Exam Regulations
2020/21 to 2022/23

Registry

UNIVERSITY OF WINCHESTER

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Indicate whether the document is for public access or internal access only **Indicate whether the document applies to collaborative provision?** *(Strikethrough text, as appropriate)*	Public Access ~~Internal Access Only~~ Applies to Collaborative Provision
Summary/Description:	
This document defines the regulations and procedures for formal exams held at the University of Winchester and Collaborative Partners.	

SUMMARY OF CHANGES

This list summarises the changes since 2016/17. The date confirms when the changes were implemented.

Implementation date	Changes Approved by Senate
to be updated	1. Anonymous marking (section 2.3) 2. Update to assessment periods following change in 2021/22 academic year structure: semester 1 = mid-late January; resit period = late July (sections 4.1 and 4.2) 3. Update to requirements of programme staff when setting on-campus computer-based exams (section 7) 4. Inclusion of section specific to off-site online exams (section 8) 5. Inclusion of Appendix C: Locally Organised Exams Checklist
25 September 2019	1. Update to Semester 1 centrally organised exam period from Semester 1 Week 12 to Semester 2 Week 0 (paragraph 4.2) 2. Checking that students are not wearing earpieces or electronic devices (paragraph 8.13) 3. Update to student identification verification if wearing head coverings (Section 8.14 refers) 4. Update to exam question cover sheet in response to feedback from external examiner and invigilators

18 January 2018	1. Confirmation that PSRB exams in S1 may be centrally or locally organised (paragraph 4.2)
	2. Invigilators verify student ID with Registry electronically (paragraphs 5.11 and 8.14)
	3. Clarification of actions to take if IT equipment fails during an exam (paragraphs 7.6 – 7)
	4. Clarification of what happens if a student starts the wrong exam paper (paragraphs 8.5 – 6, 8.15)
	5. Include advice to students using IT to use Auto save (paragraph 8.30)
	6. Specific identification of Smart watches as non-permitted item (paragraphs 9.1 d) and 9.5 and 9.6 b)) Footnote also added to confirm that Registry will ensure a clock is present so students who don't have a 'normal' watch are not disadvantaged.
	7. New instruction to place permitted but unwanted items under the desk (paragraph 9.5)
	8. Clarification that non-permitted items will be confiscated for the duration of the exam (paragraph 9.8)
	9. New instruction that students may not retrieve any items from bags after exam has started (paragraph 10.5)
	10. Approval for bilingual dictionaries extended to cover academic year and form simplified (paragraph 10.7, 10.9 and Appendix C)
	11. Late or non-arrival due to transport difficulties clarified (paragraphs 13.6 and 15.6 amended to ensure consistency with Extenuating Circumstances Policy)
	12. Deadline for requesting deferrals for non-urgent ECs (new paragraphs 15.2 – 15.4)
	13. New paragraph regarding Ramadan consistent with the Extenuating Circumstances Policy (paragraph 15.8)
	14. Removed Appendix A – list of Exam Officers

	15. Appendix re-exam Question Cover Sheet amended:
	a) Exam question papers no longer published by Library but by each programme via Canvas.
	b) Programmes asked to specify if notes or similar must be clean so invigilators know what to look for.
	c) Reminder to students not to turn over the cover paper of the exam question paper until advised to do so.
1 September 2016	Request to use Bi-lingual Dictionary simplified (Appendix B)

EXAM REGULATIONS

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EXAM REGULATIONS

1. Introduction

1.1 These Regulations apply to all formal exams that form part of a programme at the University of Winchester, whether they are held at the University of Winchester or at a Collaborative Partner, and to all students taking these exams, unless specifically exempted by Senate or disallowed under accreditation agreements with Professional, Statutory and Regulatory Bodies (including Degree Apprenticeships).

1.2 The Regulations are intended to be used as a primary source of information. Alongside the Regulations, the University operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures are incorporated within the Regulations and reference is made there to the full policy or procedures, which can be found on the University's website.

1.3 'Formal Exams' usually occur at the end of a period of learning and assess whether students have achieved the intended learning outcomes and are defined as an assessment taken collectively by students under timed conditions in a specified location and invigilated by staff appointed by the University or Collaborative Partner. Formal exams may be 'seen', where the student is aware in advance of the question(s) they are expected to answer, or 'unseen', where the questions are only revealed 'on the day'. In an 'open-book' exam, a student is allowed to use a selection of reference materials during the assessment. The types of questions asked as part of a written exam may be essay, short answer, problem or multiple-choice.

2. Conduct of Exams

2.1 These Regulations define the procedures and guidance for the conduct of formal exams at the University of Winchester and its Collaborative Partners.

2.2 Exams held at the Winchester campus are normally centrally timetabled and arranged by Registry. Where programmes decide to make local arrangements, whether on-site or off-site, they are still required to follow the procedures outlined below.

2.3 Exam scripts shall be marked anonymously. Exceptions shall only be made where programmes have formally requested an exemption from the University's *Assessment Regulations* (Appendix 8) and this has been approved by the Academic Regulations, Policies and Procedures Committee.

    a) If setting an online exam then staff should follow the system-related guidance for anonymised marking.

3. Exam Question Papers and Exam Stationery

See also Section 7 for details of procedures of computer-based exams

3.1 Exam stationery, including script paper, script cover sheets, attendance slips, candidate lists and instructions for invigilators shall be supplied by Registry for University of Winchester on-campus exams. Collaborative Partners shall be responsible for providing their own stationery.

3.2 A designated member of academic staff responsible for the exam question paper shall check and certify the accuracy of the final version of the exam question paper before copies are printed. (See also Appendix A for *Format of Exam Question Papers*).

3.3 For **locally organised exams**, the Programme is responsible for reproducing sufficient hard copies of the exam question papers and arranging secure storage until delivery to the exam venue.

a)   The Faculty/Department/Collaborative Partner shall ensure the exam question paper is available for the Lead Invigilator on the day of the exam;

b)   Faculty/Departmental/Collaborative Partner staff shall ensure that all locally organised exam venues are laid out for exams in advance.

c)   The Faculty/Department/Collaborative Partner is responsible for printing exam question papers in special formats for students, as defined in an approved Learning Agreement for University of Winchester exams. (See Section 14 for details of Learning Agreements and exam support arrangements.)

3.4   For **centrally organised exams,** the Programme is responsible for reproducing sufficient hard copies of the exam question papers and delivering them to Registry no later than 10 working days prior to the start of the relevant exam period as appropriate. Registry shall arrange secure storage until delivery to the exam room.

a)   Registry shall ensure the exam question paper is available for the Lead Invigilator on the day of the exam;

b)   Registry staff shall ensure that the exam venues are laid out for exams in advance.

c)   Registry is responsible for printing exam question papers in special formats for students, as defined in an approved Learning Agreement for University of Winchester exams. (See Section 14 for details of Learning Agreements and exam support arrangements).

4.   On-Campus Exam Arrangements and Timetabling

Centrally Organised Exams at the University of Winchester

4.1   Centrally organised exams shall be held in the semester 2 Assessment Period (May) and the summer resit exam period (usually late July) as set out in the University Calendar, except where the Deputy Vice-Chancellor confirms in writing that an exam shall be held at another time.

