

## Chapter 6 Regulations for candidates sitting internally set De Montfort University examinations

### 1 Instructions to all candidates

#### 1.1 Candidates must:

- 1.1.1 Ensure that they know the date, time and location of all examinations which they are required to sit, including keeping track of changes to the published schedule;
  - 1.1.2 Arrive at the examination room at least 20 minutes before the start of the examination;
  - 1.1.3 Note that if a candidate is absent from an examination a mark of zero will be awarded unless a deferral for that examination has been granted<sup>1</sup>;
  - 1.1.4 Read carefully the instructions on the examination paper and the examination answer book;
  - 1.1.5 Note that the University reserves the right to schedule examinations and assessments on any day or time of the week, including weekends.
- 1.2 Candidates are reminded that it is an academic offence to commit any act which is intended to modify or evade, in an unauthorised manner and by unfair means, the conditions of assessment specified by the University. Chapter 4 of the General Regulations and Procedures Affecting Students deals in detail with academic offences. The regulations relating to examinations prohibit any attempt by a candidate to complete his or her examination script by unfair means, or to communicate with any other candidate in the examination room (including copying from any other candidate's script, allowing his or her own script to be copied, and passing material to or receiving material from any other candidate).
- 1.3 No candidate shall attempt to complete their script by unfair means, or communicate with another/others inside or outside the examination room.

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<sup>1</sup> The procedure for requesting deferral in an examination is explained in Chapter 5 of these Regulations.

- 1.4 Candidates' behaviour at all times should respect other candidates' rights to an examination environment free from unnecessary distraction or disturbance.
- 1.5 Where it has been established in accordance with approved procedures that a candidate has cheated or otherwise committed an academic offence, the candidate may be failed for all or part of the assessment and may also be excluded from the University.
- 1.6 Candidates are required to produce their University ID Card at every examination which they take. Candidates should place their cards on their examination desk for inspection by an invigilator.
- 1.7 Candidates must bring their own pens, pencils, including spares and ruler, and may use drawing instruments. These materials may only be brought into the examination room in clear bags/cases. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the rubric of the examination paper. Invigilators do not provide student with stationery.
- 1.8 Candidates may not bring into the examination room any electronic device unless approved in advance. This includes mobile phones, smart watches, fitness trackers and any data storage or internet enabled device. All unapproved electronic devices must be switched off and placed in the plastic bag provided on the exam desk and then placed on the floor under the exam desk. For the purposes of this regulation, examinations shall include any formally assessed session, including, for example, assessed laboratory sessions.
- 1.9 The University reserves the right to implement security processes, such as the use of a hand-held metal detector, to confirm the absence of such devices.
- 1.10 Non-compliance with this regulation will be regarded as an academic offence and will be dealt with under the Academic Offences Regulations (Chapter 4 of these Regulations).
- 1.11 Unless specifically prohibited, a candidate may use an electronic calculator which performs the usual arithmetic functions (addition, division, calculation of percentages, etc).
- 1.12 Except where specifically provided for in the rubric of a particular examination paper, a candidate may not use a programmable calculator which can store textual information or formulae. Where such devices are found invigilators will require the calculator memory to be cleared and

reset and the matter will be reported to the Faculty Academic Practice Officer, as per chapter 4 of these regulations.

- 1.13 As a general rule, invigilators are therefore liable to confiscate calculators with a full alphabet face unless the rubric specifically allows for their use.
- 1.14 Possession by a candidate of a programmable calculator or any kind of dictionary, where this is not allowed in the rubric, will be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means, and will be dealt with as an academic offence under the University's regulations.
- 1.15 If any candidate brings into the examination room any notes, drawings, tracings or books (including electronically stored information), other than those which may be specifically permitted by the particular rubric of the examination, it is the responsibility of the candidate to give them up to an invigilator, or otherwise remove them from their person (including clothing), desk and/or vicinity of their desk before the commencement of the examination.
- 1.16 Possession by a candidate of any unauthorised material (which is defined as material not expressly permitted within the examination room) during the course of an examination will be dealt with as an academic offence under the University's regulations.
- 1.17 Candidates should note that invigilators do not have to be satisfied that a candidate has used or attempted to use the unauthorised material. The mere possession of that material is sufficient for the candidate to be charged with an academic offence.
- 1.18 Candidates may not bring into the examination room a text or electronic dictionary of any kind, except where specifically provided for in the rubric of a particular examination paper.
- 1.19 Invigilators will have access to a standard, University approved, English dictionary. Candidates are permitted to request sight of that dictionary to check the meaning of a word. Candidates may bring a drink into the examination room in a container with all labels removed. Small items of food are permissible if authorised by the invigilator (i.e. packets of mints/sweets). These must be in a clear container, and must have minimal impact on the exam environment and other exam candidates.
- 1.20 No candidates may enter the examination room until authorised to do so by the principal or senior invigilator.

