The Academic Regulations Appendix 5: Code of Conduct for Assessment/ Examination Candidates and Guidance for Invigilators

2022-2023

Edge Hill University

The Academic Regulations

Appendix 5: Code of Conduct for Assessment/ Examination Candidates and Guidance for Invigilators

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Summary

This policy provides information on the conditions that apply to the submission of coursework and sets out the conduct that is expected of students during formal in-person examinations. The policy also includes details of the procedure that will be followed by staff invigilating in-person examinations.

Glossary of Terms

Term	Meaning
Academic Malpractice	The attempt to gain an academic advantage over other students through dishonest action.
Personal Circumstances	Factors outside of a student's control which can (potentially) have a negative effect on work being submitted or prevent the sitting of examinations.
Modified Examinations	Examinations for students with adjustments such as extra time, use of a computer etc. that have been formally agreed by the university and that take place in a separate venue to the main exam hall.

Purpose

The purpose of this document is to highlight the processes and the conduct expected from both candidates and invigilators regarding formal examinations and other timed assessment held within the university.

Regulations

1. Introduction

1.1. This appendix to the Academic Regulations details the conduct and behaviours expected of students and invigilators during coursework and examinations.

1.2. For the purpose of this code of conduct, coursework is defined as all summative assessments not classified as examinations, which contribute to the final mark for a module.

1.3. For the purpose of this code of conduct, an examination is defined as a formal, timed assessment of any duration that is subject to continuous invigilation.

1.4. Students are responsible for familiarising themselves with the procedures and expectations around coursework and examinations.

1.5. Students are responsible for familiarising themselves with procedures in the following associated areas, found in the appendices of the Academic Regulations:
- Personal Circumstances (PC) - Appendix 7
- Academic Malpractice - Appendix 8
- Academic Appeals - Appendix 22

1.6. Invigilators are responsible for familiarising themselves with procedures in the following areas:
- Academic Malpractice - Appendix 8 of the Academic Regulations
- Guidelines on Reasonable Adjustments and the Assessment of Disabled Students – Appendix 6 of the Academic Regulations
- Section 3 of this document

1.7. After consulting with students, the subject tutor may introduce supplementary regulations, in addition to these regulations, for particular examinations.

2. Code of conduct for candidates – coursework

2.1. Coursework is defined as all summative assessments not classified as an examination, which contribute to the final mark for a module. This includes

- Dissertations
- Essays
- Online Assessments
- Performances
- Portfolios
- Practicals
- Presentations
- Projects
- Reports
- Time-Limited Assessments
- Viva voce

2.2. At the start of each module, students are given a module-specific handbook. This booklet details the form and nature of all the assessments they are expected to submit, together with submission dates. Students are responsible for meeting their coursework requirements as detailed in the module handbooks – this includes submission dates.

2.3. Where coursework is written, students must retain a hard copy of all work submitted and obtain a receipt from their department as proof of submission.

2.4. Where coursework is non-written e.g. a performance or presentation, faculties must provide students with clear guidance in advance on how the assessment will be organised and attendance times. They must also be given the process to be followed if a student cannot attend for good reason.

2.5. Students are responsible for familiarising themselves with their departmental procedure for obtaining and submitting extensions. Students who do not meet coursework submission deadlines (or late submission criteria) and have not agreed an extension with their department, or submitted a Personal Circumstances application will be awarded a zero mark. Full details are available in Appendix 7 of the Academic Regulations.

2.6. Students are responsible for familiarising themselves with what constitutes academic malpractice. Coursework must be correctly referenced and all work copied from other sources must be acknowledged. Each piece of submitted coursework must have a cover sheet attached, with the following signed declaration:
"I have submitted this coursework as a piece of my own work. No part of it has been copied from anywhere else without proper acknowledgment. The work has not been submitted for a previous award. I am aware of Edge Hill University's rules on plagiarism and collusion as set out in the module/course handbook"
Full details are available in Appendix 8 of the Academic Regulations.

