EXAMINATION
GUIDE
FOR STUDENTS
2015/2016

ALL STUDENTS MUST READ THIS GUIDE CAREFULLY BEFORE SITTING ANY BIRKBECK EXAMINATIONS

Check List:

Before you leave for your examination make sure you:

- Know the date, time and venue for your exams, some venues are located away from Birkbeck
- Make sure you arrive early on the day (10-15 minutes)
- Make sure you have your Examination Admission Notice and Birkbeck Photo ID card with you (or another form of approved Photo ID - either your Passport or Driving licence with photograph) or Home college ID card for intercollegiate students
- Bring adequate stationery supplies
- Check you have a working calculator (where permitted) and any other authorised materials with you
- Travel light: avoid bringing large bags and items of value to the venue
- Toilet facilities in some venues may be limited so please make use of the facilities before the start of the examination.
- Turn off your mobile phone before you enter the exam room, and make sure it is not on your person during the exam. Please deposit it as instructed by the invigilator
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USEFUL CONTACTS

- Examinations and Assessment Office
  Email: examinations@bbk.ac.uk
  Tele: 020 7380 3028

- Disability and dyslexia Service
  Email: disability@bbk.ac.uk
  Tele: 020 7631 6316

- My Birkbeck Centre
  Email: www.bbk.ac.uk/ask
  Tele: 020 7631 6316

- IT Services
  Email: its-helpdesk@bbk.ac.uk
  Tele: 020 7631 6543
  In person: ITS help desk, ground floor, in the Student Centre, Malet Street Building
GENERAL REGULATIONS

The examination papers to which these instructions relate are part of an examination of Birkbeck, University of London counting towards the award of a degree, Certificate or Diploma. Examinations of the College are governed by College Regulations.

Students sitting examinations at other colleges as part of the University of London Intercollegiate Scheme must abide by the regulations of the College they are attending.

COMPLETION OF EXAMINATIONS

The Regulations include a requirement that to be admitted to a degree, Certificate or Diploma a student must have been examined in all parts of examination prescribed for that course. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) you must take each prescribed test and must submit sufficient work to enable you to be examined. Failure to do so will render you ineligible to be considered as having completed that course.

If you are absent from an examination without permission, or make an attempt that cannot be academically assessed, it will count as an attempt, you will be awarded a mark of zero and will need to re-enter the examination at the next normal occasion in order to complete the assessment.

PREPARING FOR YOUR EXAMINATIONS

SPECIAL EXAMINATION ARRANGEMENTS known as PERSONALISED EXAMINATION PROVISION

If you have a disability, dyslexia or health problems, you may be eligible for extra support during your examinations. To determine if you are eligible you should make an appointment with the Disability and dyslexia support office and will be required to provide evidence of your disability, dyslexia or medical condition. You should make your application for personalised examination provision by 18th March 2016. Beyond this date, it might not be possible to implement personalised arrangements.

Candidates sitting in main examination halls will not be given any additional time for toilet trips, taking prescribed medication or any other purposes. If additional time is required, an application for personalised examination provision must be made.

YOUR TIMETABLE AND EXAMINATION ADMISSION NOTICE

You will be emailed when your individual examination timetable is available to view via your Birkbeck profile page. Your timetable contains details of all the examinations for which you have been entered. If any details are incorrect, please contact the Examination and Assessment office. The timetable initially will not show the actual room locations, these will be published separately around Easter. You will be notified by email when these are available and at this stage you will be able to download your Examination Admission Notice via your Birkbeck profile page.

Please ensure you print your Examination Admission Notice on plain paper and that it remains un-annotated for the examination period. Any markings or notes found on your Examination Admission Notice will be treated as an Examination Irregularity.
YOUR CANDIDATE NUMBER

All Birkbeck written examinations are examined anonymously by candidate number instead of your name or your student ID number. You will be allocated a unique candidate number each year which will consist of a letter plus six digits (e.g M132123). Your candidate number is shown on your Examinations Admission Notice and can be viewed via your profile page.

