

INVIGILATED EXAMINATIONS - NOTES FOR STUDENTS 2017/18

PLEASE READ THESE NOTES CAREFULLY AND KEEP FOR REFERENCE

TIMETABLE

- You can find information about your exam timetable on the Academic Registry website at <http://www.arcs.qmul.ac.uk/students/exams/index.html> **In accordance with QMUL Regulations, it is your responsibility to make sure that you know the date, time and location of each examination.**
- Please check this very carefully and contact the Academic Registry Office (not your school/institute) immediately if the module details on your timetable are incorrect. Remember that it should show only modules in which you expect to be assessed by formal written examination.
- Every effort is made to avoid scheduling examinations for individual students in consecutive time slots but both time and accommodation constraints as well as specific requests from examination boards make this impossible on occasion. Please note that the published examination timetable will only be amended to correct actual errors and not to respond to individuals' preferences.

IT IS YOUR RESPONSIBILITY TO CHECK PERIODICALLY FOR ANY AMENDMENTS WHICH MAY AFFECT YOUR INDIVIDUAL TIMETABLE. – ANY CHANGES WILL BE SHOWN ON PERSONAL TIMETABLE VIA YOUR MYSIS PORTAL

LOCATION OF EXAMINATION ROOMS AND TIMING OF EXAMINATIONS

- You are **STRONGLY** advised to visit in advance the rooms where your examinations are taking place to familiarise yourself with the location and layout.
- For intercollegiate modules you may already have received information from the College where you are studying that module. If not, please contact the Examinations Office at that College for further details. If you have any problems, please come to Academic Registry in the Student Enquiry office Queens' Building, room CB01 and the staff will try to help. Please note that if you are studying a module at **Royal Holloway**, there is an arrangement that Queen Mary will 'borrow' the question paper from Royal Holloway and the examination will take place here on the same date and at the same time as it is taking place at Royal Holloway. If applicable you will be sent information on the venue at Queen Mary for these examinations shortly.

ANONYMOUS MARKING/STUDENT CARD

- You will need your student card to be able to take your examinations. If you do not have your student ID card you will not be allowed to enter the examination room. If you have lost your student card, you must replace it before the start of the examination period; replacement cards can be obtained from the Student Enquiry Centre (Queens' Building, room CB01) at a cost of £15.00.
- Students are identified on all examination answer books etc by their Student Identity Number, not by name. This is a nine digit number printed on the student card. It is essential that you have your student card with you at all examinations for this reason as well as for attendance checking. When in an examination room you must lay your student card on your desk with the examination number showing in order to assist the invigilator

when checking attendance. Identity checks for security purposes are carried out periodically in some buildings where examinations take place.

ARRIVAL AT THE EXAMINATION

- Posted outside each examination room will be a seating list, which shows the desk you have been allocated for that particular examination. You must only sit at the assigned desk unless specifically told otherwise by the senior invigilator. Once you have entered the room you are under exam conditions and must follow the instructions from the senior invigilator. You can only start writing once you have been instructed by the senior invigilator.

EQUIPMENT AND PERSONAL ITEMS

- Students are required to bring with them all writing aids and drawing materials necessary for the examination. These must be loose on the desk or contained in a clear plastic bag or pencil case. **NO STATIONERY WILL BE PROVIDED FOR ANY OF THE EXAMINATIONS**
- With the exception of writing materials, students may only bring to the examination desk books, papers or instruments that are authorised in the rubric of the question paper. Bags, coats, jackets and non-religious headwear must be left outside the room or in a space within the room indicated by the invigilator. For security reasons, it is recommended that wallets, purses, mobile phones, electronic watches and other electronic devices (e.g. mp3 players) are not brought to an examination. If you do bring these items with you, you must place them in the clear plastic wallet provided and place this wallet under your desk/chair for the duration of the exam. **The above items should NOT be kept in pockets, and if they are found on your person, it will be considered you are in possession of unauthorised material and have committed an assessment offence.** Please note that QMUL accepts no responsibility for the loss or theft of students' personal belongings during examinations, and therefore you are advised not to bring unnecessary valuable items to an examination.
- Any item (including pencil cases and instrument cases) brought into the examination room may be inspected by an invigilator in the presence of the student. Students must also ensure that all notes and materials are placed in the provided clear plastic wallet. Students may also be required to empty their pockets on the request of an invigilator. Any refusal to cooperate will be recorded by the invigilator and treated as an assessment offence.
- **Mobile phones:** Regardless of location (be it in a bag, in the designated area, or in a clear plastic wallet under a desk), mobile phones, communication devices and other electronic entertainment devices (e.g. mp3 players) must be switched off for the duration of the examination so they cannot be used or cause a disturbance. Please note that alarms on many phones will sound even when the handset is switched off; alarms must be deactivated before the examination. Any device causing a disturbance will be confiscated by the senior invigilator, who will record the incident in his/her report. The owner will be informed that the incident will be investigated under the assessment offence regulations.
- **Dictionaries:** The use of dictionaries of any format is **not** permitted unless indicated in the rubric of the question paper.
- **Food and drink:** Except for medical reasons agreed by the Disability and Dyslexia Service, students may not bring food or drink, other than bottled still water, into an examination room. Any other food or drink taken into an examination room will be confiscated by the invigilator.
- **Electronic calculators** are only permitted in those examinations where the rubric indicates that calculators are permitted. It is an assessment offence to use calculators in examinations where they are not permitted. Where their use is permitted in examinations, students:
 - (i) must ensure that machines are of the hand-held type, quiet in operation and compact and with their own power supply;
 - (ii) must accept responsibility for ensuring that the machine is in full working order and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination.

