students will have an opportunity **before the start of the examination** to surrender devices which they have unintentionally brought into the examination room.

Students who surrender an unauthorised device after entering the examination room (but before the start of the examination) will be required to switch off the device. The surrendered phone must then be placed securely in a clear plastic bag under the examination desk. The Senior Invigilator will record the students name and ID number and a record will be kept of this unintended breach of the regulations. This information will be recorded on the academic misconduct database by the Examinations Office.

Students are responsible for ensuring that their device is switched off and so does not make a noise or sound during the examination. In the event that the device makes a noise or sound once an examination has commenced, the **minimum** penalty of failure of the exam (zero marks awarded) will be applied.

13. Consequences associated with entering examination room with a device

Students who enter the examination in possession of a device more than once within an academic year will result in an appropriate penalty being implemented:

First infringement	Second infringement	Third and subsequent infringements
No penalty – warning email sent to student from Chair of Academic Misconduct Panel	Examination mark capped at 40% - student interviewed by Academic Misconduct Panel	Failure of examination - student interviewed by Academic Misconduct Panel. Right to reassessment to be determined by Course Assessment Board

Should a student be found in possession of a device once an examination has commenced, the **minimum** penalty will be failure of the exam (zero marks awarded).

Should a student be found using a device during an examination, the **minimum** 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.

14. Late entry into the examination room

Where a student is late to enter an examination, it is the **responsibility of the student** to surrender any devices that they have unintentionally brought into the examination room **before** opening the examination paper. The procedure for surrendering an unauthorised device is detailed in section 12 above.

Should a student be found in possession of a device once they have opened the examination paper, the **minimum** penalty will be failure of the exam (zero marks awarded).