

# **Examination Regulations**

**Version 3.2  
March 2018**



# **1 Candidates' Responsibilities**

- 1.1 Candidates are responsible for checking examination dates, times and venues.
- 1.2 Candidates will not be permitted to sit the examination without photographic ID, such as a passport or driving licence or Arden student ID card.
- 1.3 Candidates are responsible for ensuring they have the correct examination paper.
- 1.4 Candidates must read the instructions at the top of the paper.
- 1.5 Candidates must bring their own equipment.
- 1.6 Examinations must be written in black ink.
- 1.7 Candidates are advised not to bring valuables to the examination.
- 1.8 The candidate is responsible for their belongings. Arden University or the examination centre will not be held responsible for any loss or damage to personal belongings.
- 1.9 All Candidates must complete the candidate registration report prior to the commencement of the examination.

## **2 Attendance**

### **Lateness and Absence**

- 2.1 Absence needs to be supported by evidence in line with the normal mitigation policy. This will be evidence for consideration at the Assessment Board.
- 2.2 Candidates arriving late will be admitted no later than 30 minutes after the start of the examination and must not disturb other candidates.
- 2.3 Lateness must be noted on the Invigilator Report form.
- 2.4 Candidates entering late will not be permitted the full time for the examination, only the time remaining.

### **Leaving the examination**

- 2.5 Candidates will not be allowed to leave the examination room during the first 30 minutes and final 15 minutes of the examination.
- 2.6 Candidates wishing to leave early must obtain permission from the invigilator and hand their scripts in on leaving.
- 2.7 Once candidates have left the examination they may not re-enter.
- 2.8 Should a candidate need to temporarily leave the room, for any reason, they must alert an invigilator, who will accompany them.
- 2.9 Only one candidate may temporarily leave the room at a time.
- 2.10 Candidates may not attempt to contact anyone or refer to any books or notes should they be permitted to leave the room.

## **Conduct**

- 2.11 To attract the invigilator's attention candidates must raise an arm.
- 2.12 Candidates must remain seated in silence while the invigilators collect the examination scripts.
- 2.13 Candidates are not permitted to remove anything from the examination room, except that which they originally brought with them.
- 2.14 Once in the exam room candidates are only permitted to talk to the invigilators and not other candidates.
- 2.15 Coats and bags must be left in a designated area of the room or a cloakroom if possible. Coats and bags are under no circumstances allowed at the candidates' desks.
- 2.16 Candidates must sit at their designated desks as shown on the seating plan outside the room, where applicable.
- 2.17 Should a candidate experience a problem they should contact an invigilator.
- 2.18 No candidate may commence the examination until instructed to do so by the invigilator.
- 2.19 Candidates may not leave their desks without permission of an invigilator.
- 2.20 Candidates must not engage in any activity, which may disturb others, such as tapping on the desk or clicking a pen, etc.

## **3 Materials**

- 3.1 Stationery only is permitted at the desk.
- 3.2 If a pencil case is used it must be transparent.
- 3.3 Electronic devices, such as mobile telephones and walkmans, etc., are not permitted on / under / near the desk.
- 3.4 The use of electronic calculators is only permitted when specifically stipulated by the examination. Then, only non-programmable ones may be used.
- 3.5 Should calculators be permitted, it is the candidate's responsibility to bring their own, they may not borrow another candidate's.
- 3.6 Calculator cases, leaflets, etc., must not be brought to the examination.
- 3.7 Candidates may bring an English language dictionary to the examination.
- 3.8 Should candidates bring their own English language dictionaries, they must be inspected on entry to the examination room by an invigilator.
- 3.9 Invigilators cannot help with the use or interpretation of a dictionary.

## **4 End of Examination Procedure**

- 4.1 When the end of the examination is announced all candidates must stop writing immediately.
- 4.2 At the end of the examination all candidates must remain in silence until all scripts and materials have been collected.
- 4.3 All candidates must submit their scripts before being dismissed from the examination room.
- 4.4 Candidates must not remove answer booklets from the examination room under any circumstances.
- 4.5 Candidates must wait for permission to leave the examination room at the end of the exam.