2.7. Students experiencing difficult personal circumstances that impact on their ability to submit coursework at the scheduled date may apply for those circumstances to be considered. Students should familiarise themselves with and adhere to the PC procedures. Full details are available in Appendix 7 of the Academic Regulations.

2.8. Students will have at least four weeks' notice of the final submission deadline or assessment date for all assessments.

3. Code of conduct for candidates – examinations

3.1. Examinations are defined as formal timed assessments of any duration that are subject to continuous invigilation.

3.2. Candidates are responsible for ensuring they have the correct time and venue for their examinations. Failure to attend an examination through misreading the published timetable is not an accepted excuse, nor would it be considered under the Personal Circumstances process.

3.3. The examination timetable is published online four weeks before the start of the main examination period on the Student Home Page. It is also posted on noticeboards in the Catalyst Building and the Student Administration Building.

3.4. Candidates whose examinations take place outside of the University's examination period will be given at least four weeks' notice of their examination dates.

3.5. Candidates who are unable to attend an examination because of illness or any other personal circumstance must notify Academic Registry immediately. In these cases, candidates must follow the University's procedures for the notification of personal circumstances. These are found in Appendix 7 of the Academic Regulations.

3.6. Candidates with disabilities who require additional or modified examination arrangements, must notify their learning support officer of their requirements by the deadlines set for each examination period. This will allow sufficient time for the appropriate arrangements to be made.

Note: Department level class tests or online assessments are not automatically included in these arrangements. It is the candidate's responsibility to inform their tutor of any requirements at least four weeks in advance.

At the examination venue

3.7. A nominal roll for each examination is displayed near the door of the examination room. Candidates must identify their seat number on this roll before entering the room and sit at the correct desk specified for the duration of the examination.

3.8. Candidates should arrive at the examination venue at least 15 minutes before the examination starts.

3.9. Candidates must wait until the invigilator permits their entry into the examination room.

3.10. Candidates must take only necessary stationery items into the examination room ie pen, pencil, eraser, ruler.

3.11. The following items are not permitted:

- Bags, handbags, holdalls, rucksacks – these must be left at the rear of the room as directed by the invigilator
- Books, including dictionaries, unless the examination is identified as an 'open book' examination (see 3.17)

3.12. The use of smart technology is strictly prohibited in examinations. For mobile phones, smart phones and smart watches

- If brought into the venue these devices must be switched off and placed in the clear plastic bag provided
- The bagged devices must be placed where they can be viewed by the invigilator

3.13. Other electronic devices such as tablets and laptops must not be brought into the examination room unless approved by the relevant programme board and specified as part of the examination. Any devices brought into the room must be switched off and left with other belongings as directed by the invigilator.

3.14. The use of unauthorised programmes or the introduction of stored information via an electronic device may be considered a serious offence of academic malpractice. The consequences of academic malpractice are outlined in Appendix 8 of the Academic Regulations.

3.15. Scientific calculators are permitted in examinations where specified by the relevant programme board. The following rules apply:

- Calculators must be the hand-held type, quiet in operation, compact and have their own power supply
- Instruction manuals are not permitted in the examination room
- Candidates are entirely responsible for ensuring their calculators are fully charged and in good working order. It is the candidate's decision and responsibility to have an alternative should their main calculator fail
- Borrowing calculators from other candidates during the examination is not permitted

3.16. Candidates should be advised not to bring valuable items to the examination venue and reminded that they do so at their own risk.

3.17. Open book examinations permit candidates to use their own notes or text books. The relevant module tutor will advise invigilators and candidates prior to the examination that notes and textbooks are allowed. The examination paper will also indicate that it is an open book examination.

3.18. Food is not permitted in the examination room unless required for medical reasons. Where this is necessary, the candidate must notify the invigilator at least five minutes before the examination so that the invigilator can inspect any packaging.

3.19. Smoking and vaping are not permitted in the examination room or its immediate surroundings, in line with the University's no-smoking regulations. There are no exceptions.