4.2   Where a PSRB requires a programme to hold exams for modules running in semester 1, programmes may request for these to be centrally organised by Registry who will schedule these in the assessment period in mid-January. Registry will arrange room bookings and notify programmes of the arrangements. . Alternatively, programmes may opt to arrange these locally (usually in Week 12 of Semester 1 or in the Semester 1 assessment period in January and in these circumstances, they remain responsible for notifying Room Bookings of these exams and requesting appropriate venues, in accordance with the Timetabling and Room Booking Policy.

4.3   During the centrally-organised assessment periods, Registry shall arrange for specified rooms to be set aside for exam use. These rooms may only be used for exams during the exam period, and may not be used for teaching or any other purpose during that time, even when exams are not taking place. An exemption may be made in an emergency in consultation with Registry. The University shall ensure that the area surrounding exam venues shall be free of any disruptive and noisy activity by University staff, contract staff, students or guests.

4.4   Registry shall allocate at least one Main Exam Venue for each exam and publish a University-wide timetable on the University Intranet for centrally organised exams no later than 5 working days in advance of the first exam.

4.5   Registry shall also book separate, appropriate rooms for students who have separate venue exam support requirements defined in an approved Learning Agreement. These details shall be confirmed individually to each student at least 5 working days before the start of the assessment period.

4.6   The programme team is responsible for ensuring that an appropriate member of academic staff is available in case of any content-related queries (see 5.6 below). A list of all of the academic contacts should be compiled by the programme and forwarded to Registry at least 15 working days prior to the start of the assessment period.

Locally Organised Exams at the University of Winchester and Collaborative Partners

4.7   The Faculty/Department/Collaborative Partner shall be responsible for:

   a)   timetabling locally-organised exams;

   b)   booking suitable venues and ensuring that the area surrounding exam venues shall be free of any disruptive and noisy activities for the duration of the exam

   c)   informing students of the date, time, duration, venue and other requirements;

   d)   booking separate, appropriate rooms for all students who have exam support requirements defined in an approved Learning Agreement. These details shall be confirmed individually, in writing, to each student at least 5 working days before the first exam.

Please refer to Appendix C for a checklist for locally organised exams.

5.   Invigilation and Conduct of the Exam

This section deals with the conduct of invigilation during exams. For further details of the recruitment, training and requirements for invigilators, please refer to the 'Invigilation Policy'.

5.1   Registry is responsible for appointing all invigilators, in accordance with the *Invigilation Policy*, for centrally-organised University exams, with the exception of computer-based exams.

5.2   The Faculty/Department/Collaborative Partner shall be responsible for appointing invigilators for locally-organised exams and computer-based exams, in accordance with the *Invigilation Policy*.

5.3   In each Main Exam Venue there shall be no fewer than two invigilators, irrespective of the number of students. One of the invigilators will be designated the 'lead invigilator', with the exception of computer-based exams (See Section 7).

5.4   In each Separate Exam Room for students with exam support, there shall be at least one invigilator.

5.5   Invigilators and allocated academic staff (see 4.6) must read and shall be assumed to have read the *Exam Regulations*.

5.6   All designated members of academic staff shall:

   a)   be present in the exam room at least 10 minutes before the start of the exam and for the first 10 minutes after the exam has started;

   b)   on arrival, check the exam question paper is correct, including any rubric regarding permissible items (eg notes, calculators) If the question paper or rubric requires corrections, please advise the Lead Invigilator to contact the Exams Officer immediately [1];

   c)   where candidates are permitted to bring texts into the exam, check these before the exam starts;

   d)   shall be contactable for the duration of the exam by phone or mobile, in case of any queries;

   e)   make arrangements for the collection of scripts from Registry/Exams Officer after the exam has finished for all students, including those with exam support.

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[1] The Registry Exams Officer shall ensure that any students sitting the exam in other venues are informed of the change. The Lead Invigilator shall also log the change on the incident report form.

5.7   All invigilators shall:

    a)   be present in the exam room at least 15 minutes before the start of the exam;

    b)   where candidates have an approval form to bring a bilingual/English language dictionary into the exam (see Section 10.7), check to ensure that it is 'clean' and sign Part 3 of the form relating to the exam.

    c)   admit students to the exam venue, instructing them to leave belongings including switched off mobile phones and smart watches in the designated area

    d)   admit latecomers who arrive up to 30 minutes after the start of the exam (NB – latecomers forfeit the time they have missed). Students who arrive more than 30 minutes after the exam has started are deemed to have failed and should not be admitted but instead referred to their programme administrator

    e)   if a candidate informs you, either before the start of the exam or during the exam, that they are too ill to sit, advise them to obtain a medical certificate in accordance with paragraph 15.2 and to notify their programme administrator

    f)   direct students with exam support and/or extra time to the reserved seating in a discreet manner. Please contact Registry if you have any queries concerning a student's exam support (ie if they are not listed on the blue Attendance Form under 'Main Venue').

    g)   patrol the room during the exam;

    h)   After the start of the exam, verify the identity of each student against the student's ID card, which should be placed on each student's desk, and collect the student's completed attendance slip.

        If the student does not have a form of photo ID, the invigilators shall confirm the student's identity via the University's electronic records or liaise with Registry.

    i)   collect the attendance slips and complete the Attendance Form during the exam

    j)   escort candidates to and from the toilet;

    k)   stay in the venue until all the candidates have finished, including any with extra time;

    .

5.8   The Lead Invigilator shall:

    a)   liaise with Registry to ensure they know where and when to collect the exam question papers and candidate lists, prior to the start of the exam;

    b)   contact Registry if there any changes to the exam question paper or rubric regarding permissible items (ie notes, calculators) and log the details of the change on the Incident Report Form for the Exam;

    c)   make all necessary announcements regarding the exam, including starting and ending the exam and informing students when there are 15 minutes and 5 minutes to go before the end of the exam;

    d)   instruct students to sit in accordance with a seating plan, where provided.

    e)   return exam scripts, attendance slips, candidate lists and all report forms completed during the exam to the Exams Officer.

5.9   Normally, not more than one invigilator shall leave the exam room for any purpose at any time. Under no circumstances whatsoever shall the exam room be left unattended during any part of an exam.

5.10   Invigilators are jointly responsible for maintaining effective discipline in the exam venue and ensuring that the exam is conducted in accordance with these Regulations. This includes ensuring that all students:

a)   behave in an orderly fashion during their time in the exam room;

b)   keep their student ID card in a visible place on their desk throughout the exam;

c)   do not have unauthorised materials on or near their desks or their bags at the side of their desks;

d)   are observed by an invigilator throughout the exam;

e)   remain seated and do not communicate with other students until they have left the exam room.

6. Dealing with Incidents during an Exam, including Exam Room Evacuation

6.1 Below are some examples of what action to take in the event of specific incidents. Where invigilators are unsure what action to take, they should consult the Guidance provided by Registry or seek advice from them direct. If this is not possible or impracticable, invigilators have discretion to take whatever action may be appropriate to manage these unforeseen circumstances.

6.2 In all cases, the Lead Invigilator shall complete an Incident Report Form detailing any circumstance or action which may in any way have affected the running of the exam and/or the performance of any of the students. This form shall be returned to the Exams Officer, who shall forward a copy to the relevant Programme Leader(s).

6.3 It shall be for the Programme Leader, in consultation with the Head of Department and the Exams Officer to decide whether an exam should be classified as void and/or the incident reported to the appropriate Deputy Vice-Chancellor within one working day of the end of the exam.