- 1.21 No candidate is allowed to enter the examination room later than fifteen (15) minutes after the start of the examination. This timescale applies to all examinations, regardless of their duration.
- 1.22 Candidates are allowed five minutes reading time before the start of the examination to read and check their papers.
- 1.23 Before the end of the exam, candidates are advised to complete the cover sheet of their answer book with their name (or candidate number if applicable), programme, subject and level of examination, date of the examination and details of the campus and room where the examination is taking place and their own seat numbers. However, candidates may not write notes or write in their answer books until the principal or senior invigilator announces that they may start to do so.
- 1.24 Candidates must use only the approved examination stationery. Rough work must be completed on the approved stationery and handed in with the worked script. Candidates may not bring blank paper into the examination, even if it is classed as an open book examination. Candidates may not remove any examination answer book or any part of any examination answer book from the examination room.
- 1.25 Except where otherwise stated on the question paper, all answers must be written in English. All answers must be legible to the markers; otherwise a fail mark will be recorded. Candidates must carefully follow exam instructions; markers will only consider answers that adhere to the exam rubric and will mark answers in the order they have been written.
- 1.26 If a candidate wishes to ask a question, they must raise a hand and wait until an invigilator is able to attend to them.
- 1.27 A candidate wishing to leave the examination room temporarily must first obtain the permission of the invigilator. Such requests will not normally be prioritised in the first hour of the exam.
- 1.28 No candidate shall withdraw from the examination until it has been in progress for at least one hour, and then only with the permission of the invigilator, to whom the candidate must personally hand their script. This timescale applies to all examinations, regardless of their duration.
- 1.29 Any candidate who leaves the examination room without the permission of an invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room.
- 1.30 To avoid disturbance to others, candidates may not leave the examination room during the last fifteen minutes of the examination.

- 1.31 No candidate shall continue writing after the principal or senior invigilator has announced the completion of the time allowed for the examination, except, with the permission of an invigilator, to complete the information on the cover of the answer book.
- 1.32 At the end of the examination, candidates must remain seated, in silence, until all scripts have been collected by the invigilation team.
- 1.33 Any candidate who is suspected of contravening any of the above regulations will be so advised by the principal or senior invigilator who will endorse their script and inform the candidate whether they may continue with the examination.

## **2 Individual examination conditions**

- 2.1 This provision applies to all Students studying at De Montfort University, Leicester.
- 2.2 Students studying at partner colleges must follow their own college procedures and should contact the college Higher Education Co-ordinator for advice in the first instance.
- 2.3 Students taking examinations which are governed by the regulations of professional or external awarding bodies may need to meet different criteria in order to qualify for special examination conditions. The University will comply with any relevant professional requirements or guidelines.
- 2.4 Students who become ill or sustain an injury shortly before the examinations are due to take place are advised to seek a deferral of assessment (see Chapter 5 of these Regulations). In exceptional circumstances support may be provided and Students are advised to contact Student and Academic Services for advice.
- 2.5 Students requiring special conditions for formal written examinations should bring these to the notice of the University as early in each academic year as possible. The application process may involve referrals to third parties and/or the submission of relevant evidence and/or specialised support (refer to section 2.8) so can take some time to complete. Special conditions are not automatically transferred to the University from previous institutions.
- 2.6 The deadline for completion of the application process for the May exam period is 31 March for Students on standard undergraduate programmes. For other exam schedules the deadline is six weeks before the date of the examination(s) for which the Student is seeking individual

conditions for Students on non-standard programmes, for example postgraduate or Nursing and Midwifery programmes. It is the student's responsibility to complete the application process within the deadlines. The University will not be able to make arrangements for individual conditions where applications are submitted after these stated deadlines.

- 2.7 Students together with an appropriate member of Staff in Student and Academic Services must complete a form "Individual Examination Arrangements".
- 2.8 Further advice is available on the Student and Academic Services web pages found here: <https://www.dmu.ac.uk/current-students/student-support/index.aspx>
- 2.9 Individual examination arrangements may be made by the Head of Academic Services or their nominee, who will consult with Staff in Student and Academic Services and/or other Staff as necessary. Requests for special equipment may be subject to resource limitations.
- 2.10 Individual conditions may be granted for those with physical or learning disabilities or with medical conditions, which are either temporary or permanent. Such Students fall into five main categories:
  - 2.10.1 Those with a permanent physical disability, which can be substantiated by medical evidence, which might impair their performance in any given examination;
  - 2.10.2 Those with a permanent or chronic learning difficulty or disability, which can be substantiated either by a statement from an educational psychologist or by a diagnostic assessment, such as used by the Basic Skills Agency;
  - 2.10.3 Those with a chronic and long-term medical condition, which can be substantiated by medical evidence, which might impair their performance;
  - 2.10.4 Those Students who have conditions as described in paragraphs 2.10.1 to 2.10.3 above, where those conditions are not deemed to be permanent by their medical adviser or other professional person, but which nonetheless could adversely affect their performance. For the purpose of these Regulations, 'temporary' is taken to mean a condition with a duration of one year or less.
  - 2.10.5 Students who are pregnant.