You must enter this number in the space provided on all examination answer booklets.

LOCATION AND TIMINGS OF EXAMINATIONS

It is the responsibility of the student to know the date, time and place of each of the examination papers to be taken as set out in the relevant timetable and arrive at the correct venue on time.

You will be able to access and print your own personal Examination Admission Notice – 2016 via your profile page at http://www.bbk.ac.uk/mybirkbeck/

Written papers for Birkbeck examinations in 2016 will be held in a number of sites.

Examinations for departments of Management, Organisational Psychology and Biological Sciences module examinations can be held at non Birkbeck campus venues.

Please check the venue guide on your profile page.

Check the start time of your examinations. This is listed on your Examinations Admission Notice. Unless otherwise indicated on the timetable, morning exams normally start at 10:00am, afternoon exams at 2:30pm and evening exams at 6:00pm.

The exact room location of each examination is given on your Examination Admission notice. Some written papers are split between two or more rooms. You should attend the room listed on your Examination Admission Notice.

It is in your interest to attend punctually, so you are advised to familiarise yourself with the location of your examinations ahead of time.

PLEASE NOTE: Occasionally the location of examinations will be changed due to unforeseen circumstances. On these occasions notices will be displayed prominently in the main reception and on the door of the old location. Please be vigilant to avoid undue stress and delay.

PRACTICAL, LABORATORY AND ORAL EXAMINATIONS

will normally be held in departmental accommodation. This information may be detailed on your Examination Admission Notice, if not please contact your Departmental/Course Administrator.

INTERCOLLEGIATE EXAMINATION VENUES

Intercollegiate examinations are usually held at the college where the module is taught, the only exception is for candidates with personalised examination arrangements who will usually sit intercollegiate examinations at their home college.
ADMISSION TO THE EXAMINATION

You must bring your Examination Admission Notice to each examination, together with your Birkbeck Photo ID card (or Passport or photo style driving licence or home ID card for Intercollegiate Students) and these must be shown in order to gain admission to the examination hall.

Once you have entered the examination hall Examination conditions apply, if you have any queries raise your hand and speak to a member of invigilating staff.

DO NOT SPEAK TO OTHER CANDIDATES ONCE YOU HAVE ENTERED THE HALL.

You must sit at the desk bearing your candidate number. If you do not, there could be difficulty in verifying your attendance. Place your Examination Admission Notice with the candidate number showing and your ID card with the photograph clearly displayed to allow the invigilators to check your identity and leave them there throughout the examination and take them with you when you leave.

Write your candidate number on every answer book you use. DO NOT write your name anywhere on the answer book or separate sheets of paper.

NO FOOD OR CARBONATED DRINKS ARE PERMITTED IN THE EXAMINATION ROOM. Bottles of water or non-carbonated drinks are permitted but these must be in screw cap plastic bottles or cartons with straws. Refreshments that cause noise, odour or other distractions will be confiscated. Students must take responsibility if drink is spilled on scripts.

DO NOT SMOKE in the examination room. This includes electronic cigarettes.

Students who may need to take prescribed medication during the examinations must inform the Examinations and Assessment office before the start of the examination period. Students in main exam halls will be not given additional time for taking medication. If additional time is required, an application for special exam arrangements must be made.

EXAMINATION CLOTHING

Your clothing should not bring into question the integrity of the examination process, for example by hindering verification of your identity by the invigilator or by allowing the use of concealed headphones.

For religious or cultural reasons, some female students may wear a facial covering. A female member of staff may ask the candidate to accompany her to a private room to verify identity before the start of the examination.

PERSONAL BELONGINGS

Personal belongings must be deposited as directed by the invigilator. Birkbeck cannot accept responsibility for the loss of any such items and cannot guarantee their safety.

