

## **Rules for the Conduct of University Assessments**

The below regulation is intended to provide a suitable working environment for Students and to maintain the security of University Centre's assessments. Students should adhere to the regulation and should be aware that a breach of the regulation may result in disciplinary procedures.

### **Behaviour in the examination or course test**

1. You must not commission or otherwise allow another person to pass themselves off as you during an examination or course test.
2. You must not impersonate another candidate at an examination or course test.
3. During the examination or course test you must maintain good order and obey all instructions given by the invigilators. Invigilators may take appropriate action to ensure the integrity of the assessment.
4. You must not enter the examination or course test room more than 30 minutes after the scheduled start time of the examination or leave the examination or course test room in the first 30 minutes or the last 15 minutes of the examination or course test.
5. Guidance: Apart from these periods, you may leave the examination/course test room temporarily only under supervision and, if visiting the toilet, you will be accompanied by a staff member who will wait outside. If you have to leave your desk, you must move quietly and create as little disturbance as possible.
6. You must not communicate with anyone other than an invigilator in the examination or course test.
7. You must write your answer legibly in ink unless you are told otherwise.
8. You must not turn over the question paper or write on the question paper or your answer booklet until you are told to start the examination or course test. You must not continue to write in examinations or course tests after you have been instructed to stop.
9. You must not remove any answer booklets or other stationery.
10. If an invigilator has a reasonable suspicion that you have brought unauthorised materials into an examination or course test room, you must comply with any request by them to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes.
11. Guidance: Failure to comply with this request will be a breach of these Regulations. Moreover, the University may determine that such failure supports a finding that you do indeed have unauthorised materials in your possession.
12. You must not take into the examination room:
  - Any coats, jackets, or bags where there is provision for separate storage of these items
  - Any materials – such as blank paper, ear plugs, notes, texts, mobile telephones, dictionary pens, visual aids, smart watches, electronic devices, audio equipment, and any other devices capable of receiving, storing, or transmitting data – unless they are specifically authorised for use in the examination or course test.
13. If you find yourself in possession of a coat, jacket, bag, or unauthorised materials such as a mobile phone you should immediately notify the invigilator.
14. You must give to the invigilator any items that the invigilator indicates they believe are unauthorised.
15. Guidance: You must not cheat in an assessment of any kind, including examinations, course tests, and coursework. Cheating in an assessment is

defined as an attempt to gain an advantage by unfair means. Where you are suspected of cheating, the University will take action in accordance with the relevant disciplinary procedure.

If you are suspected of any form of cheating, the invigilator should:

Step A: Immediately inform you that you are suspected of cheating.

Step B: Request your student card, which you must give

Step C: (applicable only where there is a reasonable suspicion that you have brought unauthorised materials into an examination or course test room): Ask you to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes. You must do this. If you request, and if this is reasonably practicable, we will try to ensure that this search is carried out by a person of the gender of your choice in a private room.

Step D: (applicable only where there is a reasonable suspicion that you have brought unauthorised materials into an examination or course test room): Confiscate any materials they believe to be unauthorised.

Step E: Mark your answer booklets with the time at which the suspicion arose.

Step F: Tell you to wait behind at the end of the examination in order to be interviewed by the Examinations and Assessments Officer.

Step G: Thereafter allow you to continue with the examination or course test.

Step H: At the end of the examination, interview you about the suspected breach of the General Regulations and provide you with a handout about the procedure.

Step I: Notify the Examinations and Assessments Officer and Quality manager, so that disciplinary proceedings can be started against you.

Guidance: The University Centre may be required to report students on programmes of study that qualify them into a profession overseen by a Professional Statutory Regulatory Body. Where misconduct such as criminal offences, criminal cautions, or breaches of these Regulations (especially those relating to plagiarism and collusion or cheating) can prevent a student from gaining entry to a profession even though the University Centre has no role in directly qualifying students into the profession. You should therefore ensure that you are familiar with the expectations of any organisation that may regulate you in the future.