REGULATIONS FOR THE PREPARATION AND CONDUCT OF INVIGILATED EXAMINATIONS

Introduction

1. The University of Suffolk has a duty to maintain academic standards by ensuring the integrity of assessment processes. These regulations have been informed by the Quality Assurance Agency (QAA) UK Quality Code for Higher Education Advice and Guidance on Assessment.

2. These Regulations apply to all enrolled students at the University of Suffolk, including partner institutions.

Definition of Terms

3. For the purposes of these regulations, the following definitions apply:

- An examination may be generically defined as a formal assessment which takes place in a specified venue, on a specified date, at a specified time, has a prescribed time given in which to complete it and takes the form of a written response to written questions (in this context "written" may include other media such as use of a PC/laptop), which requires continuous invigilation and needs to be conducted under exam conditions.
- The term 'candidate' is used to describe a student undertaking an examination.
- The term 'Exams Office' is used to describe the team and/or office at the University of Suffolk and each University of Suffolk partner institution that has designated responsibility for the administration of examinations.
- The term 'Exam Concessions' is used to describe the reasonable adjustments used for examination purposes, full details of which can be found in the *Code of Practice on Reasonable Adjustments for Students*.

Style of Examination

4. All examinations should fall within one of the following modes:

a) Unseen Paper: An unseen paper requires that the candidate be unaware of the detailed text of any questions or assignments set within the examination paper until the examination is officially deemed to have commenced by the invigilator. Candidates should be made aware of the structure of the paper beforehand, together with any materials that they may reasonably be expected to provide for the examination (e.g. pens, ruler, etc.). The paper must prescribe the date, time and duration of the examination, together with

sufficient unambiguous rubric to leave the candidate in no reasonable doubt as to the requirements of the examination.

b) Seen Paper: A seen paper may be set which allows the candidate time outside of the examination itself to prepare answers to specific questions or assignments which will comprise the examination paper. Where a seen paper is to be set, the module leader is responsible for ensuring that the candidates are aware of the nature of the paper and for distributing the paper and any materials (such as case studies) to candidates prior to the examination. The date on which the seen paper will be available and the method of distribution must be communicated to candidates in advance of the examination.

c) Open Book: An open book examination allows the candidate to have available in the examination room specified texts/notes which may be used as a basis for questions or assignments set. Such questions or assignments should in all other respects adhere to the definition of an unseen paper. It is the responsibility of the module leader to ensure that all candidates are provided with appropriate (e.g. unannotated) texts and are aware of the nature of the texts and notes (including, for example, the number of sides of A4 and font size) that are allowed to be taken into the examination room.

Format of Papers

5. All examination papers should adhere to the following specification:

a) The title of the course shall appear on the front page of every paper.

b) The module title, level and credit value shall appear below the title.

c) The weighting of the examination as a proportion of the total summative assessment shall be given.

d) If the paper is one of two or more within the same assessment period, this shall be clearly indicated.

e) The date and time of the examination shall be indicated, together with the duration of the examination.

f) The total number of questions, exercises or assignments available on the paper should be clearly indicated.

g) The paper should give clear instructions as to what is required of the candidate in the examination, in a form of words which is unambiguous from any reasonable interpretation.

h) If questions are available on more than one sheet of paper, or on the reverse of one sheet, then this should be clearly indicated by the words “Please turn the page”.

i) After the final question, the words “End of paper” should appear.

A template for exam paper front pages is shown in Appendix 1 and can be obtained from the Exams Office at the University of Suffolk in Ipswich.

6. All exam papers must be submitted to the Exams Office at least 20 working days prior to the examination date. Module leaders must submit both the first attempt paper and the resit paper at the same time. For unseen papers, the resit paper should comprise different questions to the first attempt paper.

7. Paper copies of the exam papers should be placed in a sealable envelope, with details of the examination clearly shown on the front of the envelope.

8. A template for this is shown in Appendix 2 and can be obtained the Exams Office at the University of Suffolk in Ipswich.

9. Before submission to the Exams Office, the module leader is responsible for checking that their exam papers are correct.

Security of Papers

10. All steps will be taken, as far as reasonably practical, to ensure the security and confidentiality of the examination papers at all stages of the process.

Examination Timetable

11. The main examination sessions and re-sit sessions will be published on MySuffolk no later than the end of the third full week in October. The examination timetable will be published on MySuffolk three weeks prior to the start of the examination session. The published timetable of examinations must be followed. Any variations must be approved by the Academic Registrar.

12. The examination timetable will, where practicable, schedule exams in such a way that no candidate will have more than one examination in a 24 hour period.

13. Where the same examination paper is used for franchised courses or at multiple sites, the examination will take place simultaneously. For courses franchised outside the UK, any time differences will be taken into account so that examinations take place simultaneously or as near as possible to maintain the integrity of the examination paper.

14. It is the responsibility of the candidate to ensure that they know the date, time and venue of all examinations they are due to sit. Misreading the examination timetable will not be accepted as a satisfactory reason for absence from the examination.