Student Leaving the Exam Room

6.4 If a student requests to leave the exam room temporarily (eg due to illness or to use the toilet) they shall be accompanied by an invigilator.

6.5 If a student is taken ill during an exam, the student should inform the invigilator and if they cannot return to the exam venue, should be advised to seek medical advice or contact Student Services and their programme administrator as soon as possible. The invigilator should then complete an illness report form to be returned to Registry.

6.6 If a student leaves the exam room unaccompanied by an invigilator, they shall normally be deemed to have formally withdrawn from the exam. The invigilator shall collect the script in the usual way and make a note of the circumstances to be passed to Registry.

Unauthorised materials/aids

6.7 If a student reports that they have inadvertently brought an unauthorised item to their desk or if an invigilator finds a student in possession of an unauthorised item, the student shall be permitted to continue the exam and the invigilator shall:

a) remove the item and retain it for the duration of the exam;

b) complete an Incident Report Form giving details of the incident and the unauthorised item. The matter may be pursued further in accordance with the *Academic Misconduct Policy*, particularly in cases where the item is detected by an invigilator.

Disturbance by a student or mobile/electronic/smart device

6.8 If a student causes a disturbance, the invigilator shall:

a) request the student to remain quiet and abide by the rules and warn them that a second infringement shall require them to leave the room permanently;

b) require the student to withdraw if they persist following the above warning being given;

c) not re-admit the student if they are required to withdraw;

d) take advice from the Lead Invigilator regarding any further discretionary action that may be required;

e) complete an Incident Report Form giving details of the incident to be returned to Exams Officer immediately after the exam.

6.9　If a student's mobile phone or electronic device causes a disturbance (regardless of whether the item is at the desk, on the student's person or in bags left at the front/back of the room), the invigilator shall confiscate the item until the end of the exam and complete an Incident Report Form. The matter may be pursued further in accordance with the *Student Disciplinary Regulations*.

Evacuating the Exam Room

6.10　If the building has to be evacuated during the exam, the Lead Invigilator shall:

a)　stop the exam and note the time;

b)　ask students to leave everything on their exam desks, to leave the room without collecting their personal belongings;

c)　request the other invigilator(s) to escort the students to the appropriate assembly point;

d)　remind students not to communicate with each other when outside the exam room;

e)　make clear to students that the exam has not been completed or cancelled;

f)　ensure that the exam materials (eg script paper, question papers, desks) are not disturbed and that all equipment is left in the exam room;

g)　as soon as they have ensured that everyone has left the exam venue, leave the room and join the students and other invigilator(s) at the appropriate assembly point;

h)　when permission is given to return to the building, control the re-entry of students to the exam room, within reason, as if the exam was to commence under normal circumstances;

i)　if the delay in returning to the exam room is lengthy (ie more than 30 minutes), contact the Exams Officer to determine whether the exam should be cancelled;

j)　inform students of the time remaining plus any additional time they shall be allowed in lieu of the disruption (normally 10 minutes) and complete the Incident Report form to be passed to the Exams Officer.

Sections 7 and 8 of these regulations should be read in conjunction with the Guidance for Setting Online Exams

7.　On-Campus Computer-Based Exam Guidelines

7.1　Programmes wishing to conduct on-campus computer-based exams shall ensure that they work closely with Library and Information Technology Services (LITS) to ensure that all computer-based exams can be fully supported. They must also liaise with Timetabling to ensure that appropriate venues are booked. Contingency plans should be put in place in case of technical failure on the day of the exam.

7.2　Programmes wishing to run computer-based exams shall inform staff inLITS at least six weeks in advance of the date of the exam to arrange support before, during and after each exam session.

Delivery

7.3　Programmes wishing to run computer-based exams must clearly identify these sessions when asked by Registry to confirm their exam requirements. (NB: owing to exam scheduling constraints for centrally-organised exams at Winchester, it is not normally possible to provide alternative dates to allow for technical failure during an exam period).

7.4 For locally-organised computer-based exams, it is the Programme's responsibility to:

    a) book rooms;

    b) ensure students are informed of the location, date, time, duration of the exam and any special requirements;

    c) ensure appropriate arrangements are made for students who require exam support, in accordance with a student's approved Learning Agreement. For example, this may include allowing extra time, ensuring that sufficient exam accounts are created with a longer duration time (as appropriate), that alternative formatting of the question paper (as applicable) is prepared in advance of the exam, that students using assistive technologies can do so within the parameters of the computer-based exam

    d) ensure that students are familiar with the software being used for the exam

    e) ensure that students know who to contact should any queries arise during the exam

    f) ensure that students are aware of their responsibilities ahead of the exam session (see section 8.10 to 8.16)

7.5 At least 5% of the computers in each exam venue shall be kept free and switched on during the exam to ensure students affected by computer failure may easily relocate

7.6 When computer failure occurs, the clock shall be 'stopped' until the students affected are successfully logged back into their exam account at which point the clock 'restarts' and the students shall be allowed an additional 15 minutes to complete the exam.

7.7 Where computer failure results in all work being lost and irretrievable by both student and ITS staff, the student affected shall normally be offered an uncapped resit at the earliest opportunity.

7.8 The Programme is responsible for notifying Library and Information Technology Services (LITS) of the following details no later than 20 working days before the exam is due to take place:

    a) date and venue(s) for the exam;

    b) start and finish time (NB including any additional time that may be required for students with learning agreements)

    c) details of the software to which students require access;

    d) candidate list(s) so that exam accounts may be created.

7.9 Staff in Library and Information Technology Services shall be responsible for:

    a) creating the exam accounts with appropriate access and restrictions plus additional default student IDs (approximately +10% of the student cohort) so that students unable to login to their exam account on the day may be allocated a default login;

    b) at least one suitably qualified member of their team to be available (in person) to provide technical support at least 15 minutes before the start of the exam and for the first 15 minutes after the exam has started. (Two members of staff may attend for larger cohorts.);

    c) ensuring that no routine maintenance of the system or software being used for the exam takes place during the exam.

7.10 If IT technical support is required during the exam, the invigilators shall contact the Information Technology Services Helpdesk or a designated member of Information Technology Services staff.

Scheduling on-campus online exams

7.11   Computer-based exams shall normally be scheduled to start no earlier than 9.30am (except in exceptional circumstances), to ensure sufficient time for rooms to be set up.

Invigilation of on-campus online exams

7.12   Owing to the specialist nature of computer-based exams, Programmes shall provide suitably qualified, designated members of academic staff to act as both the Lead Invigilator and supporting invigilators in each of the Main Venues. Casual invigilators will not be available to support these exams.

8.   Off Campus Computer-Based Exam Guidelines

Delivery

8.1   Faculty staff are responsible for setting up online exam questions in the relevant system, eg Canvas or other online examinations system, ensuring they are released at the correct date and time, and ensuring the correct students have access.

8.2   All exams should be set in accordance with the Assessment Regulations.

8.3   Exam coversheets are usually not needed in the online examinations systems, but when setting exam questions the specific instructions should still include instructions about how many questions need to be attempted, information concerning any additional aids which are permitted (eg. Books/notes/calculators) and the weighting of each question.

8.4   Faculty staff must ensure that learning agreements are taken into account when setting up remote exams, for example some students will require extra time, rest breaks or use of assistive technology software.

