

## **Rules for the Conduct of University Centre South Essex**

### **Assessments**

These Regulations are intended to provide an appropriate environment for students undertaking assessments and to maintain the integrity and security of University Centre South Essex assessments.

Students must comply with these Regulations at all times. Any breach of these Regulations may result in disciplinary action being taken under the University's relevant procedures.

For the purposes of these Regulations, the term assessment includes examinations and course tests.

#### **PART A: STUDENT REGULATIONS**

##### **Conduct During an Assessment**

- 1.** You must not commission, permit, or otherwise allow another person to attend an assessment and represent themselves as you.
- 2.** You must not impersonate another student during an assessment.
- 3.** You must maintain appropriate conduct throughout the assessment and comply with all instructions given by invigilators.
- 4.** You must not enter the assessment room more than 30 minutes after the scheduled start time. You must not leave during the first 30 minutes or final 15 minutes.
- 5.** Guidance: Outside these restricted periods, you may leave temporarily only with permission and under supervision.

6. You must not communicate with any person other than an invigilator during the assessment.
7. You must complete your answers legibly in ink unless instructed otherwise.
8. You must not open the question paper or begin writing until instructed. You must stop writing immediately when instructed.
9. You must not remove answer booklets, question papers where retained, or examination stationery unless permitted.
10. Where an invigilator reasonably suspects unauthorised materials, you must comply with requests to empty pockets, remove outer clothing, pull back hair, roll up sleeves or trouser legs, and remove shoes and socks.
11. Guidance: Failure to comply constitutes a breach of these Regulations.
12. You must not bring into the assessment room coats, jackets, bags where storage is provided, or unauthorised items including notes, blank paper, mobile phones, smart watches, dictionary pens, visual aids, audio equipment, electronic devices, unauthorised ear plugs, or devices capable of storing, receiving, or transmitting data.
13. If you discover you possess a prohibited item, you must immediately notify an invigilator.
14. You must surrender any item reasonably believed to be unauthorised.
15. Guidance: You must not engage in cheating or any other form of academic misconduct. Any suspicion will be investigated under the University's disciplinary procedures.

## **PART B: PROCEDURE FOR SUSPECTED CHEATING**

**Step A:** Inform the student immediately that they are suspected of cheating or breaching the assessment regulations.

**Step B:** Request the student's identification card.

**Step C:** Where there is reasonable suspicion of unauthorised materials, conduct the permitted search. Where requested and reasonably practicable, this should be undertaken privately by a member of staff of the student's preferred gender.

**Step D:** Confiscate any materials reasonably believed to be unauthorised.

**Step E:** Mark the student's answer booklet with the time at which the suspicion arose.

**Step F:** Inform the student that they must remain after the assessment to be interviewed by the Examinations and Assessments Officer.

**Step G:** Allow the student to continue the assessment where appropriate.

**Step H:** Interview the student following the assessment and provide information about the disciplinary process.

**Step I:** Notify the Examinations and Assessments Officer and the Quality Manager so that disciplinary proceedings may be initiated.

## **PROFESSIONAL AND REGULATORY IMPLICATIONS**

University Centre South Essex may be required to disclose findings of academic misconduct to relevant Professional, Statutory and Regulatory Bodies. Findings relating to cheating, plagiarism, collusion, or other misconduct may affect eligibility for entry into certain professions.

## **FUNDAMENTAL PRINCIPLE**

The integrity of academic assessment is the responsibility of all students. Students are expected to act honestly, comply with invigilator instructions, declare prohibited items immediately, and uphold University Centre South Essex standards at all times.