15. In the event of a candidate not sitting an examination and failing to provide adequate extenuating circumstances, the candidate will be deemed to have failed the examination.

16. By sitting the examination, the candidate is declaring themselves fit to do so. Applications for extenuating circumstances will not be considered where the candidate has attended the examination, except where a candidate is taken ill during the examination and this can be verified by an invigilator.

Accommodation

17. All candidates must sit the examination at the designated venue unless prior permission has been obtained from the Academic Registrar for a candidate to take the examination elsewhere.

18. Any room in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.

19. Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.

20. No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room. Particular care must be taken for those examinations which are held in laboratories or libraries.

21. A reliable clock must be visible to all candidates in the examination room.

22. The seating arrangements should be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance in all directions from centre to centre of each candidate's desk must be 1.25 metres. These arrangements will also be made, as far as practicably possible, for computer-based examinations.

23. Wherever possible, for written examinations:

(a) all candidates must face in the same direction;

(b) each candidate should have a separate desk or table of sufficient size to accommodate question papers, books and/or maps (as appropriate) and answer booklets;

(c) when candidates are working on a drawing board set on an easel or other non-horizontal surface, they should, wherever possible, be arranged in an inward-facing circle or in some similar pattern;

24. Another examination may be held in the examination room at the same time, provided arrangements are made to keep any disturbances to a minimum.

Alternative Examination Venues

25. In certain circumstances, for example for candidates on distance-learning courses or where candidates are unable to sit the examination at the specified venue due to circumstances beyond their control, it may be possible to make arrangements for the examination to be taken at an alternative venue. The examination should normally be taken simultaneously, or as near as possible when time differences do not allow otherwise.

26. Candidates are responsible for finding a suitable alternative venue. Accepted alternative venues include, but are not limited to, a local higher education institution or professional exam service where the security of the examination paper or procedures will not be compromised. Candidates overseas should contact the British Embassy/Council in the first instance as an alternative venue provider.

27. Candidates who wish to sit their examination at an alternative venue should complete an application form (available on MySuffolk) giving details of the proposed alternative venue and providing any supporting evidence (where appropriate). Completed applications should be submitted to the Exams Office at least three weeks before the scheduled examination. The application will be considered for approval by the Deputy Academic Registrar or Academic Registrar.

28. The University will charge a standard fee for the examination to be taken in an alternative venue. In addition, any associated costs from the host venue, for example room hire, invigilation or administration costs must be borne by the candidate.

Exam Concessions

29. If a candidate is unable to take an examination on a particular day or time for legitimate reasons (e.g. religious observance) and the Exams Office is advised of this at the earliest opportunity, alternative arrangements will be provided and may include allowing the candidate to sit the examination at an alternative time. In the case of an unseen or open book examination, an alternative paper should normally be provided unless prior agreement has been made with the Academic Registrar, and then only if the examination can be held on the next working day. In such cases, the candidate would be expected to sign a declaration confirming that they have had no communication with anyone who has sat the examination previously and be warned that they may be disqualified if this is later found to be untrue.

30. Candidates who require extra time or discounted rest breaks to complete an examination due to adequately documented medical or other reasons (e.g. dyslexia or physical disability) can be accommodated. Such candidates should normally be examined at the same time in the same room as other candidates, although an alternative room may be provided to avoid disruption when required.

31. The amount of extra time or discounted rest breaks allowed for such a candidate should normally be informed by the reasonable adjustments agreed with Student Services and/or based on an Educational Psychologist's report or Access Centre report where there is an identified learning need. Normally, the maximum extra time allowable is 25% of the standard examination time and/or up to 30 minutes discounted rest breaks.

32. Candidates who require the services of a reader, amanuensis (scribe) or word processor should be accommodated in an alternative room to avoid disruption to other candidates. The examination should normally take place concurrently with that held in the main room.

33. The script of a candidate using the services of a scribe or word processor shall be deemed to be the candidate's own writing. All text should be recorded by the scribe verbatim; no correction should be made to syntax or spelling. The scribe may ask the candidate to spell any words which may reasonably be regarded as technical (for example medical terminology). See also the detailed instructions for exam concessions in the "Instructions to Invigilators" in Appendix 3.

34. Where a candidate believes that exam concessions are required, it is the responsibility of the candidate to provide evidence to support the request; this can be a doctor's letter, diagnostic report or needs assessment report. The candidate must meet with the Student Life team to

review this evidence and complete a Reasonable Adjustment Agreement which will record the specific support arrangements required. The Reasonable Adjustment Agreement should be completed at least three weeks prior to the examination date. Exam concessions details in Reasonable Adjustment Agreements submitted less than three weeks prior to the examination date cannot be guaranteed. Exam concessions will not be made by the Exams Office without a signed Reasonable Adjustment Agreement.