You are strongly advised to leave credit cards, media storage devices or audio players, laptops and other valuable items at home.
It is an examination offence to have unauthorised materials on or about your person, or your desk. It is not a defence to say they were not used. If you find you have accidentally brought unauthorised items into an examination you must raise your hand and inform an invigilator immediately.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

All Mobile phones and any other devices capable of displaying or receiving data, including smart watches or any other wearable technology must be switched off before you enter the examinational hall and must be stored in your bag or on the floor under your exam desk.

If you are found with a communication device on your desk or about your person it will be treated as an assessment offence. It is also an offence to send or receive calls or messages during and examination, or allow ringtones or preset alarms to cause a disturbance.

STATIONERY SUPPLIES

Students are expected to provide themselves with adequate supplies of pens, pencils, rubbers, rulers and approved drawing instruments. Pencil cases to hold these items are allowed but should not contain any unpermitted items. No books, notes, correcting fluid – Tipp-Ex, instruments or other material relevant to the examination may be introduced into any examination room by a student unless specifically authorised.

CLOCKS and WATCHES

A clock will be present in each exam venue, but it may not always be possible to ensure that all candidates are able to clearly view it. You are therefore advised to bring a watch to your examination. Please note that you are not permitted to use a mobile phone, smart watch or smart band as a timekeeping device.

DICTIONARIES

The use of paper or electronic dictionaries are NOT permitted where the purpose is to help a student overcome any deficiency in their command of the English Language. Dictionaries will only be permitted for any other purpose where authorised by the College and clearly indicated on the rubric of the question paper.

CALCULATORS

College General Regulation 18.5 states:
“Where candidates are permitted to use their own electronic calculators at examinations, the machine to be used must be of the hand-held type, quiet in operation and compact, and must have its own power supply. Candidates are entirely responsible for ensuring that their machines are in working order for their examinations and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When candidates use electronic calculators at examinations they must state clearly on their examination scripts the name and type of machine use.”

All Students are reminded that the unauthorised use of material stored in a pre-programmable memory will constitute an assessment offence. If it is at all possible, please obtain a calculator without this facility, since the Invigilator may disturb you in an
examination if there is any reason to believe you may be using pre-programmable memory facilities.

**STARTING THE EXAMINATION**

You must observe all instructions given to you by invigilating staff and other staff responsible for the conduct of examinations.

Students will be allowed into the examination room up to ten minutes before the examination period is due to start. During this five-minute period you should:

- Listen carefully to the Invigilator’s announcements.

- Check that you have the correct question paper (the module code and title are detailed on the front cover of the question paper). Alert an invigilator immediately if you have been given the wrong paper. **DO NOT read the examination paper until the invigilator announces that the exam has begun.** It is an examination offence to being reading the question paper before the start of the examination.

- Read the instructions on the front of the answer booklet.

- complete the front cover of the answer book by entering the following information
  1. Your candidate number
  2. Your programme title – i.e. BA English, Cert HE Maths
  3. The examination title and code
  4. The date
  5. The make and module of your calculator (if applicable)

Some examinations papers have a designated reading time. This will be specified at the top of the exam paper. Students will be notified at the beginning of reading time and again when writing may begin.

**REFERENCE MATERIALS**

For some examinations reference materials will be provided for you by the examiner. There may also be occasions when you are instructed, in advance of the examination, to bring specific documents with you to the hall. Such documents must be unmarked unless the examiner has indicated otherwise. **No other materials may be introduced into the examination room.**

Students are warned that any unauthorised documentation or prohibited items brought into the examination room will constitute an Examination Irregularity.

**You are advised that random checks of personal items may be made by College staff at any time.**

**DURING THE EXAMINATION**

Listen carefully to the Invigilators announcements to ensure you are aware of all instructions before the start and during the examination.

In your own interests, read carefully and follow exactly the instructions on your question paper.
Write all answers in English unless you are instructed otherwise. Write in BLACK or BLUE pen as clearly as possible and avoid using faint ink.

Do not use ink eraser pens or correction fluid/tape. If you make a mistake just cross it through.

Examiners may refuse to mark any answer books which are illegible.

