

## Procedures for Examinations

Yellow highlighted text identifies the most recent revisions to the regulations. If you require these revisions to be identified in an alternative format, please contact the Secretary to Academic Board.

These guidelines apply to examinations taken at the University during formal examinations periods as published in the University Calendar, to ensure that the same practices and support are provided for all formal University of Worcester exam periods. The sections on Invigilation should also apply for in-class tests and any other exams

Invigilators are responsible for ensuring that the regulations, which govern the conduct of examinations, are enforced. A Senior Invigilator takes overall responsibility for the conduct of the examination and the invigilation process for each examination session.

This document outlines responsibilities of Registry Services, Exam and Assessment Officers, Module Tutors and Invigilators in relation to formal University examinations.

### 1. Examination papers

- 1.1 Approved Examination question papers must be provided to the Awards and Examinations Officer in Registry Services at least four weeks in advance of the Examination session. The Awards and Assessment Officers will be emailed a deadline date prior to each exam session. If there is any additional stationery to be provided, eg Graph paper, please provide clear guidance. The front page of all examination papers should follow the template (see Appendix 1).
- 1.2 Examination papers will be kept securely by Registry Services, before they are taken to the venue.

### 2. Publication of examination timetable

- 2.1 While we will strive to accommodate major religious festivals from all faiths in our planning, this is not always possible. The University will try to avoid scheduling examinations on important religious days that occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination.
- 2.2 If a student wishes to have a religious festival taken into account when producing the examination timetable then they will be asked to complete a form and submit it to firstpoint three months before the examination periods indicating the date(s) and reason(s).
- 2.3 The Awards and Examinations Officer will send a draft timetable to Examinations and Awards Officers to check prior to each formal examination week. This should be checked for potential issues, such as clashes, missing exams or exams that should run concurrently. This needs to be returned by the stated date prior to the timetable being published on the students' SOLE page.
- 2.4 Invigilation should then be arranged as appropriate by the relevant Departmental/Subject Examinations and Assessment Officer.

2.5 The students' examination timetable will be published on their SOLE page and will include their desk numbers

### **3. On the day**

3.1 For examinations with 2 or more candidates there should be a minimum of two invigilators present in each examination room. Where there are more than 80 candidates in an examination room there should be one additional invigilator for every 40 additional candidates.

3.2 When an examination room holds multiple examinations with different durations a Senior Invigilator should be appointed from an examination of the longest duration.

3.3 The author(s) of the examination paper is/are required either to be present in the examination room 20 minutes prior to the examination start time to check the examination papers and must be contactable by phone in case of any problem from shortly before the start of the examination and for thirty minutes thereafter.

### **4. Prior to the Formal Commencement of the Examination**

4.1 All invigilators should be present in the examination room at least 20 minutes before the start of the examination and should sign in on the Invigilator register, confirming times of arrival, departure and module/s invigilating.

The Senior Invigilator should:

4.2 Ensure that the examination question papers are placed face down on candidates' desks;

4.3 Ensure that the appropriate printed examination answer books are placed **face down** on each candidates' desks **to display the instructions to candidates**;

4.4 Allow candidates to enter the examination room not more than 10 minutes before the start of the examination. The Senior Invigilator should check with the staff preparing the room that their preparations are complete before admitting the candidates;

4.5 All candidates should be silent from the time of entry to the examination room until the examination is concluded and they have left the room; this also includes any time students are allowed to leave the examination hall for rest breaks or in the event of an emergency evacuation of the room

4.6 Ensure that all coats, bags and other effects are placed at the edges of the examination room, and not on or around candidates' table and chairs; and to ask that all mobile devices are switched off;

4.7 Candidates should be instructed to sit in at the seat desk designated for them.

4.8 All candidates must confirm their identity by presenting the University identity **card or a driving license or passport** in the top right-hand corner of the desk at every examination. Any student who does not have an appropriate form of official photographic ID should be instructed to **undertake an ID check with either firstpoint or Registry Services**. Invigilators will check that the identity of the candidate sitting the examination is the same

as the person represented on the photographic ID presented. If the identity cannot be confirmed the examination answer book should record this information and the answer book should not be marked. For further guidance, please contact the University Examination Officer.

- 4.9 Where candidates are permitted to bring texts or calculators into the examination room for use at their desks, the Invigilators must check that these do not conceal data which are not permitted. All permitted calculators must be checked in accordance with the rules relating to the use of calculators in examinations (see below).
- 4.10 Dictionaries are not permitted in the examination room.
- 4.11 Candidates are only permitted to bring drinks in clear containers **with no labels, and no paper cups**.
- 4.12 Only clear pencil cases should be permitted on candidate's desks.