Use of Calculators

35. It is assumed that calculators are permitted in an examination unless it is specifically stated otherwise.

36. Where the use of electronic calculators is allowed in examinations, candidates should be informed in advance that:

(a) the calculator must be suitable for the needs of the examination. Where a specific calculator make and model is required for the examination, these details should be provided to candidates in advance of the examination;

(b) the calculator must have an integral power supply (being either battery or solar powered);

(c) the working condition of the calculator is the responsibility of the candidate;

(d) a fault in a calculator will not normally be considered as justification for giving special consideration to the user;

(e) calculator cases, instruction leaflets and similar materials must not be in the possession of candidates during the examination;

(f) calculators must not be borrowed from other candidates during an examination for any reason. The invigilator may provide a candidate with a replacement calculator should one be available, but the University is under no obligation to provide calculators for use in an exam;

(g) programmable calculators may be used but no prepared programmes may be taken into the examination room;

(h) information and/or programmes stored in the calculator's memory must be cleared before the examination. Retrieval of information and/or programmes during the examination is an infringement of the regulations;

(i) candidates are responsible for clearing any information and/or programmes stored in the calculator before the examination;

(j) the calculator function on a mobile phone, smart technology such as smartwatches, PDA or other multi-media devices must not be used as a calculator in an examination.

Use of Dictionaries

37. Candidates whose first language is not English, or who have an identified additional educational need recorded in their Reasonable Adjustment Agreement, may use a dictionary in an examination, subject to the agreement of the Course Leader, except where the purpose of the assessment is to test competence in a language.

(a) Where the use of a dictionary has been agreed, it must be paper-based unless there is an approved additional educational need.

(b) Subject specific dictionaries and dictionaries where the content includes more information than simple translations are prohibited.

(c) Dictionaries translating from English to a foreign language, foreign language to English or foreign language to foreign language are permitted unless the purpose of the assessment is to test the competence in a language.

(d) Candidates must provide their own dictionaries.

(e) The candidate must complete a “Request to Use a Dictionary in an Examination” form (see Appendix 4) and submit it with the dictionary to their Course Leader 15 working days prior to the examination. The Course Leader must authorise the use of the dictionary by inspecting the dictionary and completing the relevant section of the form. The dictionary and form should be submitted to the Exams Office 10 working days before the examination where it will be stored with the examination paper and then placed on the candidate’s desk for use in the examination.

Candidates can obtain a copy of the ‘Request to Use a Dictionary in an Examination’ form from MySuffolk.

Electronic Devices

38. Candidates are not permitted to have electronic devices, with the exception of calculators (see also paragraph 36 above), on their person during an examination. Electronic devices include, but are not limited to, mobile phones, smart technology including smartwatches or similar technology that is able to store or access data and personal audio equipment. Ideally, electronic devices that are not permitted during the examination should be left at home. Alternatively, these devices must be switched off, placed in the clear plastic wallets provided and

placed out of the reach of the candidate. The University will not accept liability for lost, stolen or damaged personal property.

Invigilation Arrangements

39. Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

(a) Normally, there should be two invigilators present for the first 40 candidates and then at least one further invigilator present for every additional 30 candidates. (See also paragraph (e) below).

(b) When a sole invigilator is present, they must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates. Invigilators may be changed during the examination, provided that the number present in the examination room does not fall below the number prescribed and the change does not cause a disturbance to the examination candidates.

(c) Normally, a lecturer who has prepared the candidates for the subject of the examination during that academic year should not be the sole invigilator at any time during the written examination in that subject.

(d) Only in exceptional circumstances, and with the prior approval of the Academic Registrar, may an individual who is also a student of the University of Suffolk invigilate an exam.

(e) For practical tests, there should normally be one invigilator to every 20 candidates. In these examinations it is essential that a lecturer of the subject or a technician should also be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general.

(f) In examinations in which questions or passages have to be read to a group of candidates it is essential that an invigilator is present in addition to the reader.

Note: where the services of a reader are being provided for an individual candidate, the reader may also act as the invigilator providing the reader is not the lecturer responsible for writing the exam paper or someone with a personal relationship to the candidate, such as relative, friend or peer. Similarly, where the candidate requires the services of a reader and scribe, the same person can act as reader, scribe and invigilator providing this person is not the lecturer or relative, friend or peer of the candidate. In such circumstances, or where the reader and/or scribe is the candidate's usual Study Support Assistant, a separate invigilator will be required.

(g) Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.

40. All invigilators will be trained by the Exams Office on appointment. Detailed "Instructions to Invigilators" (see Appendix 3) must be available to each invigilator in the examination room and invigilators should also be familiar with the "Student Guide to Written Examinations" (available on MySuffolk) and any regulations and instructions specific to the papers and/or subjects being examined.

AT THE BEGINNING OF THE EXAMINATION

Identification of Candidates

41. The invigilator(s) must be satisfied of the identity of every candidate attending each examination session. All candidates should be asked to place their student ID badges on their desks, clearly visible to invigilator(s). Where candidates do not have their student ID badges, some other form of photo ID must be provided. The Exams Office will also provide a printed attendance list with photographs.

Persons Present

42. Only authorised persons (i.e. exam candidates, invigilators and Exams Office staff) are to be allowed in the examination room.

43. Module leaders may be present in the examination room at the start of the examination, but must leave once the examination is underway unless they are also acting as an invigilator.

