

## PART R – CODE OF CONDUCT FOR CANDIDATES IN EXAMINATIONS

1. Candidates must comply with examination conditions from the time they enter the exam venue and at all other times as instructed by the Chief Invigilator. Examination conditions are defined as:

No interacting with other candidates

No disrupting of other candidates through unnecessary moving of examination furniture

2. An academic offence in relation to examinations and according to the University's Regulations is; *"Any irregular behaviour during examinations such as the unauthorised possession of notes; the copying of another candidates work; the use of programmable calculators and other equipment where use of such equipment has not been specifically authorised for a given examination; the unauthorised obtaining of examination papers"*.

3. Candidates suspected of committing an academic offence and/or failing to comply with the Code of Conduct during an examination will be warned by an invigilator once only, and will be asked to leave the examination room for the remainder of that examination session if the candidate's behaviour continues to give rise to suspicion of an academic offence:

Candidates suspected of committing an academic offence and/or failing to comply with the Code of Conduct for Candidates in Examinations will be approached by an invigilator and given a formal warning. The invigilator shall endorse the candidate's answer book appropriately including reference to the time of the incident. The endorsed answer book will be withdrawn and a new book will be issued before the candidate is permitted to continue the examination. The chief invigilator will be notified and the incident recorded on the Chief invigilator report. If the candidate ignores the formal warning and continues to behave in a manner giving rise to a suspicion of committing an academic offence and/or failing to comply with the Code of Conduct for Candidates in Examinations, they will be asked to leave the examination room for the remainder of that examination session.

4. Candidates who fail to comply with University Regulations and the Code of Conduct for Candidates in Examinations will be dealt with under the disciplinary or academic offences procedures. All regulations dealing with academic offences, including plagiarism, shall apply.
5. Candidates must comply with all instructions from invigilators and any additional written instructions pertinent to their particular examination or award.
6. Candidates will be admitted to an examination room no earlier than 15 minutes prior to the start of the examination.
7. Candidates must sit in the numbered seats as allocated on the seating plan for the examination they are sitting.
8. Candidates must display their Student ID card or alternative photo ID as confirmation of their identity.
9. Mobile Phones are not permitted in any examination room for the duration of the examination.

10. Candidates are not permitted to keep coats or hats on during examinations. All coats, bags and any other similar items must be placed in the designated area set aside for that purpose.
11. If a candidate covers/veils their face they will have their identity checked in a private space by an invigilator prior to the start of the examination.
12. Candidates may only take to the examination desk the writing implements required to take the examination. Non programmable calculators are permitted in examinations ONLY where specified in the rubric for that examination. Please do not forget your calculator as spares are not provided. Programmable calculators are not allowed in any examinations.
13. Candidates may bring to an examination a container of up to 500ml of water/soft drink and/or a small packet of sweets; for example a packet of mints. Alternatives will be permitted subject to approval following assessment by the Student Wellbeing Centre.
14. Electronic dictionaries, subject specific dictionaries and English definition dictionaries are not permitted.
15. Smart watches and other similar devices are not permitted and will be confiscated.
16. Invigilators will confiscate any items that are not required as part of the examination. Confiscated items will be returned to candidates at the end of the examination.
17. Candidates arriving late must report to an invigilator.
18. Candidates will not be permitted entry to an examination room 30 minutes following the commencement of an examination. .
19. Candidates are responsible for checking that they have been issued with the correct examination paper.
20. Candidates who wish to attract the attention of an invigilator must raise their hand.
21. Candidates who wish to leave the examination room temporarily must be accompanied by an invigilator.
22. Candidates will not be permitted to leave the examination permanently in the first 30 minutes or last 30 minutes of an examination.
23. At the end of an examination, candidates must not leave an examination room until all examination papers have been collected by the invigilator. It is the candidate's responsibility to ensure that all of their papers have been collected.
24. Pregnant candidates may apply for special examination arrangements but this is not a requirement. A request to the Registry for special arrangements must be made in writing, accompanied by evidence that the candidate will be pregnant at the time of the examination – a note from the candidate's midwife or practice nurse would be adequate. The dates and times of all examinations should be included in the written request. Any relevant medical advice relating to the student should also be made known at this point. The Registry shall make the

necessary arrangements, providing an individual room if required and allowing an additional 10 minutes per hour for every hour of the examination.

25. Candidates must ensure that written answers are legible and able to be marked. Poor handwriting will not be an acceptable reason to request the use of a computer in examinations. Where two markers are unable to read a substantial part of an examination script due to illegible handwriting, the relevant School may choose to have the script transcribed with any related costs being passed on to the student at the discretion of the School. In such cases, the candidate should be asked to attend the School to enable the transcription of the writing. It must be made clear to the candidate that their role in attending is only to interpret the text as it stands and that the addition or removal of any material will constitute academic misconduct. Any associated travel costs will need to be paid by the student. Where the candidate refuses to return to transcribe their work, their work will be assessed on the basis of the legible parts only and a mark awarded accordingly.
26. Examination papers must not be removed from the Examination venue under any circumstances, you must leave the paper on your desk. Removing an examination paper from the Examination venue could be dealt with under the disciplinary procedure.
27. If the fire alarm sounds during an examination, candidates must follow the Chief Invigilators' instructions. Candidates will still be under exam conditions and so must not use their mobile phone or any other electronic device, nor speak to other students. It is likely that the exam will continue once they have returned to the building and they will be given extra time to complete the paper.
28. Any item of lost property found in an examination room will, in the first instance, be taken to the Student Support Centre, during their opening hours or alternatively the Security Office, both located in the Minerva Building.