8.5   Exams in Canvas may take the format of an open book or take-home exam where students do not have to sit in exam conditions. Alternatively, a quiz can be created in Canvas.

8.6   If online proctoring is required then it is recommended that a member of Faculty staff uses Teams in conjunction with Canvas to observe the students whilst they take the exam.

8.7   If any suspected misconduct is detected then this should be flagged to Registry in accordance with the Academic Misconduct Policy.

Scheduling of off campus online Exams

8.8   For online exams taking place in the S2 assessment period in May and the resit period in July, Registry will be responsible for writing the exam schedule and publishing to students to ensure there are no clashes with other modules.

8.9   For online exams happening at any other time then the Faculty will be responsible for setting the date/time and ensuring this is communicated effectively to students.

Student Responsibilities

8.10   Students are responsible for ensuring they are aware of the date and time of the exam in advance and have suitable equipment set up to be able to access the exam.

8.11   Students who do not have the appropriate equipment should arrange to borrow this from the IT locker on campus in advance of the exam.

8.12   All exams are submitted in accordance with the Assessment Regulations,

8.13   If students need exam support eg. Extra time then they are responsible for ensuring this is arranged well in advance of the exam with the Disability team and a learning agreement is written and agreed which is appropriate to the format of the exam eg. If a student usually uses a reader/scribe during an on-campus exam then this will need to be amended to the use of assistive technology for a remote exam.

8.14   If students wish to use a foreign language dictionary during the exam then they

should complete the dictionary request form in the usual way and submit it to their Programme Administrator in advance of the exam.

8.15 Students must ensure they are aware of the rules for the exam they are sitting eg. Whether notes/books are permitted, whether webcams need to be switched on, and comply with these at all times in accordance with the Academic Misconduct Policy.

8.16 If students have any technical issues during the exam then they should contact the relevant support team in the first instance (ie. the Canvas team or Servicedesk for other online examinations system). If there are queries regarding the content of the exam then they should contact their Faculty.

9.   Rules for Students Sitting Exams

The University and Collaborative Partners determine when exams take place and students must attend exams as required. Students sitting University exams must read - and shall be assumed to have read - the following rules which apply to all exams conducted by the University and Collaborative Partners.

9.1   It is your responsibility to ensure that you know the correct date, time and location of your exams. You should note that some exams may take place in venues off-site, ie away from your normal teaching and learning environment.

If you find your scheduled exams clash, you must contact the Exams Officer immediately.

9.2 If you believe an exam is missing from the schedule, you must contact the Faculty Office (for Winchester students)/Exams Officer (for Collaborative Partners), responsible for the relevant module, immediately.

9.3 If you need to be absent from an exam, please refer to section 15 below.

9.4 If, after the start of the exam, you find that you have entered the wrong exam venue, you may ask to leave at any time. However, in accordance with 9.10 below, you will only be admitted to the correct venue provided you arrive within the first 30 minutes and you will not be permitted additional time to make up for your late arrival.

9.5 If, after the start of the exam, you find that you are in the correct venue but have been working on the wrong exam paper, you may request the correct paper. However, this shall be considered the equivalent of arriving late and although you may be permitted to start the correct paper you will not be permitted additional time to complete the paper.

9.6 f you have any requirements that you want the University to take into account, you must inform staff in Wellbeing, Student Services (Winchester students) or Programme Leader (for Collaborative Partners) no later than week 4 of the semester in which the exam is due to take place. Examples include:

   9.6.1   you need to take medication during the exam;

   9.6.2   you need to eat during the exam to maintain blood sugar levels;

   9.6.3   you require additional materials or exam support arrangements.

9.7 If exam support is approved, Student Services shall confirm this to the Registry Exams Officer and the relevant Faculty Office(s) (Winchester students), normally in the form of an approved Learning Agreement. For students at Collaborative Partners, the provision of exam support shall be confirmed by the Programme Leader. Please be aware that last minute requests for assistance are unlikely to be met, except in cases of emergency so it is your responsibility to take action as soon as possible (See Section 14 for further details).

Items required and permitted in the exam venue

9.8 You must make sure that you take whatever equipment you shall need to use with you to each exam (eg pens, pencils, spare batteries (if a calculator is permitted) and University-issued stickers for a specific learning difference, where approved by your Learning Agreement. Spare equipment is not kept in exam venues. For details of items permitted/banned from the exam venue, please see Sections 9 and 10 below.

9.9 You are advised to bring only the items that you are permitted for your exam in a clear plastic bag to the exam venue as you are not permitted to keep personal items with you at your desk. This includes mobile phones and other electronic devices. The invigilators shall tell you where to leave bags, coats and other personal belongings, usually at the front or back of the room. The University or Collaborative Partner cannot be held responsible for the safe-keeping of your belongings during an exam so you are advised

to keep these items to a minimum.

Before the start of the Exam

9.10   You should arrive no later than 15 minutes before the scheduled start time of the exam so that everyone can be seated and instructions given before the exam starts shall not be allowed to enter an exam room after the exam has been in progress for 30 minutes. No extra time shall be allowed to compensate for late arrival.

9.11   Exam conditions apply as soon as students enter the venue. Put your personal belongings, including mobile phones, smart watch, bags, cases, coats at the front or back of the room, as directed by the invigilators, and then move quickly and quietly to one of the seats allocated for your exam. If you wish to wear hats, scarves or other head coverings during the exam then you will be asked to show the Invigilator that they are not covering any earpieces or hidden electronic devices. You may request that this check is carried out by an Invigilator of the same gender as yourself away from the main venue, if you prefer.

9.12   You must take your Student Identification (ID) Card to each exam and place it on your desk together with the materials you require for your exam. An invigilator shall check Student ID Cards against the attendance slip, completed by you, during the exam. If you have forgotten to bring your Student ID Card, another form of photo ID shall suffice. If you do not have a form of photo ID, then the invigilators shall verify your identity against University electronic records. If the Invigilator is unable to verify your identity due to head coverings or other clothing partly concealing your face then you may be asked to temporarily remove them so that the ID check can be performed. You may request that this check is carried out by an Invigilator of the same gender as yourself away from the main venue, if you prefer.

9.13   Check the front page (rubric) only of the exam question paper to confirm that it is the correct paper and ensure you read the instructions. (See paragraphs 8.5 – 8.7 above for details of what happens if you discover you find you are sitting the wrong paper after the exam has started)

9.14   Once seated in the exam venue, if you wish to attract the attention of an invigilator during an exam you should do so by raising your hand and keeping it raised until the invigilator comes to your desk.

9.15   During exams, you must obey all instructions given by the invigilators and listen carefully to announcements regarding any corrections or clarifications to your exam question paper. If you cannot hear what is being said or if you do not understand what is being said, raise your hand and when the invigilator comes to your desk, you may request advice.

Once the Exam has officially started:

9.16   Carefully read the exam question paper. Note important instructions such as answering parts in separate books. Check that you have all the pages, attachments, formulae sheets and case studies for the exam, as indicated on the paper. Raise your hand if you have any questions about the instructions or requirements for the exam.

9.17   You must clearly identify your work by completing your personal details, including full name and your Student ID number, on all stationery as directed. All items forming part of your work must be attached together securely (with the treasury tags provided) unless instructed otherwise by the invigilator or the instructions on the exam question paper.