44. Module leaders or a nominated academic colleague must be available for the first 30 minutes of the examination to respond to any queries on the examination paper.

45. For examinations of an external awarding body, a representative of that awarding body may be present in the examination room in order to observe the invigilator in accordance with their quality assurance procedures.

Question Papers, Stationery, Materials and other Equipment

46. The invigilator should ensure that:

(a) the official examination stationery for the particular subject examination is issued to candidates and that no other stationery, including paper for rough work is provided;

(b) candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the syllabus for the subject being examined;

(c) if unauthorised materials have been taken into the examination room, such materials are placed out of reach of the candidates before the examination commences;

(d) in a subject where there is an objective test and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet is given to the candidate whose name appears on it and that the sheets relate to the subject and the component concerned.

Starting the Examination

47. The examination room is deemed to be under exam conditions from the time the candidates enter the room until all the scripts have been collected.

48. Before candidates are permitted to start work the invigilator should:

(a) ensure that all candidates have the correct question paper;

(b) complete the seating plan and ensure that candidates are seated in accordance with any prescribed seating arrangements;

(c) check that candidates have all the necessary material (answer booklets/sheets, pens/pencils and question papers) to enable them to complete the examination;

(d) inform the candidates that they are subject to the regulations of the examination;

(e) warn candidates that any unauthorised material must be handed in or left out of the reach of the candidates;

(f) draw to the candidates' attention the instructions printed on the front of the question paper; *(**Note:** The invigilator must not offer any advice or comment on the work of the candidate.*).

(g) ensure that details of any erratum notices are brought to the notice of candidates;

(h) remind candidates that, where necessary, they should write in blue or black ink or ball pen;

(i) inform candidates that they should only enter their student code and not their name on their answer booklets and supplementary answer sheets where applicable and complete other details as required;

(j) advise the candidates that, unless instructions are given to the contrary on the question paper, all work, including rough work, must be done in the answer booklets provided. Any rough work should be crossed through to show it is not part of their answer;

(k) remind candidates that by sitting the examination they are declaring themselves fit to do so;

(l) announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s).

An “Announcement to Examination Candidates” covering the issues noted above is included in the “Instructions to Invigilators” in Appendix 3.

49. The invigilator should remind candidates that they are forbidden to communicate in any way with, seek assistance from or give assistance to another candidate whilst they are in the examination room.

Raising Queries in an Examination Paper

50. Candidates may raise a query concerning the accuracy or content of the examination paper within the first 30 minutes of that examination starting. The query will be checked with the module leader or nominated academic colleague (see also paragraph 44). Any error or clarification will be communicated to all students taking that examination. After the first 30 minutes of the examination, any query that is raised will be recorded within the invigilator’s report but may not necessarily be answered during the examination.

51. The invigilator should not give any information to candidates about suspected errors in the question paper unless an erratum notice has been received.

DURING THE EXAMINATION

Supervision of the Candidates

52. Invigilators must supervise the candidates at all times whilst the examination is in progress and give complete attention to this duty.

53. During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary; these must be limited to those which are essential to achieve the objectives of the examination.

54. Invigilators will note in the Invigilator’s Report (see Appendix 5) any incident which occurs during the examination which may have disturbed the candidates and the action taken. Incidents include, but are not limited to, queries on question papers, excessive external noise,

infringement of examination regulations, an emergency event, and a candidate suddenly becoming unwell.

Late Arrival of Candidates

55. A candidate who arrives after the scheduled start time for an examination but within the first 30 minutes of that examination will be allowed to enter the examination room and to sit the examination. Candidates who arrive more than 30 minutes after the start of the examination will not be permitted to sit the examination.

56. No additional time will be allowed at the end of the examination to compensate for the late arrival.

Leaving the Examination Room

57. Having started the examination, no candidate should leave the examination room (except in an emergency) during the first hour of that examination.

58. Candidates who leave the examination room temporarily must be accompanied by an invigilator or other member of staff. Any candidate who leaves the examination room without the prior permission of an invigilator is deemed to have withdrawn from the examination and cannot be re-admitted.

59. If a candidate finishes their work and is allowed to leave the examination room early, they must hand in their work before leaving. The candidate must not then be re-admitted.

60. To avoid disruption to other candidates, no candidate may leave the examination room in the last 30 minutes of that examination.

61. Irrespective of whether or not any candidates leave the examination room early, no question paper may be removed from the examination room.

Infringement of Examination Regulations

62. In accordance with the Academic Misconduct Policy, an infringement of examination regulations includes:

- any transgression of the Institution's examination room rules in such a manner that could gain unfair advantage;
- obtaining or seeking to obtain access to examination papers prior to an examination;

- behaviour in a manner likely to prejudice the chances of another candidate;
- offering a bribe or inducement to invigilators, examiners or other persons connected with the examination;
- being party to an arrangement whereby a person other than the candidate would fraudulently represent them at an examination;
- failure to comply with the invigilators' instructions.