## **5 Exam Centre's Responsibilities**

### **The Examination Officer**

- 5.1 There will be a Examination Officer who will be responsible for:
  - Ensuring exam papers are delivered to a secure e-mail account.
  - Ensuring exam papers are kept secure and not accessed until the date of the examination.
  - Running the exam.
  - Ensuring health and safety.
  - Recording any incidents.
- 5.2 Should the Examination Officer be absent another will be appointed to be in charge.

### **Setting up the examination**

- 5.3 The examination room will be set up and checked by the invigilators in advance of the arrival of candidates.
- 5.4 Each examination desk or station must be no less than one metre away from another desk or station.
- 5.5 Candidates should be facing the same direction, where possible.
- 5.6 Each examination desk should contain a question paper and an answer booklet and an Attendance Form. It must be ensured that the questions are displayed face down.
- 5.7 A seating plan may be displayed outside the room, where required.
- 5.8 There should be a clock(s) at the front of the examination room, visible to all candidates.
- 5.9 There should be a board or flipchart where the start and finish times can be clearly displayed for candidates.
- 5.10 There must be no display material visible in the examination room.
- 5.11 The correct notices must be displayed inside and outside the examination room.

### **At the beginning of the examination**

- 5.12 Before the examination begins candidates must fill out the Candidate Register Report and show their ID.
- 5.13 The start and finish time of the exam should be clearly displayed for all candidates to see.

### **During the examination**

- 5.14 Information resulting from a query made by a candidate, which may have an impact on others, should be made public knowledge at the discretion of the invigilator.
- 5.15 Where only one invigilator is present, they must easily be able to seek help, without leaving the room. The use of a mobile telephone or two-way radio is appropriate here, providing it does not disrupt the examination.
- 5.16 Invigilators must not carry out any other task during the examination.
- 5.17 Invigilators must announce the time remaining at 15 MINUTES.

### **At the end of the examination**

- 5.18 All scripts must be collected by the invigilator before allowing the candidates to leave the examination room.
- 5.19 The completed Candidate Register Report, Invigilator Report and Invigilator Details Form should be returned to Arden University with the examination scripts.
- 5.20 Complete all forms as required by Arden University.
- 5.21 Give forms to the Examination Officer to sign and attach appropriate ones to the examination scripts to be returned to Arden University.
- 5.22 The examination scripts must be posted using courier, recorded or registered post.

## **6 Special arrangements**

- 6.1 Provisions for special examination requirements will be arranged with the Examination Officer in advance.
- 6.2 Candidates leaving the examination due to mental or physical disposition must be escorted from the room and the time of withdrawal and the circumstances must be noted on their paper and the invigilator's report.

## **7 Deviation from the rules and regulations**

- 7.1 The invigilator in charge must record any irregularity or problems on the invigilator's report.
- 7.2 The invigilator may, after having warned the candidate, exclude any candidate whom the invigilator deems to be disturbing other candidates.

The candidate's answer book must be marked accordingly and a record made of the event on the invigilator's report.

- 7.3 Candidates not following the examination regulations will be liable to disciplinary procedures.
- 7.4 Should the examination be disturbed, it is at the invigilator's discretion whether an extension of time should be granted.
- 7.5 The following procedures should be invoked in cases of suspected cheating:
  - 7.5.1 The accusation should be made clear to the candidate concerned.
  - 7.5.2 The answer book should be taken from the candidate. A capital 'Q' and the time should be marked underneath the candidate's work. The answer book should then be returned to the candidate.
  - 7.5.3 The candidate should finish the examination within the normal time.
  - 7.5.4 A full report should be prepared by all present invigilators and submitted to the Examination Officer within 24 hours, including any supporting evidence.
  - 7.5.5 The Examination Officer is responsible for collating all information and reports surrounding the allegation and submitting them to Arden University for presentation at the Assessment Board, or forwarding on to the appropriate body.