



Regulations for the Conduct of Examinations

Prepared By	Registry
Approved By	APC 21 May 2014 Senate 13 June 2014
Source Location	GCU Intranet > Registry > Assessment & Exams > Ass Reg Assoc Docs > Policies > Examinations
Published Location	http://www.gcu.ac.uk/gac/regulationsandpolicies/assessmentregulationsandassociatedpolicies
Other documents referenced	
Related documents	University Assessment Regulations

Version Number	Date issued	Author	Update information
V1.0	05.08.2014	Registry	First Published version
V1.1	16.09.2014	Registry (Exams)	<ul style="list-style-type: none"> • Added a statement that electronic cigarettes not allowed in exam halls • Removed reference to language dictionaries being allowed. • Updated text with regard to use of electronic media to be consistent with current scheme of invigilation • Added item to clarify students only admitted late up to one third of exam duration
V2.0	15.09.2016	Academic Quality and Development	Guidance related to the permitted use of reference lists added at 4.9.

- 1 These Regulations apply to all examinations conducted under the aegis of the Senate of Glasgow Caledonian University.
- 2 Examinations for which the University is responsible are open only to registered students of the University who have completed the required programme of study and who have complied with the Regulations for that programme. No person whose registration has lapsed or who has failed to register for the appropriate programme and associated modules is eligible as a candidate for any assessment. The appropriate Assessment Board will withhold the marks of an assessment of any person who appears ineligible, pending an investigation, and may ultimately disregard the attempt.
- 3 Student conduct
 - 3.1 It is a condition of admission to any examination that the candidate agrees to observe these Regulations and any further written or oral instructions issued to him/her by any authorised body or person including Assessment Boards and Invigilators.
 - 3.2 Failure to observe these Regulations or any such instructions will constitute an academic offence which may lead to proceedings being instituted under the University's Code of Student Discipline.
 - 3.3 Subject to the provisions of Regulation 3.4 below, if an invigilator suspects a candidate of infringing any part of these Regulations, and especially any part of Regulation 4 below, he/she will permit the candidate to continue the examination in the normal way but shall, as soon as practicable, cause the circumstances to be reported to the Examinations Office.
 - 3.4 Any candidate whose conduct is, in the view of the Senior Invigilator, disturbing to other candidates and who persists in this conduct after a warning, shall be required to leave the examination centre. His/her answer book will be sent to the Examinations Office by the invigilator who will give full details of the circumstances.
 - 3.5 Smoking is prohibited at all University examinations. Candidates will not be permitted to leave the examination centre temporarily for the purposes of smoking. The use of electronic cigarettes is not allowed in the exam room.
 - 3.6 Candidates are not permitted to introduce into the examination centre any foodstuffs and/or beverages the consumption of which, in the opinion of the Senior Invigilator, would disturb other candidates.
- 4 Permitted Materials
 - 4.1 Candidates at any examination are only permitted to use books, instruments including electronic calculators, notes or other materials or aids that have been specifically permitted by the appropriate Assessment Board or other authorised body for the examination in question.
 - 4.2 **Electronic media devices, including smart watches and mobile phones must be switched off and stored away from a candidate's desk**
 - 4.3 Candidates must not be in possession of any such item during the exam, for example in pockets, jackets or coats, etc. Unauthorised aids, e.g. notes, are not allowed into the examination room. Where unauthorised aids or electronic media devices are discovered in a candidate's possession they must be surrendered to the Senior Invigilator who will report this to the Senate Disciplinary Committee, via the Examinations Office. Any such devices found to be in use during the course of an examination will be confiscated immediately and may be retained by the University at its absolute discretion for the purpose of investigation
 - 4.4 Coats, bags and similar items shall be deposited outside the examination centre or as directed by the invigilator.
 - 4.5 Any unauthorised items introduced by a candidate into an examination room must, upon request, be surrendered to the invigilator who will hand them over to the University which may make copies thereof and the original items, together with any copies, may be retained by the University at its absolute discretion.