63. Where an invigilator suspects a candidate of infringing examination room rules or any other requirements relating to conduct as set out in 62 above, they shall, if possible in the presence of another invigilator or other member of staff to act as witness to the action taken:

(a) confiscate any unauthorised material in the possession of the candidate;

(b) endorse the candidate's script on the front cover with a note of the time when the alleged infringement was discovered. In the case of suspected collusion, they should endorse the script of each candidate involved. Wherever possible, they should require another invigilator to act as witness by countersigning the endorsement;

(c) where relevant, issue a new examination answer booklet to the candidate(s) in question, clearly instructing them to continue (not restart) the examination;

(d) inform the candidate(s) in question, at the end of the examination, that a report of the incident will be submitted to the Course Leader for consideration in accordance with the *Academic Misconduct Policy*;

(e) give details of the incident on the invigilator's report;

(f) report the allegation to the Exams Office who will inform the Course Leader. The matter will then be considered in accordance with the *Academic Misconduct Policy*.

Irregular Conduct

64. Invigilators are empowered to expel candidates from the examination room, but such action should only be taken in liaison with the Exams Office when it is felt that it is essential or when the continued presence of the candidate would cause disruption to other candidates.

65. It is the duty of the Course Leader to ensure that all cases of irregularity or misconduct in connection with the examination, as notified by the invigilator(s), are considered in accordance with the *Academic Misconduct Policy*.

66. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with the Assessment Board.

Emergencies

67. The invigilator must take the following action in the event of an emergency such as a fire alarm or bomb alert:

(a) Evacuate the examination room in accordance with the instructions given by the Health & Safety Officer responsible for the building.

(b) Ensure that all question papers and scripts are left in the examination room (but see paragraph (g) below).

(c) Supervise candidates as closely as possible whilst they are out of the examination room in order to ensure there is no collusion.

(d) After the candidates have returned and settled within the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred.

(e) Note the time and duration of the interruption in the invigilator's report.

(f) Allow the candidates the working time prescribed for the examination that was remaining at the point of interruption.

(g) in the event of there being only a small number of candidates, in liaison with the Exams Office, consider the possibility of taking the candidates with question papers and scripts to another place in order to complete the examination.

AT THE END OF THE EXAMINATION

Finishing the Examination

68. Ten minutes before the end of the examination the invigilator should inform candidates of the time remaining.

69. At the end of the examination, candidates should be told to stop writing.

70. The invigilator must instruct the candidates:

- to ensure that all the required information has been entered on the front of their answer booklets;
- to check that their answers are correctly numbered;

- to assemble any loose sheets in the order in which the questions have been attempted and then to fasten them and any supplementary answer sheets to the back of their answer booklets (or as otherwise instructed) with the string or tags provided.

Collation of Scripts

71. The invigilator should check that a script has been collected for all candidates marked as present on the named attendance list and that candidates have used the correct student number. The scripts should then be sorted into the order shown on the anonymous attendance list and the list marked accordingly.

72. After collation, the scripts should be returned to the Exams Office where they will be checked and locked in a secure cupboard until collected by the module leader for marking.

Unused Stationery

73. All unused stationery should be collected in the examination room, checked for any loose sheets which candidates may have overlooked and returned to the Exams Offices.

AFTER THE EXAMINATION

Collection of Scripts

74. All examination scripts must be collected from the Exams Office in person and signed for no later than 5 working days after the examination has taken place. Only in exceptional circumstances, and with the permission of the Deputy Academic Registrar (Registry Services) or Academic Registrar, will copies of scripts be posted to the module leader. In such cases, all due care should be taken to ensure originals and copies are handled and stored appropriately.

75. Marking should take place on the original examination script and once moderated they should be returned with any annotated copies to the Exams Office to be held in accordance with the Data Retention Schedule.

Examination Attendance Records

76. The completed named attendance lists, seating plans and script collection records will be held by the Exams Office in accordance with the Data Retention Schedule.

APPENDIX 1 – Exam Paper Front Page

University of Suffolk

Name of School / Partner Institution

Validated Course Title:

Module Title:

Module Code: **Module Level:** **Credit Value:**

Examination Weighting:

Module Leader:

Exam Date:

Exam Duration:

Instructions to Candidates:

1. Do not write your name anywhere on the examination answer booklet
2. Write on both sides of the page
3. All rough work must be done in the answer booklet and crossed through
4. Do not use any correction fluid on your booklet
5. You may not take this question paper out of the examination room
6. By sitting this examination, you are declaring yourself fit to do so

Paper Specific Instructions:

Please write here any paper specific questions.