**If you have any queries on the Question paper raise your hand and wait for the invigilator to attend to you.**

Do not use scrap paper; do all rough work in the answer books and cross it through (including any questions which you have answered over and above the number required by the examiners), as well as any other work you do not wish to be marked. Supplementary answer books should only be used when the main answer book is full and must be tied behind the back of the main answer book with the string provided.

If you use your Examination Admission Notice for rough work you may be suspected of an examination irregularity as it may not be possible to determine when the notes were made.

Except in cases of illness or emergency, it may constitute an assessment offence to leave your seat unless accompanied by a member of invigilation staff.

**You may not leave in the first thirty minutes or the last fifteen minutes of the examination.**

After the first 30 minutes, you may leave the examination hall permanently as soon as you have finished your paper, but you must first notify the invigilator of your intention to leave. You may not leave the exam hall until your script has been collected. Once the 15 minute warning has been announced, you must remain in your seat until all the answer books for all candidates have been collected and you are told you may leave.

Trips to the toilet are permitted at the discretion of the invigilators but will be accompanied and recorded on the attendance sheet against your name. Toilet trips will not normally be permitted during the first 30 minutes.

Two announcements will be made to alert you to the time remaining – 15 minutes before the end and when there is 5 minutes remaining. Do heed these announcements and stop writing as soon as time is called.

Please ensure when the end of the examination is announced, you have put your candidate number on each book you have used, entered the numbers (and, where appropriate, section) of the questions you have attempted in the box provided on the front cover of the answer book. In examinations where the use of an electronic calculator is permitted, you must state clearly on the cover of your answer book the name and type of machine used.

**ENDING THE EXAMINATION**

Immediately the end of the examination is announced by the invigilator, Students must stop writing, have completed the front cover of the answer books and tied any supplementary books behind the main answer book with the string provided.
It is an examination offence to continue writing after the time permitted for the examination has passed.

You must remain seated and silent until all scripts have been collected by the invigilators and you are told that you may leave.

Take nothing other than the question paper (when permitted) and your Examination Admission Notice from the examination room. Do not remove from the exam hall any used or unused answer booklet or damage any paper or material supplied. If you remove your completed answer books from the examination room this will constitute an examination offence and your work will not be marked.

Do leave the hall quickly and quietly when told to do so by the invigilators.

Examinations of different durations may be held in the same or adjacent rooms at the same time. If your examination finishes before other examinations, please collect your belongings and leave quietly and do not disturb other candidates by talking, either in the room and loitering outside it.

LATE ARRIVAL

The examination will not be delayed to allow extra time for latecomers to arrive. If you arrive after the examination has started, you should report to an invigilator so that the time of your arrival may be recorded and any instructions provided.

If you arrive more than half-an-hour late for an examination, you will be admitted, but your late arrival will be notified to the examiners and your work will be accepted only at the discretion of the appropriate Board of Examiners. Late comers will not be given any additional time and must finish at the same time as the other candidates.

If you arrive after the normal end time for the examination you will not be permitted to sit the examination.

FIRE ALARM AND OTHER EMERGENCIES

In case of the fire alarm sounding during the examination, you should stop writing, remain in your seat and await instructions from the invigilator. All examination materials must be left on the desk. All fire exits are clearly indicated.

You are reminded that examination conditions still apply when you are instructed by the invigilator to vacate the examination room in the event of an emergency. You must not communicate with any other candidate on any topic and must follow the invigilators instructions.

EXAMINATION IRREGULARITY AND ACADEMIC MISCONDUCT

If anyone is suspected of an examination offence, the facts will be reported to the authorities of Birkbeck. The following are examples of actions that constitute examination offences:
• Cheating, attempting to cheat or assisting someone else to cheat
• Writing notes on arms, hands or other parts of your body
• Having unauthorised items on or near your desk or about your body
• Causing a disturbance or disrupting an examination
• Writing before the start and after the end of the examination
• Leaving the exam hall unaccompanied or without permission
• Tampering with answer books or other examination stationery
• Committing plagiarism or self-plagiarism
• Having a mobile phone that makes any noise at all during the exam or that is not switched off when in the exam hall, or having a mobile phone on your person at any time when in the exam hall (including the toilets).