- 4.6 Candidates must not read the examination paper or commence written work, other than the completion of the front piece of the examination script, until the Senior Invigilator declares, at the appropriate time, that candidates may start the examination.
 - 4.7 Candidates shall not, unless expressly so authorised, pass any information from one to another, nor shall any candidate work in collusion with any other person or copy from another candidate or engage in any similar activity.
 - 4.8 Where the Regulations for any qualification provide for part or all of an examination to consist of 'take-away' papers, essays or any other work done in a candidate's own time, course work or any form of continuous assessment, the work submitted by the candidate must be his/her own and any quotation from the published or unpublished work of any other person must be duly acknowledged.
 - 4.9 Reference Lists have to be typed, with no handwritten material on it and must be no more than a double sided A4.
- 5 Save where the relevant Assessment Board has determined otherwise, any materials submitted by a candidate for examination, including written replies to examination papers, essays, dissertations or reports, whensoever written or prepared, will not be returned to candidates and the copyright therein is possessed by the University. Entry to an examination will be deemed to constitute an agreement by the candidate with the University to assign such copyright to the University.
- 6 For Formal Diet Examinations, the Examinations Office, based within the Registry, puts in place arrangements that are consistent with the adjustments recommended for individual disabled students by the Positive Living & Disability Service. This may include the allocation of additional time, separate venues, venues restricted to students with additional exam arrangements, use of computer, scribes/readers, or any other reasonable adjustment agreed with the Academic School.
- 7 Any candidate who falls ill during an examination must make every reasonable effort to inform an invigilator of their condition and subsequently complete a Mitigating Circumstances form if they feel that the illness has adversely affected their performance.
- 8 All examinations shall take place at the time and place published but the Head of Registry may, in exceptional circumstances, make arrangements for examinations to be held other than as published. In such instances, the Examinations Office will ensure that candidates are notified. It is the responsibility of candidates to ascertain the examination dates and locations from the appropriate, designated University notice boards.
- 9 Entry to an Exam Venue
- 9.1 Candidates should present themselves outside the examination centre at least 15 minutes before the commencement of the examination but shall not enter the room until instructed to do so by the invigilators.
 - 9.2 Candidates must bring their student ID cards and make them available for inspection in the examination venue to allow their identity to be verified. Where necessary a face recognition check may be made to verify a candidate's identity.
 - 9.3 Candidates who arrive late will only be admitted to the exam hall only until the point where one third of the scheduled duration for the examination has elapsed
 - 9.4 Candidates admitted to the examination centre after the starting time shall not be granted any additional time after the end of the examination period stipulated on the question paper in which to complete the examination.
 - 9.5 Candidates should not leave the examination centre during the first one-third of its scheduled duration. No candidate shall be permitted to leave the examination centre during the 15 minutes prior to the end of the examination.
 - 9.6 A candidate who requires to be absent temporarily from the examination centre shall be accompanied by an authorised person.

- 10 Each candidate should note his/her desk number on all internal answer sheets/books.
- 11 Complete silence shall be observed whilst the examination papers are being distributed and throughout the examination. If a candidate wishes to attract the attention of an Invigilator, he/she should do so by raising a hand.
- 12 No leaves shall be torn out of examination books. It is the responsibility of the candidate to see that any script material is securely fastened together (using the treasury tags provided by the Examinations Office) and handed to an invigilator.
- 13 Each candidate shall cease writing at the end of the examination when instructed to do so by the invigilators and shall remain seated at the end of the examination until his/her script has been collected.
- 14 Where a candidate requires special arrangements to be made for an examination, the provisions outlined in *Policy for Alternative & Special Examination Requirements* shall apply.
- 15 In exceptional circumstances, arrangements may be made for a candidate to take resit diet examinations at another institution (see *Policy on Alternative and Special Examination Arrangements*).