3.20. Candidates must bring their UNICARD as a form of identification to every examination. This must be placed at the top right-hand corner of their desk and remain there throughout the examination. Other forms of photographic identification may be accepted by the invigilator. Candidates who use other photographic identification, or do not bring any identification, must report to the AR staff responsible for setting up the exam. AR staff will perform an ID check at the venue in advance of (or immediately after) the exam. Where photo ID lists are used at an examination, this last step may be omitted.

During an examination

3.21. Candidates must check they are in the correct seat as specified on the nominal roll. The nominal roll number must not be removed from the desk.

3.22. Before starting an examination, candidates must check the title of the question paper and ensure they have the correct paper. Any queries regarding the instructions on the paper must be raised with the invigilator.

3.23. Before starting an examination, candidates must carefully read the regulations set out on the answer booklet cover. As directed by the invigilator, candidates must complete the details on the answer booklet cover and yellow attendance slip provided.

3.24. Once an examination has begun, students must read the question paper and notify the invigilator if they have any queries regarding errors or omissions in the questions.

3.25. Where reading time is allowed for an examination, the invigilator will announce the start and end time of this period. Candidates are not allowed to write, underline or make notes during this period

3.26. Candidates must write their answers in ink, unless the question paper instructs otherwise, or approval has been given to complete the examination using another method. Answer booklets completed in pencil will not be marked.

3.27. Candidates using a scientific calculator as part of their examination must show sufficient intermediate calculations in their work to demonstrate they understand what they are calculating.

3.28. All rough work must be completed in pencil in the answer booklet which contains the corresponding final answer. Rough work must be scored through with a single pencil line.

3.29. All rough work and final answers must be written in the answer booklet provided. Bringing paper or any other unauthorised material into the room

constitutes a serious offence of academic malpractice. The consequences of academic malpractice are outlined in Appendix 8 of the Academic Regulations.

3.30. Under no circumstances may candidates remove from the examination room question or answer booklets or any other item provided at an examination. Candidates who remove such items will be awarded a zero mark for the examination.

3.31. Silence must be preserved in the examination room at all times. Candidates must raise their arm or signal to attract the attention of the invigilator for any reason. Candidates must not leave their seat to obtain additional paper or speak to the invigilator.

3.32. It is forbidden for candidates to communicate with or copy from each other or any other person other than the invigilator. Unauthorised communication during an examination constitutes a serious offence of academic malpractice. The consequences of academic malpractice are outlined in Appendix 8 of the Academic Regulations.

3.33. No candidate may leave the examination room during the first 30 minutes or final 30 minutes of the examination. Only in exceptional circumstances will additional time be given to candidates who enter the examination after the scheduled start of the examination.

3.34. Any candidate wishing to enter the examination room more than 30 minutes after the start of the examination may only do so after consulting the invigilator and either the Senior Registrar - Assessment and Awards or the Assistant Registrar - Assessment and Examinations.

3.35. Candidates wishing to leave the room due to discomfort or illness must notify the invigilator. Temporary absence may be permitted in exceptional circumstances, but the candidate must be accompanied by a relief invigilator or other authorised person.

3.36. Candidates wishing to leave the examination room before the end of the examination must notify the invigilator. No candidate may leave the examination room in the final 30 minutes of the examination.

Evacuation procedure

3.37. In the event of a fire alarm or other reason for evacuation, the invigilator will instruct candidates to leave all materials on their desks and all personal belongings in the venue. They must leave the room in an orderly manner, gather in the appropriate location and maintain silence throughout.

3.38. When re-entry into the building has been permitted, candidates will be allowed to re-enter the examination room and resume the examination. The time when the interruption started and the duration of the interruption will be recorded by the invigilator on the invigilation report form. The length of interruption will be added onto the examination duration and will be recorded on the invigilation report form.

3.39. Breaches of this procedure will be recoded on the invigilation report form. Students involved in such a breach may be investigated under the academic malpractice procedures. The consequences of academic malpractice are outlined in Appendix 8 of the Academic Regulations.

