

## **Part 3: Assessment regulations for taught courses**

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### **Section 7: Examinations: regulations for students, staff and invigilators**

#### **Introduction**

- 7.1. An examination is defined as a formal, time-limited, written, oral or practical assessment, which is scheduled during the University examination period (see [University Term Dates](#)). These regulations only refer to centrally organised examinations and do not apply to formative assessments or in-class tests which are arranged by Module Leaders.
- 7.2. Where modules include assessment(s) by examination, students will be advised by the Module Leader of the form of examination (e.g. closed, restricted, open, onsite, online etc.).
- 7.3. After results have been released, students shall have the opportunity to receive feedback on their completed examination scripts in accordance with the [Assessment and Feedback Policy](#).
- 7.4. Students will be provided with their individual examination timetable and the information will also be published on the [exam timetables webpage](#).
- 7.5. The final examination timetable may include changes from the provisional timetable. It is the responsibility of each student to ensure they have checked the final examination timetable in relation to all modules for which they have registered. Information about the examination timetable will not be disclosed by telephone.

#### **Timing and location**

- 7.6. Examinations will only be held during the designated examination periods published in the University Term Dates.
- 7.7. Examinations will be held at the University of Westminster premises however the University reserves the right to hold examinations at other locations in exceptional circumstances.
- 7.8. Examinations for standard full and part-time courses will be scheduled in the mornings and afternoons during the examination period. In exceptional circumstances, examinations may have to run in the evening and will commence no later than 6pm.
- 7.9. Where one module is studied by different student groups, an identical examination must normally be taken simultaneously. Where this is not possible reasonable precautions must be taken to prevent the disclosure of information between students.

#### **Examination procedures**

- 7.10. Students must follow the instructions given by the invigilator(s) at all times either before, during or after the examination has commenced.
- 7.11. The invigilator has a responsibility to ensure the identification of every student, therefore students are required to be in possession of their Student ID Card at every examination which they are attending. Students must leave their Student ID Card face up on the desk throughout the examination. A student who does not have their Student ID Card will be allowed to sit the examination but must remain in the examination room until their eligibility to sit the examination has been confirmed. Failure to establish the identity of the student may result in their examination not being marked and their possible investigation for academic misconduct.

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- 7.12. Students may not read the question paper, write in their answer books or write notes until the invigilator announces that they may do so.
- 7.13. Students cannot bring pencil cases into the examination room. Pencils, pens, rulers etc. must be contained within a clear plastic bag.
- 7.14. Students must only write in blue or black ink unless the examination requires otherwise.
- 7.15. Students must leave all bags, coats, and other items at the back of the examination room as directed by invigilators. Students should leave all non-essential items at home as the University of Westminster cannot accept responsibility for any lost or damaged items.
- 7.16. Students may bring unwrapped sweets and water in a clear plastic bottle into the examination room. Students are not permitted to bring food into the examination room unless this is agreed in the Reasonable Adjustment Form approved by [Disability Learning Support](#).
- 7.17. Students will be notified by their Module Leader if they are permitted to use a calculator as part of the examination and only approved models will be permitted for use in the examination room. Students must supply any permitted calculator as the University does not provide these.
- 7.18. Students can be admitted up to 30 minutes after the start of the examination. No extra time will be allowed to a student who arrives later than the start time of the examination. No student may leave the examination during the first 30 minutes, or the last 15 minutes of the examination, other than on the instructions of an invigilator in exceptional circumstances. Students must cease writing after the invigilator has announced the end of the examination and must remain seated until the scripts have been collected and counted by an invigilator, and they are advised that they can leave.
- 7.19. A student who wishes to temporarily leave the examination room must first obtain the express permission of the invigilator. Any student who leaves the examination room without the express permission of an invigilator shall be deemed to have withdrawn from the examination and shall not be allowed to re-enter the room. Any student who is given permission to leave the examination room will be escorted by an invigilator.
- 7.20. Students are required to use only the approved examination stationery. Rough work must be completed on the approved examination stationery and handed in with the worked script. Except where otherwise stated on the question paper all answers must be written in English.
- 7.21. Where an examination script is illegible to the extent that the ability of the examiner to assess the work is impaired, the student will be asked to attend the University to dictate their exam script for transcription. The transcript is to be typed by an appropriate member of staff as determined by the University. Any costs incurred in the production of the transcript will be borne by the student. If the student refuses to dictate their examination script for transcription, or does not respond to the request, the work will be assessed on the basis of the legible parts only and a mark awarded accordingly.
- 7.22. No student shall communicate or attempt to communicate with another student in the examination room or cause any disturbance to other students. Students are prohibited from bringing or using any electronic devices or devices that would enable communication during the examination such as mobile phones, smart watches, laptops etc. Any student found contravening these regulations will be dealt with according to University's procedures governing Academic Misconduct (see [Section 10 Academic Misconduct Regulations](#)).

### **Procedures in the event of disruption**

- 7.23. For the purpose of these regulations, an examination shall be deemed to have started once students have entered the examination room.

