

Examination Regulations

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Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Quality			

Examination Room Regulations

1.0 Examination Room Regulations for Candidates

- 1.1 Candidates must note the following Examination Room regulations. All regulations apply on entry to the examination room. Failure to comply will be deemed to be in breach of examination regulations and will be subject to the outcomes of an academic offence.

Note that academic offences such as plagiarism and impersonation also apply in examinations.

- (i) Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected.
- (ii) Candidates will only be admitted up to thirty minutes after the commencement of the examination. No extra time will be allowed. If any candidate arrives after thirty minutes has elapsed they will not be allowed to enter the examination.
- (iii) Candidates must provide evidence of their identity by prominently displaying their University of Derby ID card on the desk. The University will conduct identity checks. Candidates may not be permitted to sit the examination if they do not have ID with them. If required candidates may be asked to temporarily remove any head wear that obscures their identity whilst an identity check takes place. Invigilators will be made aware of the process to follow to provide suitable privacy arrangements for such identity checking if required.

- (iv) All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed and not left beside the desks. All gangways should remain clear of obstruction. Candidates taking open book examinations may only use books, notes etc. specified by the examiner.
- (v) Candidates must ensure there are no unauthorised materials on their desk or on their person. Dictionaries, books and notes are not permitted unless specified otherwise on the examination paper. If permitted, candidates may use a hardcopy translation dictionary. These will be checked prior to the examination by invigilators. Written notations within a dictionary is not permitted.
- (vi) No unauthorised electronic devices, such as smart watches, mobile phones, tablets, earphones, are permitted on their person or on the candidate's desk. All devices must be turned off and stored in bags at the side of the examination room, or face down under the candidate's chair. Candidates are responsible for any electronic device taken into the examination room.
- (vii) Retaining any unauthorised electronic device on the person will be deemed to be in breach of examination regulations. Candidates are permitted to use, non-programmable calculators. Candidates should ensure that such devices do not contain unauthorised material. If devices are found carrying such information the candidate will be deemed to be in breach of examination regulations.
- (viii) If students find themselves inadvertently in possession of unauthorised materials or devices they must immediately declare and surrender them to an invigilator before the examination starts.
- (ix) Candidates taking 'open book' examinations are only permitted to use hard copy books and approved notes as specified on the examination paper. Any other notations are a breach of examination room regulations.
- (x) Use of electronic devices such as mobile phones, tablets or book readers are not permitted. Any unauthorised material should be surrendered no later than the reading out of the examination regulations. Any use of the unauthorised devices are considered a breach of examination room regulations
- (xi) Candidates must not consult the question paper until instructed to do so. (xii)

Candidates must read the "*Instructions to Candidates*" printed on the front sheet of the question paper and comply with them. No extra time is allowed for completing the entries required on the front cover of the answer book. When time is called at the conclusion of the examination all writing must cease immediately.
- (xiii) Candidates must not speak to or otherwise communicate with any other candidate throughout the examination. Sharing materials during the examination is also not allowed.
- (xiv) Candidates taking computer-based examinations must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders.

- (xv) Candidates may have sweets that are wrapped in foil such as mints or other similar confectionary. Students may also have bottled water which must be stored on the floor and not on desks.
- (xvi) Candidates wishing to use toilet facilities may do so, one at a time, in an emergency only. The exam script will be noted with the time of leaving the room. They will be accompanied at all times by an invigilator. No extra time will be permitted in respect of the break unless previously approved for existing medical conditions. Any candidate who leaves the examination room unaccompanied will not be allowed to re-enter.
- (xvii) If the fire alarm sounds during the examination candidates must follow the instructions of the invigilator. Candidates must leave the room in silence and must not take any papers or materials from the room. Candidates must not communicate with each other or in any way attempt to take an unfair advantage of the situation. Any candidate positively detected consulting a book, for example, will be deemed to be in breach of examination regulations. Candidates must not re-enter the examination room before the invigilator has returned. Any candidates who do so will not be permitted to continue the paper. Candidates will be notified if there is a need to re-schedule the examination.
- (xviii) All rough work must be done in the answer book provided. A line should be drawn through such rough work to indicate to the examiner that it is not part of the answer to be marked.
- (xix) Candidates must ensure that any additional sheets are securely tied inside the answer book with the tag provided and that their name or examination number is entered at the top of each sheet.
- (xx) Candidates must remain seated until all answer books have been collected and the invigilator gives the signal to leave the room. Any unused stationery should be left on the desk.
- (xxi) Candidates are asked to observe requests for silence around the areas of the University where examinations are taking place.
- (xxii) No candidate may leave during the first thirty minutes of the examination or during the last twenty minutes.
- (xxiii) Any candidate who finishes early must hand in their answer script before leaving their desk. 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.