9.18   Exams will be marked anonymously: in these cases, clear instructions shall be given directing you to provide your Student ID Number only.

9.19   You must write your answers in ink, unless directed otherwise.

9.20   You must write your answers legibly and ensure that your answers are clearly numbered. Please refer to section 11 below regarding the procedures for dealing with illegible scripts.

9.21   Rough work and all calculations must be written on the stationery provided in the exam

and should be crossed through if it does not form part of the answer to the question being attempted.

9.22   You must not tear out pages or parts of pages of answer books. If you do not wish something you have written to be marked, simply cross through the text.

9.23   You should comply with the instructions in the rubric of the exam paper. If you attempt more questions than required by the rubric, the answers shall be marked in the order recorded on the exam script cover sheet until the terms of the rubric have been fulfilled. (If you do not complete the coversheet the marker shall take the order in which the questions are presented.) This may result in some work not being marked.

9.24   If you have a query about a question in your paper, and your invigilator is unable to get an answer for you, state your assumption on your exam script and answer accordingly.

9.25   You must not communicate in any way with another student during the exam and you must not disturb any other student(s).

9.26   You should inform the invigilator about any outside factor (eg distracting noise) which disturbs you during the exam. If you wish the matter to be taken into consideration for extenuating circumstances or simply to lodge a complaint, you must email the details to the Programme Leader within 5 working days of the exam.

9.27   If you require supplementary material (eg further stationery) raise your hand and an invigilator shall assist you.

9.28   Students who required to use a PC or equivalent shall be responsible for ensuring that the Autosave function is active and they regularly save their work.

Leaving the exam venue

9.29   You must not leave your exam desk during an exam, except with the permission of an invigilator.

9.30   If you become unwell during the exam, raise your hand and an invigilator shall assist you.

9.31   If you need the toilet, you must raise your hand and the invigilator shall escort you out of the room. No extra time is allowed for toilet visits. Even while you are absent from the exam room, you must remain under exam conditions at all times (ie no talking, smoking).

9.32   You may not leave the exam room during either the first 45 minutes or final 15 minutes of an exam (except in the cases of 8.5, 8.32 and 8.33 above). This means that no student shall normally be permitted to leave a one-hour exam early.

9.33   If your exam is longer than one hour and you finish your exam early and you wish to leave, raise your hand. The invigilator shall confirm that you have completed the cover sheet and shall then collect your exam materials and may permit you to leave. Once you have handed your completed script to an invigilator and have left the exam room, you shall not be re-admitted under any circumstances.

9.34   You must stop work when instructed to do so by the invigilator.

9.35   At the end of the exam, silence must be observed until the scripts of all students in the exam room have been collected by the invigilators. You must not leave your desk until the Lead Invigilator announces that you may do so.

9.36   You may take away the exam question paper, unless this is specifically prohibited in the instructions. But you must not take any other item of exam stationery from an exam room, whether used or not.

Whether you leave the room early or at the end of the exam, please leave the venue quietly, as others, including students with extra time may still be completing their exam and shall be distracted by your noise. No talking is permitted until you are well outside the building and away from all exam venues.

In case of emergency and/or evacuation

9.37   In the event of an emergency at the venue remain quietly seated. Listen to instructions from the invigilators. If the venue is evacuated, leave quickly and quietly in an orderly fashion and assemble at the designated assembly point outside. All exam materials and personal belongings must be left in the exam venue. You must not communicate with any other student during the emergency as you shall still be under exam conditions unless the Lead Invigilator confirms otherwise.

Academic Integrity and Academic Misconduct

9.38   You are required to maintain standards of academic integrity during your exams: this means acting with honesty to fulfil the requirements set for academic work. Any attempt to gain improper advantage in any assessment by infringement of the University's Regulations, or any attempt to assist another student to gain improper advantage constitutes academic misconduct and shall be addressed through the *Academic Misconduct Policy*.

9.39   Breaking any of the *Exam Regulations* may constitute academic misconduct.

9.40   If you believe that you are witnessing an instance of academic misconduct amongst other students (eg a student using unauthorised notes or students talking or passing notes to each other) during the course of an exam, you must inform the Lead Invigilator immediately. You should raise your hand and ask to leave the room with the Invigilator, where you should explain the circumstances, after which you shall be permitted to return to your desk. The invigilator shall then take appropriate action. This may include permitting you additional time to make up for time lost while reporting the incident.

9.41   If you believe you have knowledge of an instance of academic misconduct, including any breach of these *Exam Regulations*, in advance of an exam, you should inform the Exams Officer at the earliest opportunity.

Please refer to the Academic Misconduct Policy for further details.

10.   Permissible and Non-Permissible items
Permissible items

10.1   You are permitted to have the following items at your exam desk:

10.1.1   your University of Winchester Student Identity Card [2], which must be placed on the desk such that it is visible to the invigilators;

10.1.2   pens and pencils, erasers, rulers in a clear plastic bag;

10.1.3   an unbreakable bottle of water (not fizzy);

10.1.4   a watch – this must be placed on the edge of your desk with your ID card. Some types of watches are not permissible please see 9.6 below for non-permitted items)

10.1.5   University issued stickers (for students who have a specific learning difference)

Any other food material shall only be permitted if formal approval has been granted in advance by Student Services (see Section 14 for further details).

10.2   You are permitted to have the following items at your exam desk only if specified in the instructions given on the cover sheet of the exam question paper:

10.2.1   calculators and spare batteries (as specified in paragraphs 10.5 a) – f) below)

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[2] Or equivalent for Collaborative Partners

10.2.2 data tables, case studies, texts or other textual aids (the instructions shall specify whether these materials should be 'clean' of any annotations or not);

10.2.3 geometry equipment (eg set square, compass).

10.3 If you have additional needs or a disability you may take additional materials/equipment into the Exam Room, provided these are specified in an approved Learning Agreement.

10.4 Only students, who have requested and been granted formal approval (according to Section 10.7 of these Regulations), are permitted to take a dictionary to an exam desk, unless their use is specifically allowed in the instructions on the exam question paper.

10.5 All permitted items must be placed on the exam desk at the start of the exam. Once they are no longer required, they may be placed on the floor under your exam desk. (See also paragraph 10.5 below.)

Non-Permissible items

10.6 You are not allowed to take to an exam desk (even in pockets):

10.6.1 any printed or hand-written materials/books that are not specified in the Instructions on the cover sheet of the exam question paper (including dictionaries – unless approved in accordance with Section 10.16 below);

10.6.2 electronic or magnetic information storage devices, computers, mobile devices, mobile phones, pagers, smart watches, fitness trackers capable of receiving data communications or any other electronic communication equipment.[3]

10.7 If you have any of the above items with you, they must be left in bags at the front/back of the exam room, as directed by the invigilators, and all electrical devices must be switched off for the duration of the exam.

10.8 If you are subsequently found to have any of the items listed in 9.6 a) and b) above on your person or at your exam desk after the start of the exam, action shall be taken in accordance with the *Academic Misconduct Policy*. If you discover that you have inadvertently brought a non-permitted item to your desk, please inform the invigilator immediately and allow them to remove the item for the duration of the exam. A note of the incident and the circumstances shall be recorded and it is less likely that further action shall be taken in accordance with the *Academic Misconduct Policy* than if the item is detected by an invigilator.