Every student using an electronic calculator will be required to state clearly on his/her script the name and type of machine used. Please be aware that calculators may be examined at any time by the invigilator to ensure that they contain no pre-programmed information. **THE USE OF MATERIAL STORED IN A PRE-PROGRAMMABLE MEMORY DEVICE CONSTITUTES AN ASSESSMENT OFFENCE.**

ARRIVING LATE / LEAVING EARLY

- Students are allowed to be admitted to the examination room up to -30 minutes after the start of the examination. After this period a candidate can only be admitted to the examination room if no other candidate for the same paper has left the room. No additional time shall be allowed to latecomers.
- Students are not allowed to leave the examination room within the first 30 minutes or the final 15 minutes of the examination other than for medical reasons and they must be accompanied at all times if they intend to return to the examination.

DURING THE EXAMINATION

- Ensure that you have the correct version of the question paper. If your exam mode is R (resit) or U (first sit) the examination board may have prepared a different version of the question paper for you and will be able to confirm to you whether this is the case (not all resit/first sit papers have different question papers). If your exam mode is O (retake) you should take the normal paper.
- Write your student identity number and desk number on the front of all answer scripts or supplementary booklets/sheets, including graph paper. **Do not write your name.**
- Read the rubric of the question paper very carefully. This will show whether or not reading time is permitted, which questions are compulsory, how many questions must be answered *etc.* All answers to the questions must be in English unless otherwise indicated. Where an examination paper indicates a period of reading time is allowed, you must not start reading the questions until instructed to do so by the invigilator.
- If you answer more questions than the rubric specifies, the only the first answers (up to the number specified) will be marked. Ensure that you cross out any answers that you do not wish to be marked.
- The use of scrap paper is not permitted; rough work must be done on the stationery provided then clearly crossed through. Unless stated in the rubric of the question paper, you are not permitted to use notes during an examination. Please ensure that you have no notes on your person, in your pockets or in your pencil case. It is an assessment offence to have any unauthorised material with you during an examination, and if found with any notes (in paper or electronic format) the incident will be considered an assessment offence.
- Students must write legibly. Illegible handwriting will not be transcribed, nor will you be permitted to dictate the contents. Any part of a script that is considered by an examiner to be illegible will be awarded no marks.
- Unless the rubric states otherwise, supplementary answer books should only be used when the main answer book is full and should be tied inside the back of the main answer book with the treasury tag provided.

END OF THE EXAMINATION

- Students must stop writing promptly when directed and remain quietly in their seats until all scripts have been collected and they have been given permission to leave.
- Answer books and all other materials provided must be left on the desk or handed to the invigilator. Students are not allowed to remove the question paper from the examination room. It is an assessment offence to remove any examination stationery from the room.
- Leave the area of the examination room as quickly and quietly as possible to prevent disruption to other students who may be sitting an examination of a different duration in an adjacent room.

ABSENCE FROM AN EXAMINATION

- If you are absent from an examination because of illness or other good cause, it is essential that you submit a claim for extenuating circumstances with supporting documentary evidence e.g. a medical certificate, no later than three working days before the meeting of the relevant examination board's Extenuating Circumstances Sub-board. Please contact your school or institute for the dates of these meetings. Students who are absent from an examination and who do not provide valid extenuating circumstances will be given a mark of zero.

DISRUPTED EXAMINATIONS

- In order to preserve the integrity of the examination process, QMUL has implemented various measures to ensure that any disruption to examinations will have minimal or no impact. In the unlikely event that an examination is terminated, it will be rescheduled at the earliest opportunity where possible.
In cases where malicious disruption is proven, QMUL will prosecute those responsible.

ASSESSMENT OFFENCES

- The standard penalty for committing an assessment offence during an examination is failure in all modules taken during the academic year with a mark of 0X. Students are generally permitted to resit the modules as capped resits in the next academic year.
- **Possession of unauthorised material in an examination is an assessment offence.** Unauthorised material includes, but is not limited to: paper notes, mobile phones, electronic watches and other electronic devices. Notes stored on electronic devices such as mobile phones, electronic watches or mp3 players are treated in the same way as paper notes. Unless specified in the rubric of the question paper, dictionaries of any format, statutes and other documents are not permitted in the examinations. Possession of such unauthorised materials will be deemed an assessment offence.
- It is an offence simply to be in **possession** of any unauthorised material and the penalty is the same whether or not you forgot you had the material on your person or there is intent to use the material.
- Possession of unauthorised materials includes any time when a student is under examination conditions or hiding unauthorised materials in examination venues, which included leaving material in cloakrooms and toilets.
- **Students are strongly advised to ensure that any notes or other learning aids are stored safely within a bag or coat in the cloakroom or designated area. DO NOT** leave unattended, or discard, any notes in, or around the examination venue, including the toilets. Any unauthorised materials found in the examination venue or hidden in the cloakrooms or toilets will be treated as if they had been found in the possession of the owner.
- If you are suspected of having committed an assessment offence then you will be contacted by the Academic Secretariat via your QMUL e-mail and requested to attend an interview. If you do not respond within five working days of the e-mail being sent (or you do not attend the interview), the case against you will proceed on the assumption that you have admitted the offence.
- Students should note that all of the following constitute an assessment offence:
 - Gaining unauthorised access to an examination paper before the exam
 - Forging an examination timetable produced by QMUL
 - Causing a disturbance during an examination either physically, verbally or via an electronic device
 - Refusing to cooperate with an invigilator or follow an invigilator's instructions
 - Accessing or using prohibited sources of information on a PC or other device during an examination
 - Impersonating another student in an examination, or the employment of an impersonator in an examination.