At the end of an examination

3.40. The invigilator will instruct candidates to stop writing at the appointed time. Before leaving the examination room, candidates must ensure that

- the cover of each answer booklet used is completed and sealed to allow for anonymous marking
- any additional answer sheets are completed
- the yellow attendance slip is completed

3.41. Candidates who leave the examination room more than 30 minutes before the end of an examination must also follow the above instructions. They may not leave the examination room until the invigilator has collected their answer booklet and other documentation. These candidates must leave the examination room as quietly as possible and not disturb the other candidates.

3.42. Candidates may not leave the room until all answer booklets, yellow attendance slips, question papers and any supplementary documents have been collected.

3.43. When all answer booklets and documentation have been collected, the invigilator will advise that candidates are allowed to leave the room. Candidates must leave immediately and no communication between candidates is permitted until they have left the examination room.

After the examination

3.44. It is a candidate's responsibility to inform Academic Registry if they believe their examination performance has been adversely affected by non-academic factors and they wish to bring this to the attention of an assessment board. Such candidates should refer to the University's procedure for notifying personal circumstances. Full details are found in Appendix 7 of the Academic Regulations.

4. Guidance for students undertaking formal assessment overseas

4.1. Students are expected to undertake examinations and other formal timed assessments at the University or partner institution as appropriate. In exceptional cases, students may request permission to undertake assessment from overseas.

4.2. This request is only considered for those students whose country of domicile, as recorded with the University, is outside the United Kingdom; and for examinations which take place outside the University's official term dates.

4.3. The full policy, including how to request application forms and deadlines for submitting request forms is available on the Academic Registry Examinations webpage.

5. Code of conduct for invigilators

This code of conduct must be read in conjunction with Section 3 of this document.

Before an examination

5.1. Invigilators must ensure that their own mobile phones, smart phones and/or smart watches are turned off or on silent and remain off/silent for the duration of the examination.

5.2. Invigilators must familiarise themselves with the layout of the examination room and where different subject groups are located. They must also ensure they know the location of

- fire exits
- the nominal roll
- the invigilation report form
- spare question papers and answer booklets
- the list of key telephone contacts

5.3. Where an examination is open book, invigilators should be satisfied that the candidates only have access to the materials as indicated by the module tutor on the cover of the examination question paper.

5.4. Where any candidate has a previously agreed minor exam modification (eg bringing food into the room for medical reasons) the invigilator must know the identity of such candidates in advance and the agreement made with their module tutor.

5.5. Invigilators must ensure each candidate has the correct stationery and any supplementary documents eg case studies, formula sheets, graph paper.

5.6. Before the examination starts, an invigilator should address the candidates outside the room and instruct them as follows:

- Candidates must have noted their seat number on the nominal roll
- Bags, handbags, holdalls, rucksacks and coats must be left at the back of the room (or in a place specified by the invigilator)
- Books, including dictionaries, must be left at the back of the room (or in a place specified by the invigilator)
- No electronic equipment is permitted in the examination room. Any candidate with electronic equipment such as a tablet or laptop must switch it off and leave it with their other belongings at the back of the room or in a place specified by the invigilator.

5.7. Invigilators must not admit candidates into the examination room any earlier than fifteen minutes before the start of the examination.

5.8. Before signalling the start of the examination, invigilators must instruct candidates to do the following:

i. Check they are sitting at the correct desk as specified in the nominal roll.
ii. Turn off all mobile phones, smart phones and smart watches and place in the plastic bag left on each candidate's desk.
iii. Have their UNICARD placed at the top right-hand corner of the desk and left there for the duration of the examination.
iv. Check they have the correct question paper and understand the instructions for the examination.
v. Write their name and student ID number on the cover of their answer booklets and yellow attendance slips. Explain the requirements to enable anonymous marking.

Invigilators must also announce the following:

vi. No candidate may leave the room during the first or last 30 minutes of the examination.
vii. If a candidate requires assistance from the invigilator, they should raise their arm to attract attention and wait until the invigilator reaches them. Under no circumstances must they leave their desk.
viii. Any specific instructions for the examination. For example, that separate answer booklets must be used for separate questions.
ix. Any reported anomalies in the examination question paper.