## **5. Formal announcements**

- 5.1 The list of formal announcements (Appendix 3) should be read out clearly to all candidates
- 5.2 Should remind candidates that it is an offence to:
  - a) bring into the examination room and to use or to attempt to use any unauthorised material;
  - b) to do anything prejudicial to the good conduct of the examination; and
  - c) to impersonate another candidate or allow another candidate to impersonate him/her.
- 5.3 Allow candidates to complete the details on the front cover of the examination answer book;
- 5.4 Should instruct candidates to read the examination question paper carefully and fully, and raise any questions with the appropriate tutor in attendance during the first 30 minutes.
- 5.5 Should note and announce the time of commencement and completion of the examination(s). Candidates may not write in their answer books during any reading time allowed.
- 5.6 The Senior Academic Invigilator will announce that those candidates with an assessed provision of extra time may continue with their examination, if necessary, when the rest of the cohort are informed of the end of the examination. Those candidates with assessed provision for extra time will be advised by those invigilating of the finish time of their examination.

## **6. Starting the exam**

- 6.1 When all candidates have listened to the formal announcements and the scheduled start time for the examination has been reached, you may formally start the examination and instruct the candidates to begin writing.

**7. Attendance lists**

- 7.1 Invigilators should check all student ID cards are presented, and tick the attendance register provided, bearing in mind that candidates are permitted to arrive up to 30 minutes after the start of the examination.

**8. During the Examination**

- 8.1 Invigilators are expected to give their undivided attention to monitoring candidates during examinations and should patrol the examination room at intervals to minimise the risk of candidates cheating and to check that candidates are using only permitted materials.
- 8.2 Invigilators should respond promptly to any request from a candidate for an additional examination answer booklet.
- 8.3 Candidates should request assistance of any sort by raising their hands.
- 8.4 Candidates may be admitted to the examination room up to 30 minutes after the official start of the examination but not thereafter. No allowance should be made for lateness in terms of extra time at the end of the examination. Responsibility for admission to the examination room rests with the Senior Invigilator.
- 8.5 Invigilators should check during the first 10 minutes or so of the examination the candidates' identity cards on display to ensure that the correct candidate is seated at the correct desk.
- 8.6 Candidates should be silent and must not be permitted to communicate with each other, including during any emergency evacuation of the room. The Invigilators should ensure that candidates do not disturb each other. The Senior Invigilator may require a candidate who is disturbing the others to leave the room.
- 8.7 Candidates may only leave the room with the permission of an Invigilator. Any candidate permitted to leave the room temporarily must be accompanied. At least one Invigilator should remain in the Examination Room at all times. Not more than one candidate for the same examination should be permitted to leave the room at any one time.
- 8.8 Invigilators will announce when there are fifteen and five minutes left to the end of the examination.

**9. Emergencies**

- 9.1 If there is a fire alarm or other emergency situation the Senior Invigilator must note the time of any evacuation of the examination room. Candidates should be instructed to evacuate the room in an orderly manner and reminded that they are still under examination conditions and should remain silent.
- 9.2 The Senior Invigilator should liaise with the fire marshal in charge of the examination room's emergency assembly point for the 'all clear' announcement to be made. Invigilation staff should ensure the orderly re-occupation of the examination room.

- 9.3 The Senior Invigilator will determine the amount of time used in an emergency evacuation, and once all candidates are ready to recommence their examination, will inform all candidates of the new finish time.
- 9.4 In the event of any irregularity or emergency, the Senior Invigilator, having ensured the examination conditions having been fully observed, must make a full written report to the Academic Registrar.

## **10. Finishing the Exam**

- 10.1 Candidates are to be instructed by the Senior Invigilator to stop writing.
- 10.2 Candidates must remain seated and silent until all the material to be assessed has been collected. Candidates may take nothing other than the question paper from the examination room.
- 10.3 Invigilators should ensure that silence is maintained until all candidates have left the room at the end of the examination to avoid disturbing other candidates.
- 10.4 In the event of any student complaint, the Senior Invigilator should note the details and send a report to the Academic Registrar. The student should be advised to make such a complaint to the appropriate Departmental Examination and Assessment Officer.
- 10.5 Attendance forms, should be accurately and clearly marked for attendance/absence by invigilation staff and returned to the Examinations & Awards Officer in Registry Services immediately following the end of the examination.