You must include:

1. *The number of questions on the paper, how many the candidate has to answer and from which section.*
2. *The weighting of the questions.*

You may also like to include:
- *If a case study is attached, the date it was handed out prior to the examination.*
- *If notes are allowed / if it is an open book exam.*
- *If notes are allowed, whether these have to be attached to the answer booklet at the end of the exam.*
- *Whether calculators are allowed*

Appendix 2 – Exam Paper Envelope Template

University of Suffolk

EXAMINATIONS

Module Title:			
Module Code:			
Module Leader:			
Date of Exam:			
Duration:		**Time:**	
No. of copies of exam paper (inc 2 spare copies):		**No. of coloured copies of exam paper:**	

			Signed	**Date**
Package Checked by Module Leader: (Please tick and sign)		Paper correct		
		Correct number of questions		
		Additional material attached as necessary, e.g. case study		
		No extraneous material		
Exam specific instructions to invigilators:				

THIS PROFORMA SHOULD BE ATTACHED TO THE FRONT OF A SEALED ENVELOPE

Appendix 3 – Instructions to Invigilators

University of Suffolk

INSTRUCTIONS TO INVIGILATORS

General Invigilating Instructions

- Candidates should aim to arrive at the examination venue at least 15 minutes before the exam is due to start and will be admitted to the examination room approximately 10 minutes prior to the examination start time. All bags and coats are to be left at the back or the front of the examination room (whichever is nearer to the exit).

- Ideally, mobile phones and other electronic devices such as smart technology including smartwatches should be left at home. Any such items brought into the examination room must be switched off and placed in the clear plastic wallets provided out of the reach of the candidate i.e. underneath the exam desk.

- Internal candidates should show their University of Suffolk student ID card and external candidates (if any) should be able to show either their own university student ID card or some other form of identification. Candidates should be asked to place their student ID cards on their desks clearly visible to invigilators. Where candidates do not have their student ID cards, some other form of photo ID should be provided. The Exams Office will provide an attendance list with photographs which can be checked if no other photo ID is provided.

- Candidates are permitted to have a bottle of drink on their desk, but should not be allowed any food, such as chocolate bars, crisps, fruit, etc. unless previously agreed for medical reasons.

- Candidates who are not shown on the attendance list should be referred to the Exams Office. In the case of exams taking place off-site, the Exams Office should be contacted immediately by telephone.

- Make sure that the date, module title(s), module code(s) and the start and finish times of examinations are shown clearly to candidates by some means of notice in the examination room.

- Candidates' names or numbers may be written on the seating plan before candidates enter the examination room. Those who are absent from the exam should be crossed off later.

- Mark candidates present on the named attendance list once candidates have taken their seats. Do not mark absentees until the exam has been in progress for 45 minutes.

- Some candidates may be in separate rooms to make use of a word processor, scribe, reader or rest breaks. These candidates will be marked as being in a separate room on the main named attendance list. Do not mark these candidates as absent.

- Late arrivals (within 30 minutes of the timetabled start) may be admitted to the examination room, but will not be allowed any additional time at the end of the exam to compensate for the late arrival.

- Candidates who arrive later than 30 minutes after the start should be referred to the Exams Office.

- No candidate having commenced the examination may leave the examination room during the first hour other than for a temporary absence and must be accompanied by an invigilator.

- No candidate is allowed to leave the examination room during the last 30 minutes of that examination.

- When there are examinations of mixed duration in the same room, no candidate is allowed to leave during the last 30 minutes of any examination taking place in that room, other than for a temporary absence.

- Invigilators should be positioned within the examination room to ensure adequate supervision of all candidates. For example, where possible, at the front and back of the room.

- Invigilators should make occasional patrols to make candidates aware of their presence, but without causing a disturbance.

- During the examination, invigilators are reminded that they should not be engaged in any other activity, such as marking, reading, crosswords, knitting etc. In order to avoid disturbance, like the candidates, invigilators should not consume food during the exam but may have a drink.

- It is the invigilator's responsibility to ensure that silence is maintained throughout the exam; this includes ensuring quiet outside the examination room as well as within. Extra care should be taken to ensure that exam conditions are maintained where there are exams of mixed durations and for any candidates with additional time.

- Where an invigilator suspects a candidate of **infringing examination room rules** (e.g. cheating), they should take the following action, if possible in the presence of another invigilator or other member of staff who can act as witness to the action taken:

  a. confiscate any unauthorised material in the possession of the candidate;

  b. endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered. In the case of suspected collusion, they should endorse the script of each candidate involved. Wherever possible, they should require another invigilator or other member of staff to act as witness by countersigning the endorsement;

  c. where relevant, issue a new examination answer booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the examination;

  d. inform the candidate(s) in question, at the end of the examination, that a report of the incident will be submitted to the Course Leader for consideration under the *Academic Misconduct Policy*;

  e. give details of the incident on an invigilator's report.

  If in doubt about the action to be taken, contact the Exams Office immediately.

- When examinations are finished, candidates must remain seated until their answer booklet has been checked to ensure the front page has been filled in correctly and any supplementary sheets have been attached. **All answer booklets and question papers must be collected before any candidate leaves the examination room.**

- No question papers can be removed from the room.

- At the end of the exam, check the collected scripts against the attendance lists. Arrange scripts in ascending numerical order by student ID code and mark off on the unnamed attendance list. Check to ensure a script has been collected for every candidate marked as present on the named attendance list. Once checked, invigilators should return everything to the Exams Office.