Such a person may be called to appear before an Examination Irregularities panel. In consequence the person may be disqualified from the examination and excluded from all future examinations of the College and/or the University. Any unauthorised notes or materials may be retained by Birkbeck.

PLAGIARISM

You are reminded that all work submitted as part of the requirements for any examination of the University of London or Birkbeck must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism, that is, the presentation of another person's thoughts or words or artefacts or software as though they were your own - must be avoided, with particular care in course-work and essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas, judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Failure to observe these rules may result in an allegation of cheating. You should therefore consult your tutor or course director if you are in any doubt about what is permissible.

Recourse to the services of “ghost-writing” agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer “correction/improvement of English” is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

The use of unacknowledged information downloaded from the internet also constitutes plagiarism.

Where part of an examination consists of “take away” papers, essays or other work written in your own time, or a coursework assessment, the work submitted must be your own.

MITIGATING CIRCUMSTANCES

Students who have been unable to attend or submit assessments, or who believe their performance in assessment has been affected by mitigating circumstances may submit a claim.
A Mitigating Circumstances claim should be submitted if valid detrimental circumstances result in:
- the late or non-submission of assessment;
- non-attendance of examination(s);
- poor performance in assessment.

For a claim to be accepted a student must produce independent documentary evidence to show that the circumstances:
- have detrimentally affected their performance/submission/attendance in assessment or will do so;
- were unforeseen;
- were out of their control and could not have been prevented;
- relate directly to the timing of the assessment affected.

Students are encouraged to submit their claim for mitigating circumstances in advance and at the earliest opportunity. The final deadline for submission of a claim is *normally* 1 week after the final examination unless otherwise stated by the appropriate department. **Claims should use where possible the standard College Mitigating Circumstances claim** form which should be submitted in accordance with the procedure for submission published by the appropriate department. ([http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams/mitigating-circumstances](http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams/mitigating-circumstances))

**EXAMINATION WITHDRAWALS**

Students may withdraw their entry to an examination with the approval of the relevant Academic Programme Director/Academic Examinations Officer. The deadline for obtaining approval for the withdrawal is at least 14 days in advance of the first examination or by 1 May 2016 whichever is the earlier. The student will then be regarded as not having made that entry or re-entry. This does not grant the student the right to be re-admitted to his prescribed course of study and all students who consider withdrawing an entry to an examination are therefore advised to discuss the matter with their Department or the relevant Tutor.

**RELEASE OF EXAMINATION RESULTS**

Results are never given out over the telephone.

Your official result will be made available to you to view via your Birkbeck profile page.

Please note that any information concerning results which you receive from your department is strictly provisional and unofficial. Results are not confirmed until ratified by the appropriate Birkbeck Board of Examiners.

**Undergraduate and Foundation Degree students**
- Overall award classifications for **finalists** will be published on your Birkbeck profile page from 16:00 hours on Friday 22\(^{nd}\) July 2016 *.
- The pass lists for BA, BSc, FD graduating students (listing candidate number only) are due to be published on [http://www.bbk.ac.uk/mybirkbeck/services](http://www.bbk.ac.uk/mybirkbeck/services) from 16.00hrs, on Friday 22\(^{ND}\) July 2016 *.
- Module results will be published on your Birkbeck profile page by the end of July *.
* The results and awards for students taking Bachelor and Foundation degree programmes and/or modules from the Departments of Management and Organizational Psychology, will be published by 12th August 2016.

**Taught Postgraduate Programme results**
Postgraduate results (i.e. MA, MSc, MRes, PG Dip, PG Cert) will depend upon when each sub-board of examiners’ meeting is held and therefore there is no single publication date. It is expected the majority of postgraduate results will be made available between mid November and Christmas break on your Birkbeck profile page.