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- 7.24. The Senior Invigilator should instruct students to evacuate the room(s), leaving all examination answer booklets, rough work and examination question papers in the examination room. The Senior Invigilator shall be the last person to leave the room.
- 7.25. As soon as possible after the emergency is over, the Senior Invigilator will re-enter the examination room and will take particular note of the security of the room, whether the answer booklets, or any other documents appear to have been disturbed and any other pertinent factors. No student shall re-enter the examination room until authorised to do so by the Senior Invigilator.
- 7.26. Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start 15 minutes after the building has been re-opened.
- 7.27. A full report of the circumstances of the building evacuation including the time of the interruption, the start and end time of the examination and the observations of the Senior Invigilator, shall be recorded on the Examination Incident Report form and returned to the relevant Campus Registry.
- 7.28. If emergency procedures occur during the examination period the Senior Invigilator working with the Campus Registry Manager, or nominee, should immediately determine which examinations have been affected. In the case of an examination that has not yet begun, the Campus Registry Manager or nominee will liaise with the Senior Invigilators to determine which, if any, examinations should be abandoned.
- 7.29. Where an examination needs to be re-scheduled, students will be advised by of the date, time and location of the re-scheduled examination.
- 7.30. When an examination has been abandoned, the Campus Registry Manager or nominee shall liaise with the Head of College or nominee; examiner(s) for the subjects concerned; the Course Leader; Module Leader and the Chair of the College Teaching Committee or equivalent. The group shall constitute a sub-committee of the Progression and Award Board acting with delegated authority. The board shall determine whether to:
- a) accept the examination answer booklets (if any) as the full result of the examination;
  - b) accept the examination answer booklets (if any) as part of the results and to set an appropriate additional assessment;
  - c) void the examination and set a further question paper; or
  - d) where appropriate, under the course assessment regulations, discount the examination and determine the results for students based on the remainder of their assessed work.

A different decision may be given for examinations affected by the same incident. When considering the outcome, the sub-committee of the Progression and Award Board may consider the type of examination (open, or closed), level, assessment weighting, duration and any other factors deemed appropriate.

- 7.31. In determining what action to take in respect of an examination that has been abandoned as a result of an emergency evacuation, the sub-committee of the Progression and Award Board shall take account of;
- a) the overall pattern of assessment on the course and in the subject in question;
  - b) the body of evidence available in respect of student performance in the subject;
  - c) the role of the formal examination,
  - d) the logistical implications of its decision and its impact on students
- 7.32. The sub-committee will operate in the manner most appropriate to the issues; this need not necessarily involve a formal meeting. The Campus Registry shall formally record the discussions and decisions of the sub-committee. The report must be agreed by all members of the sub-committee, and form part of the documentation for the Progression and Award Board.

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- 7.33. Where the sub-committee has agreed that the examination forms part of the assessment in the subject, the mark sheet available to the Progression and Award Board shall make clear the proportion of the assessment constituted by the formal examination.
- 7.34. In cases of major disruption in travel, or other similar circumstances, the start time of examinations may be delayed. Where the dates of the disruption are known in advance, morning examinations scheduled on those dates may start and finish 30 minutes later than scheduled. It is the responsibility of the Academic Registrar or nominee, to determine if the circumstances warrant a later start time. The timings of afternoon and evening examinations will not normally be changed.
- 7.35. On days of severe disruption only, students will be admitted to the examination room up to one hour after the start time of the examination; however, no additional time will be allowed. No student will be admitted to any examination more than one hour after the start of an examination.
- 7.36. No student will be permitted to leave the examination room (other than where accompanied by an Invigilator) until 30 minutes after the start of the examination.
- 7.37. Where a student arrives late, the invigilator will note the time of their arrival on the student attendance sheet.

### **Guidance: Student Responsibilities - Examinations**

- a) If an alarm sounds, students must leave their examination answer booklets, rough work and examination question papers and evacuate the room quickly and quietly. Under no circumstances should a student remove an answer booklet, rough work or an examination paper from the examination room.
- b) When the building is re-opened, students must not under any circumstances re-enter any examination room unless they are instructed to re-enter the building by the senior invigilator.
- c) Where an examination has been terminated as a result of an emergency evacuation, information on any alternative arrangements will be provided by the University on the [Student Hub](#). It is the responsibility of the student to ensure they read the University communications in relation to this and to present themselves for assessment on the due date.
- d) If there has been a delay in the start time of the examination due to disruption, the University will make every effort to communicate this to students in advance on the [Student Hub](#) and students must read the University's communications. If in any doubt, students should assume that the examination will start as originally scheduled.
- e) If students are likely to be affected by any transport disruption, they are advised to investigate immediately alternative travel arrangements, or opportunities for temporary accommodation near the examination location. Students should bear in mind that disruption to public transport inevitably puts pressure on other forms of transport services too and are advised to allow more time for their journeys irrespective of their mode of travel.