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INSTRUCTIONS TO INVIGILATORS

Additional Invigilating Instructions for Exam Concessions

- Where a candidate has exam concessions which necessitate a separate room, for example for the use of a word processor, reader or scribe, the invigilator and candidate must both sign the study support form provided in the examination pack.

Use of a Word Processor

- Candidates who have been allowed the use of a word processor will sit their examinations in a specific computer room. An answer booklet folder will be provided into which the candidate should place their printed work. The front of the answer booklet folder should be completed as usual.

- Candidates will be logged into the computer using an individual exam user ID and password. They should not log in using their own ID. Invigilators should remind candidates to save their work as they go along and also to put their student code only on their typed work as either a header or footer. Candidates should also be asked to include page numbers.

- At the end of the examination the candidate's work must be printed. The candidate must check their printed work to ensure that all answers have printed fully. The completed work should then be placed in the answer booklet folder provided. Work should not be submitted electronically.

- All other examination rules and regulations apply.

Readers

- Invigilators who are acting as readers may be required to read the whole paper to the candidate or the candidate may request only occasional words to be read.

- The reader must read accurately and only read the instructions on the question paper and the questions. No additional explanation or clarification should be provided. Repeat reading of instructions or questions should only be provided when specifically requested by the candidate.

- The reader must not advise the candidate regarding which questions to do, when to move on to the next question or the order in which questions should be answered.

- If requested by the candidate, the reader may read back the answers written by the candidate in their answer booklet, but may not comment on or offer advice as to the appropriateness or correctness of any part of the answers.

- The spelling of words which appear on the question paper may be given if requested by the candidate, but no other spellings may be given.

Scribes

- Invigilators who are acting as scribes must write down exactly what the candidate has said. No correction can be made to syntax or spellings.

- The scribe may ask the candidate to spell any words which may reasonably be regarded as technical or subject specific, for example medical terminology.

- The scribe may be requested to draw or add to maps, diagrams and graphs and must do so strictly in accordance with the candidate's instructions.

- The scribe must not give factual help to the candidate or indicate when the answer is complete. No advice should be given to the candidate regarding which questions to do, when to move on to the next question or the order in which questions should be answered.

- If requested by the candidate, the scribe may read back what has been written but may not comment on or offer advice as to the appropriateness or correctness of any part of the answer.

- The candidate may at any point during the examination write all or any part of an answer themself.

Use of Dictionaries

- Candidates are permitted to use a dictionary provided there has been prior agreement with their course leader. The dictionary must have been submitted to the Exams Office before the examination, and will be placed on the candidate's desk on the day of the exam.

- The dictionary will be for the candidate's own personal use and must not be used by any other person in the examination room. If the candidate has been provided with a reader and/or scribe, that person must not use the dictionary on the candidate's behalf.

Discounted Rest Breaks

- Candidates with discounted rest breaks, normally up to 30 minutes, should tell the invigilator when they are on a rest break, put down their pen and stop working. The invigilator should tally the amount of rest breaks taken and end the exam at the appropriate time.

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INSTRUCTIONS TO INVIGILATORS

Actions to Follow in the Event of an Emergency

There should be no testing of fire alarms planned during the course of the examination.

In the event of any emergency such as the fire alarm sounding or a bomb alert, the invigilator must take the following action:

a. Evacuate the examination room in accordance with the instructions given by the Health & Safety Officer responsible for the building.

b. Ensure that all question papers and scripts are left in the examination room (but see paragraph (g) below).

c. Supervise candidates as closely as possible whilst they are out of the examination room in order to ensure there is no collusion.

d. After the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred.

e. Note the time and duration of the interruption on the invigilator report sheet.

f. Resume the examination once all candidates are resettled and allow the working time prescribed for the examination that was remaining at the point of interruption.

g. In the event of there being only a small number of candidates, invigilators may, in liaison with the Exams Office, consider the possibility of taking the candidates with question papers and scripts to another place in order to complete the examination.

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INSTRUCTIONS TO INVIGILATORS

Instructions for the Day of the Exam

- Collect examination box from the Exams Office approximately 45 minutes before the examination is due to start.

- The boxes should include:
  - Examination question papers
  - Answer booklets and continuation sheets
  - Attendance lists: one set will have candidate names and student ID codes; one set will have student ID codes only; and the final set will show photographs of the candidates
  - Desk cards: where possible, each exam will have a different coloured desk card that will show the candidate's name, student ID code and module
  - Seating plan
  - Quiet Please notice(s)
  - Stationery, e.g. pens, treasury tags etc.
  - Plastic wallets for use of items not permitted on the candidate
  - Invigilator Report

- Check examination papers are for the correct day, time and room. Take note of any instructions on the cover sheet/attendance list e.g. open book exam, candidates with extra time etc.

- Where possible, each exam has a different coloured desk card. This allows candidates to find their seats quickly and for invigilators to easily differentiate between each exam.

- When setting out the desk cards and answer booklets for each examination, pay particular attention to finishing times. It is suggested that candidates taking the shortest exams be placed in rows nearest to the exit. This will cause minimal disturbance to those candidates sitting longer examinations.