## **11. Use of Calculators and Other Electronic Devices in Examinations**

- 11.1 The tutor responsible for the examination will inform candidates, at least one week before the examination, which types of calculators etc are permissible and which are not. An appropriate notice to this effect must also be displayed on subject notice boards/Virtual Learning Environment (VLE) in use for the module. Details of any notices thus displayed should be sent to the Exams Officer in Registry Services.
- 11.2 Candidates wishing to use any permitted electronic device in an examination will present themselves at the examination room at least 10 minutes before the start of the examination so that the device may be checked to be in accordance with instructions issued at 11.1 above.
- 11.3 Calculators are to be silent and cordless.
- 11.4 The condition of the batteries of calculators is to be the student's responsibility.
- 11.5 The performance of the calculators is also to be the students' responsibility.
- 11.6 Failure to meet conditions 11.2 and 11.3 above will render the device liable to confiscation for the period of the examination.

Academic Regulations and Procedures: Code of Practice on Invigilation of Examinations

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<b>Committee</b>	<b>Date</b>	<b>Change</b>
LTSEC (v2.1)	7 <sup>th</sup> December 2022	Revised Procedures Approved
LTSEC (v2.0)	7 June 2017	Revised Procedures Approved
Academic Board (v1.0)	28 June 2005	New Procedures Approved

**Appendix 1**

Template of examination question paper front sheet



SEMESTER XX  
ACADEMIC YEAR XX

Module Code  
Module Title

MAIN EXAMINATION

**Total** Duration: XX hours **(Including XX Reading time)**

Instructions to candidates: This paper contains **5** questions. Please answer 3 questions to answer in the allotted time.

**PLEASE DO NOT TURN OVER THIS PAPER UNTIL INSTRUCTED**

*(EXAMINATION QUESTIONS SHOULD COMMENCE ON THE FOLLOWING PAGE)*

## Appendix 2

### Instructions to Candidates

The examination timetable has been posted on your Student On-Line Environment (SOLE page) in advance of examinations. It is your responsibility to check details and ensure you arrive in the right place at the right time, properly equipped. Students requiring special conditions will be informed individually by email. You are strongly advised to bring a watch or small clock to the examination.

While we will try to avoid scheduling examinations on important religious days this may not always be possible. If you wish to have a religious festival taken into account when producing the examination timetable then please complete a form and submit it to firstpoint three months before the examination periods indicating the date(s) and reason(s).

You may be permitted to enter the examination room up to ten minutes before the published starting time. Please arrive in good time.

Except when you have a query to raise with the Invigilator you should remain silent from the time of entry to the examination room until the examination is concluded, including during any emergency fire drill or temporary evacuation of the examination room.

On your SOLE page and in the examination room, a desk number will be identified for each student. Please display your identity card prominently in the top right hand corner of the desk.

If you need to attract the Invigilators attention, please raise your hand, but remain seated.

You may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.

Please pay particular attention to any announcements made by the Invigilator at the beginning of the examination.

Any pencil cases brought into the exam room must be transparent.

In some subjects, unmarked texts, calculators, or other equipment may be brought into the examination. Dictionaries are not permitted. Texts and equipment will be checked and must comply with prior instructions. Staff will not supply texts or equipment if you forget to bring what you need, or if what you do bring does not comply with instructions.

Any student found cheating will be dealt with severely, in accordance with the **University's** regulations.

You may bring light refreshment into the examination, but please consider other candidates and avoid food and drink that might distract others **e.g., noisy wrappers. No nuts or nut-based products should be brought into the exam room.** Drinks must be in a clear container **with no labels, and no paper cups.**

Please let the invigilator know if you have to take medication during the examination. See your module tutor well in advance of the examination if you have health problems that might affect your performance in the examinations.

Do not bring unnecessary clothing, umbrellas, bags, etc into the examination room. Only bring what you need for the examination. Mobile devices should be switched off during the examination.



The temperature in the examination room is difficult to control. We try to regulate the temperature of the room. Dress appropriately.

Please respect the needs of other students during the examination period and be quiet when leaving the examination room whilst other students complete their examinations.

### Appendix 3

#### **Announcements to be made prior to start of all examinations**

Mobile devices **such as phones or smart watches** should be switched off during the examination and left at the rear of the room or safely underneath your examination desk.

You should remain silent from the time of entry to the examination room until the examination is concluded and you have left the room. **Please be aware that there will be candidates continuing their examinations after you have finished, so ensure that you do not talk until you are clear of the room.**

If you need to attract the Invigilator's attention, please raise your hand, but remain seated.

Please display your identity card prominently in the top right hand corner of your desk.

You may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.

**Any students with an assessed provision of extra time may continue with your examination, if necessary, when the rest of the cohort are informed of the end of the examination. You will be advised by those invigilating of the finish time of your examination.**

**In the event of an emergency or evacuation of the exam room, invigilators will direct students to continue to observe strict examination conditions. Students may not communicate with anyone other than invigilation staff. Students are not permitted to take any belongings, mobile devices or notes if instructed to evacuate the room.**

**Any student found cheating will be dealt with severely, in accordance with the University's regulations.**