



UNIVERSITY  
of  
GREENWICH

# Regulations Governing the Conduct of Examinations

*revised June 2011*

## Regulations Governing the Conduct of Examinations

### 1. Invigilated Examinations

- a) Only a candidate who is officially registered to a programme of study at the University of Greenwich is eligible to sit the appropriate examinations. A candidate undergoing a referred examination during the reassessment period will be eligible as a result of registration for the original examination.
- b) Candidates must bring with them to all examinations their University of Greenwich Student ID Card. Students who do not have their ID card may be refused admission to the exam venue. ID cards should be placed on the examination desk for identification purposes.
- c) Candidates are advised not to bring personal or valuable belongings with them to the examination room.
- d) All briefcases, bags, books, pencil cases etc. must be left in the designated area at the back or to the side of the examination room as instructed by the invigilators and must not be beside the desks. All gangways should remain clear of obstruction.
- e) All mobile phones, pagers and personal stereos must be switched off and must not be placed on the examination desk or be on one's person.
- f) Smoking and alcoholic drinks are not permitted in the examination room. Sweets and soft drinks in small plastic bottles or cans are allowed, at the discretion of the invigilators. Drinks must be placed on the floor and not on examination desks. Consumption of food is permitted on proven medical grounds only.
- g) On entering the examination room a candidate becomes subject to the authority of the invigilator.
- h) Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time candidates enter the room until all the scripts have been collected.
- i) Candidates must not speak to or otherwise communicate with any other candidates throughout the examination.
- j) Candidates who request to leave the room for a comfort break during an exam will remain under exam conditions throughout.
- k) A candidate who causes a disturbance during the examination will be required to leave the room and may be subject to an Assessment Offence report.
- l) A candidate may not make use of any unauthorised book, document, notes or other inappropriate aid, nor communicate with any person other than the invigilator, nor attempt to complete his or her script by any other unfair means.
- m) A candidate must only use the official stationery provided and all stationery used must be submitted.
- n) All answers must be in English, unless otherwise instructed in the rubric of the question paper.
- o) It is the candidate's responsibility to inform the invigilator of illness occurring during an examination and to provide documented proof of the illness by the published deadline for the submission of extenuating circumstances.
- p) Any candidates who finish early must hand in their answer script to the invigilator before leaving their desk. They may leave the room only when given permission to do so by the invigilator. They must leave the room quietly, in order not to disturb other candidates. Candidates will not be permitted to re-enter the room once their script has been collected.
- q) Candidates may not leave the examination room for the first 30 minutes from the beginning of an exam, nor for the last 15 minutes prior to the end of an exam.

- r) Candidates must stop writing when advised by the invigilator that the exam has ended. Any candidates who continue to write after the end of the exam may be subject to an Assessment Offence report.
- s) Candidates must remain seated and silent until all answer scripts have been collected and the invigilator gives permission to leave the room.
- t) Candidates may not remove from the examination room any examination stationery, or any other examination aids provided by the University (with the exception of the question paper).
- u) Candidates are required to clear all rubbish from their examination desk and put it in the bin on exit from the examination hall.
- v) If a candidate is absent from a scheduled examination due to illness or serious unforeseen and unavoidable difficulty he or she must use the University Extenuating Circumstances Procedure and submit appropriate documentary evidence, e.g. medical certificate, by the published deadline. Failure by a candidate to present himself or herself at the time appointed or failure to submit work having so presented himself or herself, without valid cause, shall normally be deemed to constitute failure in that assessment.
- w) Candidates are asked to observe requests for silence around the areas of the University where examinations are taking place.
- x) Finally, in case of an emergency evacuation an alarm will sound and candidates will be requested by the invigilator to leave by the fire exits in an orderly manner. Candidates may not return to the examination room until instructed to do so by the invigilator.

## **2. Seen Papers**

Once a seen paper has been distributed, there should be no consultation between staff and candidates regarding the contents of the paper, except in the case of a possible inaccuracy.

## **3. Other Forms of Assessment**

- a) All work submitted must be in English, unless otherwise instructed.
- b) A candidate must not represent any other person's work as his/her own without acknowledgement of its source, nor represent a piece of unauthorised group work as the work of a single candidate, nor attempt by any other unfair means to complete an assessment.

## **4. Assessment Offences**

A candidate who attempts to gain an unfair advantage in an examination or other form of assessment shall be deemed to have committed an assessment offence.

## **5. Conflict Between the University Regulations and Those of an External Validating Body**

Where external validating bodies issue their own regulations, these must be followed and, should there be any conflict between the University Regulations and those of an external body, the latter must prevail. The Director of Student Affairs' advice will be sought on matters of interpretation.