- Candidates with extra time should be placed furthest from the door. You need to agree before the start of the examination which invigilator(s) will remain to cover the extra time.

- Please check that desk cards have been set out for all candidates shown on the named attendance list. If there is any discrepancy, please contact the Exams Office immediately.

- Question papers should be placed on the examination desks face up to enable candidates to quickly check they have the correct paper for the exam they are sitting and to read the instructions.

- You must complete a seating plan: you can start this before the candidates are allowed in the examination room, then later mark on the seating plans which candidates are absent from the exam.

- Write clearly on the whiteboard or flip-chart provided the title and start and finish times of each examination.

- Quiet Please signs should be displayed on the door to the examination room and on the doors to the corridor outside the room where applicable.

- Ensure a clock is clearly visible to all students. A clock will be provided by the Exams Office where one is not already available within the examination room.

- Admit students approximately ten minutes before the exam is due to start.

- Before starting the examination, please read in a clear voice the attached ‘Announcement to Examination Candidates’.

- You will have three attendance lists, one showing candidate names and student ID codes, one showing student ID codes only and one showing photographs of the candidates. The named attendance list should be used to mark candidates as present during the exam. The unnamed list should be used to mark off collected scripts. The photo list can be used for reference when verifying the identity of candidates.

- At the end of the examination all exam answer books must be checked against the unnamed attendance list. Answer books should be sorted in ascending numerical order. Ensure that a script has been collected for all candidates marked as present on the named attendance list. In the case of any discrepancy please advise the Exams Office immediately.

- Candidates are not permitted to take question papers from the exam room.

- Please return all papers to the Exams Office at the end of each examination session.

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INSTRUCTIONS TO INVIGILATORS

Announcement to Examination Candidates

- This room is now subject to exam conditions.
- You should not communicate in any way with any other candidate in the examination room until all answer booklets and question papers have been collected.
- You are permitted to have on your desk only those materials allowed for the examination.
- No dictionaries or books are allowed on examination tables whilst the exam is in progress, unless it is an open book exam or you have previously requested the use of a dictionary.
- All bags must be left at either the front or the back of the room.
- Smartwatches, watches with 'bleeping alarms' and mobile phones must be turned off so other candidates are not disturbed.
- Mobile phones and any wearable smart technology such as smartwatches must be placed in the clear plastic wallets provided and placed under your examination desk.
- Your student code only should be written on the answer booklet and any continuation sheets. You should NOT write your name on any part of your answer booklet or continuation sheets.
- Please check that the number on your desk card and the number you write on the front of your answer booklet match exactly that shown on your ID Card.
- For written papers you should use either black or dark blue ink or ballpoint pen.
- Rough calculations must be done in the answer booklet and then crossed through to show they are not part of your answer.
- You are particularly reminded to read the instructions before answering the questions.
- Put your hand up if you need extra paper or have any queries.
- No candidate, having commenced the examination, may leave the examination room during the first hour other than for a temporary absence and must be accompanied by an invigilator.
- No candidate is allowed to leave the examination room during the last 30 minutes of an examination.
- If you finish early put your hand up and once your paper has been checked and collected by an invigilator you may leave, provided it is not within the first hour or last 30 minutes. If you are allowed to leave, please do so quietly to ensure the other candidates are not disturbed.
- All question papers and exam stationery must be left in the examination room.
- An announcement will be made to inform you that 10 minutes remain before the end of the examination.
- Finally, by sitting this exam you are declaring yourself fit to do so.
- Any questions?

APPENDIX 4 – Request to Use A Dictionary In An Examination Form

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REQUEST TO USE A DICTIONARY IN AN EXAMINATION

To be completed by student

Forename(s):	
Surname:	
Course Title:	
Name of exam during which the dictionary will be used:	
Date and time of exam (if known):	
Date request submitted to Course Leader:	

Signature: Date:

To be completed by Course Leader:

Forename:	
Surname:	
I agree that the above student be permitted to use a dictionary in the above examination	
I do not agree that the above student be permitted to use a dictionary in the above examination	
I have inspected the dictionary provided by the above student and agree that it is acceptable for use in the above named examination	
Date dictionary submitted to Exams Office	
Signature:	

Exams Office Details:

Dictionary received in Exams Office by:	
Date:	

APPENDIX 5 – Invigilator's Report

Invigilator's Report

To be completed and signed by the Invigilator(s) present within the examination room and returned to the Exams Office after the examination session.

1. Exam details

Exam date:

Scheduled exam time:

Room:

Module code(s): *please list all module code(s) that were affected by the incident*

2. Student details *please provide details of individual student(s) affected by the incident. If it was all students please tick to specify.*

Student name(s):

Student code(s):

All students:

3. Details of incident

Type of incident: *please tick all that apply*

Candidate illness		Emergency event		Excessive external noise	
Infringement of exam regulations		IT equipment		Query on exam paper	
Other					

Description of incident:

Time of incident:

Action taken:

Invigilators present in exam room:

Signed:

4. For use by the Exams Office

Additional comments