**Publication of modular enrolment Certificates of Higher Education or other college Certificates) programmes and results**
Most of the modular results will be published on your Birkbeck profile page by 12th August 2016, except for those module classes where teaching and assessment continue in June/July and which will be made available from September onward.

**Transcripts**
All successful final year students will receive a final academic transcript shortly after the awards have been ratified by the relevant Birkbeck Board of Examiners. These will be posted to your home address. Please ensure your address is updated on your Birkbeck profile page.

**Issue of Diplomas**
Each successful candidate will be issued with a diploma. Diplomas are sent by Recorded delivery in the UK and by International Recorded delivery to overseas addresses. You will only be issued with one diploma so it should be retained in a safe place. The diploma will normally be mailed to you within six months of formal notification of your results.

**STUDENTS WITH AN OUTSTANDING DEBT TO BIRKBECK**

All students who, if successful in their assessments, will qualify for the award of a degree, should note that the College/University authorities will withhold the award in the case of any student who owes a tuition fee debt to the College.

Your award will not be confirmed to you until the fee debt has been settled in full and attendance at the graduation ceremony will not be permitted unless the whole of the fee debt has been cleared by the due date.

All other students who are in fee debt to the College will have their official results withheld and/or not be permitted to re-enrol at any future session until the fee debt has been settled in full.

If you are recorded as in fee debt when the results are released, you are advised that there will be a delay before we are able to publish your results and classification (if relevant). Students should monitor their Birkbeck account for details of any tuition fee debts and contact the fees office with any queries or issues at the earliest opportunity.
20 Examinations

20.1 At any examination in which there is a practical examination in any experimental science subject, a candidate must satisfy the examiners in both the practical and written parts of the examination.

20.2 All answers to examination questions must be written in English unless instructions are given to the contrary.

20.3 Candidates must not remove any examination script(s) (whether completed or not) from an examination room.

20.4 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination are permitted to use only such books, notes, instruments or other materials or aids as are specifically permitted by the appropriate authority for the examination in question.

20.5 Where candidates are permitted to use their own electronic calculators at examinations, the machine to be used must be of the hand-held type, quiet in operation and compact, and must have its own power supply. Candidates are entirely responsible for ensuring that their machines are in working order for their examinations and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When candidates use electronic calculators at examinations they must state clearly on their examination scripts the name and type of machine use. The unauthorised use of material stored in a pre-programmable memory will constitute an assessment offence.

20.6 Except as provided in regulation 20.4 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of the candidate on entry to the examination room must be deposited immediately with the Invigilator.

20.7 Any unauthorised materials or aids introduced by a candidate into an examination room must upon request be surrendered to the Invigilator. Any aids so surrendered may be handed over by the Invigilator to the College which may make copies thereof, and the original aids (together with all such copies) may be retained by the College at its absolute discretion.

20.8 Candidates shall not, unless expressly so authorised, pass any information from one to another during an examination nor shall any candidate act in collusion with another candidate or other person or copy from another candidate or engage in any similar activity.

20.9 At any examination by written papers taken under supervision or where the regulations for any qualification provide for part of an examination to consist of ‘take-away’ papers, essays or other work written in a candidate’s own time, coursework assessment or any similar form of test the work submitted by the candidate must be his/her own and any quotation from the published or unpublished works of other persons must be duly acknowledged.

20.10 Candidates shall not obtain, or attempt to obtain, access to examination papers prior to the start of the examination, unless expressly authorized to do so.

20.11 Candidates shall not copy, or attempt to copy, the work of another candidate during an examination, whether by looking at what they have written or are writing, or by asking them for information, in whatever form.

20.12 Candidates may not attempt to tamper with examination scripts or coursework after they have been relinquished.

20.13 Candidates may not attempt to add to or amend examination scripts after they have been instructed to cease writing during or at the end of an examination.

20.14 Failure to observe any of the provisions of paragraphs 20.3 – 20.13 above will constitute an assessment offence.

Assistant Academic Registrar (Examinations and Assessments)
April 2016