10.9 If you fail to switch off any device listed in 9.6 b) above and it subsequently creates a disturbance, action shall be taken in accordance with the *Student Disciplinary Regulations*.

11. Use of Aids in Exams

11.1 The Module Tutor is responsible for ensuring that all students are aware of the aids they may or may not bring into an exam room and that the details are included in the instructions on the cover sheet of the exam question paper. This should include details of texts or other printed materials (to be specified as clean or otherwise) and electrical or electronic devices. In the absence of an explicit statement in the rubric on the exam question paper, it shall be assumed that no aids or texts may be used.

11.2 The Module Tutor's decision shall also apply to modules being delivered at collaborative institutions.

11.3 In exceptional circumstances, the above provisions may be waived or amended for individual students, in accordance with their approved Learning Agreement (see Section 14).

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[3] The University shall provide a clock in each exam room which can be clearly seen by students so watches or similar are not required.

11.4 Any student found using an unauthorised electronic or textual aid shall be reported as specified in Section 12.

11.5 Students may not retrieve items from their bags after the exam has started even if these items are permitted by the exam rubric.

Calculators

11.6   All calculators authorised for use in exams must be:

      11.6.1 non-programmable (other than as allowed for in paragraph 9.2 d) above);

      11.6.2 not capable of storing text, nor of displaying text other than as built-in error messages;

      11.6.3 battery or solar operated;

      11.6.4 silent;

      11.6.5 not capable of transmitting or receiving data during the exam;

      11.6.6 not capable of giving the student an unfair advantage of any kind.

Dictionaries

11.7 Students whose first language is not English may apply to use an English language dictionary (ie a dictionary written entirely in English giving the meanings of English words in English) or a bilingual dictionary (ie a dictionary that translates their native language to English and vice versa) for an academic year using the application Form in Appendix C of these Regulations. Subsequent applications may be made for in further years, if required.

11.8   In all cases, the dictionaries must:

  11.8.1   not have encyclopaedic information, ie explanatory information beyond the translation of the source word and the minimal etymological information commonly provided;

  11.8.2   be in paper form; electronic dictionaries shall not be permitted under any circumstances;

  11.8.3   be 'clean', ie there must be no annotations, hand-written notes on any page or any additional pieces of paper attached or enclosed.

11.9 Once permission has been received to use a particular dictionary in a year of study, you must submit an individual request to the relevant Faculty Office, for each exam that you wish to use the dictionary for, at least four weeks in advance of the start of the exam period. Once approval has been given for a particular exam, this shall also automatically include approval for any subsequent resits should you fail the exam and be required to retake it at a later date.

11.10   The decision to approve the application to use a dictionary is at the discretion of the Programme Leader. The Programme Leader should only allow such dictionaries to be used when the use of the language itself is not being tested, whether English or another language.

11.11   If you are permitted the use of a dictionary, you shall ensure that the dictionary is kept 'clean' (ie there must be no annotations, hand-written notes or additional pieces of paper) and shall present the dictionary and Approval form to the invigilator at the start of the exam, so they may verify that the dictionary is permitted and 'clean'.

11.12   Any student found using a dictionary in an exam, other than as described in the above provisions, shall be reported as specified in Section 12.

12.   Illegible exam scripts

12.1 It is the student's responsibility to ensure that answers provided in exam scripts are legible and can be marked accordingly. Students who have poor handwriting shall not be given permission to take their exam on a computer, except in the case of a disability (see section 14 below). In cases where two markers find a substantial part of an examination script to be

illegible then the Programme Leader may choose to transcribe the script with associated cost being passed to the student.

12.2   In these instances, the student should be notified that they must meet with the Programme Leader for the purpose of transcribing the illegible script. The student must be advised that the object of attendance is only to transcribe the existing script and that the addition or omission of any material shall constitute academic misconduct. If the student is not available on site, they must bear the costs of any return travel to the University. Following transcription, the student must sign the transcript to confirm that it is a true copy of the original. A photocopy of the original script must be taken before it is given to the student and it should subsequently be compared with the transcription to ensure accuracy. The transcript along with the script should then be returned to the original marker.

12.3   It is up to each Programme Leader to make the appropriate transcription arrangements. Transcribers are normally postgraduate tutors, Faculty administrative staff or transcribers recommended by Student Services or Registry.

12.4   Students shall normally be charged for this service. The fee shall normally be £5 per page up to a maximum of £30. Programme Leaders may decide not to mark the transcribed script until payment has been received.

12.5   Markers who feel that poor handwriting might be indicative of some disability, should refer the student to Student Services.

12.6   This Policy does not relate to students with disabilities who may have exam support approved for a scribe or transcription assistance arranged by Student Services in advance of the exam (see Section 14).

13.   Academic Misconduct Relating to Exams

13.1 The University takes an extremely serious view of any attempt to gain an unfair advantage in exams and allegations shall be investigated and penalties imposed according to the University's *Academic Misconduct Policy*. The scale of penalties imposed for those found to be guilty of an offence range from failure of an assessment/module/year of study to, in the worst-case scenario, termination of registration from the programme without any award or credit.

13.2   Examples of academic misconduct in an exam setting include:

- collusion (working or attempting to work with another student);
- copying from or communicating with another student;
- falsifying experimental or other investigative results;
- possessing unauthorised material(s) or aids at an exam desk;
- seeking to obtain a copy of an exam question paper in advance of the time and date for its release;
- obtaining a copy of the exam question paper in advance and/or circulating a copy of the exam question paper in advance;
- personation (assuming the identity of another student or allowing someone else to assume the identity of a student);
- bribery and other forms of unethical conduct;
- false declarations in order to receive special consideration, including requests for an extension/deferral and/or exemption from attendance/exams.

Further details can be found in the Academic Misconduct Policy on the University website

13.3   The list above is not exhaustive and where the University deems an offence or attempted offence to fall within the above definition in 12.1 above, action shall be taken in accordance with the *Academic Misconduct Policy*.

13.4   Students are advised to familiarise themselves with all relevant Regulations and Policies available on the University website, under Freedom of information and shall be assumed to have done so.

If you do not fully understand anything in these *Exam Regulations*, or any of the other related policies, procedures or regulations, please contact your Faculty Office, Programme Leader, Registry or the Students' Union for advice.

14.   Action in the Event of Disruption to Public Transport

14.1 In all cases, the University shall endeavour to ensure that exams shall take place in accordance with the timetable provided by Registry regardless of possible disruption of transport services caused by industrial action, terrorist action, severe weather or other circumstances.

14.2   Students are responsible for ensuring that they present themselves at the exam room in good time and should, therefore, take steps to make alternative arrangements, as necessary.

14.3   In the event of disruption to public transport, the following action may be taken:

14.3.1   where the dates of the disruption are known in advance, morning exams scheduled on those dates may start and finish 30 minutes later than scheduled. Any such notification shall be made via Canvas and the Announcements on the University Intranet Home page for Students and Staff [4];

14.3.2   the timings of afternoon and evening exams shall not be changed;

14.3.3   where a student arrives late as a result of unplanned or unexpected disruption, the invigilator shall note the time of their arrival on the attendance slip.

14.4   It is the responsibility of each student to ascertain whether there is disruption; if in any doubt, students should assume that the exam shall start as originally scheduled.

14.5   Staff marking exam papers shall not make allowances for students' shortage of time or any other effects arising from the disruption to public transport.

