

Regulations Governing the Conduct of Examinations

With effect from the 2018/19 academic year

1. EXAMINATION ATTENDANCE

- 1.1 Timetables for examinations are made available to students on the Portal and the mobile app. Students are responsible for checking their exam timetable regularly in case of any unavoidable changes.
- 1.2 Students must ensure they are available to attend their examinations. A student who fails to attend a scheduled examination will be deemed to have failed the examination, unless there are approved extenuating circumstances.
- 1.3 Any candidate absent from a scheduled examination due to serious illness or other unforeseeable or unpreventable circumstance may submit an online extenuating circumstances claim within 5 working days from the date of the missed examination.
- 1.4 For logistical reasons, the University is unable to avoid scheduling exams during religious festivals. We will not normally be able to consider requests to move an examination for religious reasons where it is expected that daily activities will continue as normal during a festival.
- 1.5 It is the candidate's responsibility to inform the invigilator of any illness occurring during an examination. A candidate who falls ill during an examination is strongly advised to submit an online [extenuating circumstances claim](#) within 5 working days of the examination.
- 1.6 Candidates arriving late will be permitted entry within the first 30 minutes of the examination, with no extra time provided. Candidates will not be admitted to the examination room after the first 30 minutes of the start of the exam.
- 1.7 Only a candidate who is officially registered to a programme of study at the University of Greenwich is eligible to sit the appropriate examinations.
- 1.8 Candidates must bring a valid student ID card with them to all examinations. Candidates who do not have valid identification will be refused admission to the exam venue. ID cards should be placed on the examination desk for identification purposes.
- 1.9 The wearing of headgear is not permitted except on religious or medical grounds (prior approval is required for the latter). It may be necessary for the invigilator to ask a student to temporarily remove their facial covering.

2. BELONGINGS AND EQUIPMENT

- 2.1 Candidates are advised not to bring personal or valuable belongings with them to the examination room. The University cannot accept any responsibility for the loss, theft or damage to any private property left in examination rooms or other designated areas.

- 2.2 All personal belongings must be left in the designated area as instructed by the invigilators.
- 2.3 All electronic devices must be switched off and placed in the designated area. A list of electronic devices affected by this regulation is made available in the guidance for students.
- 2.4 Unwrapped sweets and soft drinks in small clear plastic bottles are permitted in the exam venue. Drinks must be placed on the floor and not on examination desks. The consumption of food is permitted only for candidates with a confirmed entitlement from the Student Wellbeing team.
- 2.5 Calculators will not be permitted unless otherwise specified on the examination paper. Where they are permitted, the paper will specify any relevant restrictions to the type of device allowed.
- 2.6 The use of dictionaries is not permitted in any examination.

3. EXAMINATION CONDITIONS

- 3.1 A candidate becomes subject to the authority of the invigilator on entering the examination room.
- 3.2 Strict silence must be observed at all times in the examination room. Candidates must not speak to or otherwise communicate with any other candidates throughout the examination.
- 3.3 The examination is deemed to be in progress from the time candidates enter the room until all the answer booklets have been collected.
- 3.4 Candidates who request to leave the room for a comfort break during an exam will remain under exam conditions throughout.
- 3.5 A candidate who causes a disturbance during an examination will be required to leave the room and will be subject to the University's [Student Disciplinary Procedure](#).
- 3.6 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 answer booklet by any other unfair means.
- 3.7 In accordance with the University's [Academic Policy relating to Taught Awards](#), all answers must be in English, unless otherwise instructed in the rubric of the question paper.

- 3.8 Candidates who finish early must hand in their answer booklet 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 answer booklet has been collected.
- 3.9 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. Where examinations are less than 1½ hours in duration, candidates may not leave the examination room.
- 3.10 Candidates must stop writing when advised by the invigilator that the exam has ended. Any candidate who continues to write after the end of the exam will be subject to an Assessment Offence report.
- 3.11 Candidates must remain seated and silent until all answer booklets have been collected and recorded, and the invigilator gives permission to leave the room.
- 3.12 Candidates are asked to observe requests for silence around the areas of the University where examinations are taking place.
- 3.13 Where an emergency evacuation alarm is sounded during an exam, the exam will not continue. Candidates will follow evacuation instructions given by the invigilator and may not re-enter the exam room until instructed to do so by the invigilator. Examination conditions will continue to apply for the duration of the evacuation.
- 3.14 The above examination conditions will apply to all candidates except in the case where a candidate has in place agreed special arrangements as a reasonable adjustment because of disabilities, specific learning difficulties, mental health or long term medical conditions.

4. EXAMINATION MATERIALS

- 4.1 A candidate must only use the official stationery provided.
- 4.2 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).
- 4.3 'Seen' exam papers will be identified as such on the exam timetable. Candidates will be advised of both the issue date and where the paper can be obtained. Upon distributing a seen paper there will be no consultation between staff and students regarding the contents of the paper, except in the case of a possible inaccuracy. Further copies of the seen exam paper will be available during the scheduled exam.

- 4.4 For examinations identified as ‘open book’, candidates will be advised which texts are permitted within the exam. Only authorised texts can be taken into the exam venue.
- 4.5 Illegible work produced by a candidate will be marked as zero.
- 4.6 Where there are queries pertaining to the wording of an examination question, the invigilator must contact the Faculty immediately for clarification and follow the advice given. If it is not possible to get timely clarification, the question should be attempted as presented, and the difficulty noted by the invigilator on an Incident Report Form.

5. ACADEMIC MISCONDUCT

- 5.1 A candidate who attempts to gain an unfair advantage in an examination will be investigated to determine if an examination assessment offence has been committed. Examination assessment offences include but are not limited to:
- Bringing unauthorised material into an examination, including material programmed into a calculator and/or other electronic device
 - Accessing unauthorised material during the exam
 - Communicating with persons during an examination
 - Obtaining a copy of the examination paper in advance
 - Persuading another person to sit the examination in one’s place

6. REGULATIONS OF AN EXTERNAL VALIDATING BODY

- 6.1 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. Advice of the Director of Student & Academic Services will be sought on matters of interpretation.

7. EXAMS HELD AT AN AUTHORISED ALTERNATE VENUE

- 7.4 Where a non-UK candidate is unable to sit an exam in the UK, Faculties may exceptionally grant permission for that candidate to take an exam(s) at an alternate authorised venue. The candidate is responsible for contacting the authorised venue in liaison with the Faculty Examinations Officer and for meeting all costs incurred. Examinations sat outside the UK are to be held in accordance with these regulations and as far as reasonably possible, start at the same time as the scheduled UK published timetable.