14.6   Students shall be admitted to an exam venue up to 30 minutes late of the exam start time (ie original or rescheduled time) in accordance with section 8.13 above. Students who arrive late may apply for extenuating circumstances to be taken into account in accordance with Section 15.3 below and the *Extenuating Circumstances Policy*.

15.   Arrangements for Students with Permanent or Temporary Disabilities

15.1 Exam support and alternative assessment methods may be arranged on an individual basis as a reasonable adjustment for students who may otherwise be disadvantaged by a temporary or permanent disability or additional need, provided that this does not compromise the validity of the assessment methods. Any alternative assessment method that is approved shall be capable of assessing the same learning outcomes by alternative means and capable of being implemented, within the provisions available to the University.

15.2   For centrally-organised exams, the Registry Exams Officer shall normally make the necessary arrangements detailed in the Learning Agreement.

15.3   For locally organised exams, the Programme Leader shall normally make the necessary arrangements detailed in the Learning Agreement.

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[4] Or the equivalent VLE used by Collaborative Partners.

Identification of additional needs for permanent conditions

15.4   The University encourages and welcomes students to disclose any disability or additional need at pre-entry, enrolment or during the period of their study. However, it is the student's responsibility to inform the University of any disability or additional need for which they wish to have exam support arrangements or alternative assessment methods.

15.5   In order to ensure consistency and equity of treatment, all requests for exam support or alternative assessments must be assessed and approved by the Wellbeing staff in Student Services. Wellbeing staff shall verify that evidence submitted is genuine. They shall also, where appropriate, liaise with the Programme Leader and Registry Exams Officer to ensure that any exam support and alternative assessment methods meet sector standards and can be translated into workable arrangements, which are capable of being implemented. A Learning Agreement shall then be drawn up and agreed with the student in each case.

15.6   Students should make their requests for exam support or alternative assessment methods for formal exams known to the Wellbeing staff in Student Services at the start of semester 1. Students should then work with a Wellbeing advisor to ensure that all stages in the application process are completed in time for a Learning Agreement to be drawn up and agreed in time to be implemented for the assessment period (normally three weeks prior to the assessment period.)

Identification of additional needs for temporary or emergency conditions

15.7   Where the student's disability is of a temporary nature or the result of an emergency (eg a broken bone that prevents or impairs the ability to write), exam support or alternative assessment methods should specify a time period for which such arrangements are valid (normally no longer than one exam period). However, the student may submit a request for the extension of these arrangements at the end of this period, provided that this is supported by appropriate evidence.

15.8   Once the Wellbeing staff have agreed the exam support or alternative assessment methods, a copy shall be forwarded to the student's Faculty Office(s) and Registry for consideration. Please note that staff shall do their best to accommodate requests made at short notice so that students are not disadvantaged but it is not possible to guarantee that they shall be met.

16.   Inability to Attend an Exam at the University

16.1   Except in the context of an approved collaborative programme, students shall not be permitted to take exams at any location other than the University.

16.2   Students are advised to contact the University as early as possible if they have extenuating circumstances that will prevent them from attending an exam.

16.3   For non-urgent extenuating circumstances, such as a scheduled medical procedure/operation for the student or someone under their care or participation in national or international sporting events, students should submit an Extenuating Circumstances Request Form to their Faculty no later than three weeks before their first exam. Where the circumstances refer to religious observance commitments, please see paragraph 15.7 below.

16.4   Deferral requests for more urgent or last-minutes extenuating circumstances should be submitted as soon as possible – see paragraphs 15.5 – 6.

Absence due to illness

16.5   Students who are unable to attend an examination, due to illness or other good cause, a medical certificate or other documentary evidence must be submitted to the relevant Faculty Office before the examination, where possible, or no later than 5 working days after the examination has been held in accordance with the University's *Extenuating*

Circumstances Policy. (For further information please refer to Section H2 of the *Academic Regulations for Taught Programmes*).

Absence due to public transport disruption

16.6   Students who are unable to attend an examination, due to unforeseen and unavoidable disruption to transport, must submit as evidence of such extenuating circumstances an explanation of the absence, together with a note of their term-time address and normal travel arrangements, and an account of the efforts made to overcome the difficulties plus evidence of the disruption (eg Traffic report (website or newspaper) or official report of traffic accident). Their arrival time shall be verified against the attendance slip, which is held by Registry. This evidence must be submitted to the relevant Faculty Office no later than 5 working days after the exam has been held, in accordance with the *Extenuating Circumstances Policy*.

Absence due to religious observance commitments

16.7   Students who require leave of absence from formal exams in order to meet their commitments for religious observance must apply in advance to Registry, using a procedure similar to that for students requesting individual arrangements because of a disability or medical condition (see section 14 above). The deadline for applications is Friday of week 4 of semester 2 and, if accepted, a timetable shall normally be produced that avoids the potential conflict.

16.8   With regard to Ramadan, the University has been advised that there is no requirement to defer exams. However, to help students perform at their best while fasting Registry shall, wherever possible, schedule centrally-organised exams in the morning for participating students who have informed the Registry Exams officer of this need by week 4 of semester 2. Likewise, Faculties shall, wherever possible, schedule locally-organised exams and practical assessments in the morning provided that students inform the Programme Administrator by week 4 of semester 2. When contacting Registry or the Programme Administrator, students simply need to send an email from their Unimail account, by the deadline above, stating that they will participating in Ramadan and asking if their exam or practical assessment could be timetabled in the morning, rather than the afternoon.

16.9   Students who require leave of absence for exams, organised by the Faculty in order to meet their commitments for religious observance should follow the procedures outlined in the *Extenuating Circumstances Policy*.

Appendix A   Exam Question Cover Sheet: Guidance and Template

Overleaf is the template for Exam Question Cover Sheets, which must be used for all formal exams for University of Winchester programmes and Collaborative Partners.

Guidance for completing the Exam Question Paper and Cover Sheet

Please enter the appropriate details for:

FACULTY/COLLABORATIVE PARTNER (top right of the document)

MODULE CODE

MODULE TITLE

DURATION (eg 1 HOUR 30 MINUTES; 2 HOURS)

The date and time for the exam should NOT appear on the exam paper.

General Instructions

- **Please check whether or not students may take the exam paper away with them at the end of the exam**. If students are NOT permitted to take the paper away with them, please amend the general instructions accordingly. '*You may NOT take the examination question paper or any other stationery from the examination room when you leave*'.[5]

Specific Instructions – please include:

- Instructions about how many questions should be attempted and from which sections
- Information concerning any additional items/aids which are permitted in the exam room (eg books, notes, case studies, pictures, calculators) Where notes or similar are permitted, please specify whether these must be 'clean', ie unannotated.

The exam question papers should be printed in black using Calibri 11 font.

All questions should be numbered.

If the Exam Question Paper is more than one page long, please ensure that the word **CONTINUED OVERLEAF** appears at the bottom of the page and that the word **FINAL PAGE** appears at the bottom of the final page so that students know that they have reached the end of the paper (students sometimes forget to turn over pages due to stress in an exam situation).

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[5] This amendment should be used for papers which you will not be 'publishing' to students as practice papers

On the first page of the Question Paper exam setters should include the module code, module title of the exam and also repeat any specific instructions given on the Cover Sheet so that the student is not obliged to keep turning over the Question Paper. Likewise, if you have specific instructions for different sections of the paper, it is advisable to repeat the relevant information at the start of each section.

Please ensure that the weighting of each question is noted on the coversheet and in the exam paper body. If all questions are equally weighted then please just include a statement to say 'all questions are of equal weighting'.

Multiple choice question papers

- include a line or box for students to place their Student ID number and the Module Code on each page
- ensure there is a hole punch at the top left-hand corner so additional paper can be attached if necessary

UNIVERSITY OF WINCHESTER

INSERT MODULE CODE – MODULE TITLE

INSERT MONTH AND YEAR

DURATION – INSERT DURATION

INSTRUCTIONS

General Instructions:

Do NOT turn over the cover page of this Question Paper until instructed to do by the Invigilator

Leave margins blank and write on both sides of the paper

Write your candidate number and the question number at the top of each page in the space provided

Start each question in a new booklet or on a new sheet

Do not leave the examination room until your script(s) have been collected

You may/may not take the examination question paper with you when you leave, unless advised otherwise. Do not remove any other examination stationery from the examination room

Specific Instructions for this Exam Paper:

Please include here:

- Instructions about how many questions should be attempted and from which sections
- Information concerning any additional items/aids which are permitted in the exam room (eg books, notes, case studies, pictures, calculators)
- Where notes or similar are permitted, please specify whether these must be 'clean', ie unannotated and whether they need to be submitted with the answer booklet at the end.
- Any other specific instructions for the invigilators to be aware of ie if you prefer for students to be provided with spare paper for rough working rather than using their answer booklet for rough work
- Please ensure that the weighting of each question is noted here and in the exam paper body. If all questions are equally weighted then please just include a statement to say 'all questions are of equal weighting'.

Appendix B   Request to use a Bilingual or English Language Dictionary in Examinations

Students   -   you must complete Sections A and B for the academic year in which you wish to use a dictionary at least 4 weeks before the first exam. You must also complete Part 1 for each exam you shall be attending at least four weeks in advance.

-      you need to ensure that Faculty staff and Programme Leader(s) complete their sections at least 5 working days before the first exam takes place.

-      you must then take the completed form to each exam you attend, for which you have been given approval to bring a dictionary, and ensure that one of the invigilators signs Part 3. Approval shall include both the first sit and any subsequent resits, where required.

Faculty staff   must complete section C.

(This may be the Programme/Module Leader or Programme Administrator)

Programme Leaders must complete Part 2 for each exam listed on the form that they 'own'.

(Programme Leaders may delegate this task to another member of staff)

Invigilators   must complete Part 3 for each exam at which they verify that a dictionary is clean.

Parts A, B, and C need completing just once per exam period.

Part A: Student details – *For completion by the student*	
Name	
ID number	
Programme	
University email address	

Part B: Dictionary description - *For completion by the student*	
Dictionary title in full	
Publisher	
Date published	

Part C: **Dictionary format check** - *For completion by the Faculty*			
I confirm that the dictionary is only a translating Bilingual/English language dictionary **(please delete as appropriate)** which does not include encyclopaedic information and, that at the time of checking, there are no annotations other than the student's name and contact details.			
Name		Date	
Signature		Stamp	

Exam Details

Parts 1, 2 and 3 need to be completed for each exam at which the student wishes to use the dictionary

Part 1: Exam details - *For completion by **student***		
Module Code/Title		
Part 2: Dictionary requirement confirmation - *For completion by the **Programme Leader***		
I confirm this student may use the dictionary in Section B above during this exam and any resits, should the student be required to retake the exam.		
Name		
Signature		Date	
Part 3: Clean dictionary confirmation - *For completion by an **invigilator***		
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details and that it is the one identified in Section B above		
Name		Name	
Signature		Signature	
Date (1st sit)		Date (resit)	

Exam Details

Parts 1, 2 and 3 need to be completed for each exam at which the student wishes to use the dictionary.

Part 1: Exam details - *For completion by **student***		
Module Code/Title		
Part 2: Dictionary requirement confirmation - *For completion by the **Programme Leader***		
I confirm this student may use the dictionary in Section B above during this exam and any resits, should the student be required to retake the exam.		
Name		
Signature		Date	

Part 3: Clean dictionary confirmation - *For completion by an **invigilator***			
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details and that it is the one identified in Section B above			
Name		Name	
Signature		Signature	
Date (1st sit)		Date (resit)	

Appendix C   Locally Organised Exams Checklist

LOCALLY ORGANISED EXAM CHECKLIST

Please note that Registry only organise exams during the designated exam periods (3-weeks in May, July re-sit week plus PSRB exams only at end of S1 in January). Any exams needed outside of these designated periods, or exams with a non-standard element (eg. practicals, online or computer-based exams), must be run as 'locally organised' exams and managed by the departments. The following can be used as an aide-memoire to assist departments with making all the necessary arrangements for on campus locally organised exams:

At least a couple of months in advance of the exam you should:

☐ Book rooms for both main venue and any students with exam support requirements (you will need to liaise with the Timetabling Team - their deadline for room requests for the following academic year is usually mid-May).

☐ Liaise with porters regarding room set up required if necessary eg. exam desks

☐ Order answer booklets as required (Registry can supply upon request – please give several months' notice as these need to be ordered in)

☐ Arrange IT accounts in advance via Servicedesk if required for any students using a PC (this can be done via the Intranet self-service link) - we would recommend that USB sticks are used to save the students scripts at the end of the exam

☐ Refer to students learning agreements for details of any specific support arrangements needed eg. PC/assistive technology software/Reader/Scribe – this can be checked via the learning agreement search in My Record. Please note you will need to keep checking this for any changes/updates.

At least one month in advance of the exam you should:

☐ Keep an eye on any new/revised Learning Agreements which are circulated throughout the Semester and amend local exam arrangements accordingly (NB – we recommend giving students a deadline of 2 weeks before the exam by which they must have signed their learning agreement, otherwise it will be too late for their arrangements to be made except in emergency cases)

☐ Recruit Invigilators and any readers/scribes (Registry can supply a list of recommendations upon request, but we would recommend you give the invigilators at least a few weeks' notice) – please note you will need to arrange a contract for them with Payroll/HR, as they cannot be paid against the Registry contract if they are doing Faculty work. We would recommend appointing 1 'lead' invigilator per room to read the instructions out/complete any paperwork required.

☐ Discuss with the Tutor if there are any requirements specific to this exam (eg. particular textbooks being brought in by students) that Invigilators need to be made aware of

☐ Make up stationery boxes to go in the rooms (spare script paper, pens, pencils, clocks, treasury tags, water, tissues, quiet please signs etc) – Registry can supply some stationery if several weeks advance notice is given

☐ Print exam papers as well as any adapted papers as per students' learning agreements (eg. enlarged font, coloured paper etc)

☐ Ensure students are aware of the arrangements and familiar with the Exam Regulations (especially section 8 – rules for students sitting exams) which can be found on the Intranet.

☐ Print attendance lists for the Invigilators to complete during the exam and other paperwork eg. exam envelope covers and script collection forms – please see Registry if you would like templates for this

After the exam you should:

☐ Submit Invigilator pay claims to Payroll (straight after the exam – payment is usually one month in arrears)

Please contact the (Registry Exams Officer if you need any advice regarding this process or would like a list of invigilator contacts or spare exam stationery. Please ensure you do so well in advance of the exam date.