5.9. Before signalling the start of the examination, invigilators must check the identity of every candidate, ensuring that their UNICARD is displayed at the top right-hand corner of their desk and corresponds to their seat number on the nominal roll.

5.10. Invigilators must complete the invigilator report form as follows:

i. Confirm the ID of every candidate has been checked
ii. Record the names of any absentees and candidates who provide photographic ID other than their UNICARD
iii. Record the names of any candidates who are not able to show their UNICARD or any other form of photographic identification.

5.11. At the end of the examination, the invigilator must present any candidates who use other photographic identification or who do not bring any identification to the Academic Registry representative to have their identity verified. Where photo ID lists are used, this step may be omitted.

During an examination

5.12. Once an invigilator has signalled the start of the examination, their tasks and responsibilities for the duration of the examination are as follows:

i. To constantly observe candidate behaviour, watching for any candidate requiring help or additional answer booklets and ensuring all candidates are adhering to examination regulations.

ii. To make such observations by frequently moving around the room as quietly as possible without disturbing the candidates. Where possible, invigilators should wear soft-soled shoes to minimise noise disturbance.

iii. To communicate with any other invigilators minimally and as quietly as possible.

iv. Where any anomalies in the examination paper are spotted during the examination, to announce this to the candidates as soon as possible after verification.

5.13. Invigilators may admit candidates into the examination room up to 30 minutes after the start of the examination. Late candidates will not be allowed any additional time.

5.14. An examination room must not be left without an invigilator while an examination is in progress. Where there is more than one invigilator in a room, that number of invigilators must be maintained except in an emergency.

5.15. In the case of illness or emergency where there is only one invigilator in the room, the invigilator must call Academic Registry or the nominated relief invigilator for instructions. The candidate must be advised that on recovery they should notify Academic Registry of their personal circumstances. Full details of this are found at Appendix 7 of the Academic Regulations.

5.16. Candidates wishing to leave the room due to discomfort or illness must notify the invigilator. Temporary absence may be permitted in only exceptional circumstances, but the candidate must be accompanied by a relief invigilator or other authorised person.

5.17. Where a candidate leaves more than 30 minutes before the end of the examination, the invigilator must note on the candidate’s answer booklets the time the candidate left and the number of questions attempted.

5.18. Thirty minutes before the end of the examination, invigilators should announce that that no candidate may leave the room until the end of the examination time

5.19. Should an invigilator suspect that any form of cheating has occurred during an examination, they must follow the procedure outlined in Appendix 8 of the

Academic Regulations covering academic malpractice. This initially requires the invigilator to:

- inform the student of their suspicions and their intention to report the incident
- confiscate any relevant evidence, including any unauthorised material
- where possible, have the above two steps witnessed by a second invigilator
- endorse the front cover and annotate the student's script at the point where the alleged cheating was identified
- return the script to enable the student to complete the examination and conclude at the normal specified time
- record the activity on the examination report form

5.20. Where communication of suspected cheating leads to an unreasonable disturbance or disruption to examination conditions, or if a candidate is suspected of cheating for a second time in the same examination, the invigilator may expel the candidate from the examination room. In such cases, the invigilator may adjust the duration of the examination for other candidates as they consider appropriate. The invigilator must record the action taken on the invigilation report form. This will ensure the tutors marking the answer booklets are aware of any disturbance or disruption to the other students.

Evacuation procedure

5.21. In the event of a fire alarm or other reason for evacuation, the invigilator should instruct candidates to leave all materials on their desks and all personal belongings in the venue. They must leave the room in an orderly manner, gather in the appropriate location and maintain silence throughout.

5.22. When re-entry into the building has been permitted, candidates will be allowed to re-enter the examination room and resume the examination. The invigilator must record time when the interruption started and the duration of the interruption on the invigilation report form. The invigilator will add the length of interruption onto the examination duration and record this on the invigilation report form.

5.23. Invigilators should record any breaches of this procedure on the invigilation report form. Candidates involved in such a breach may be investigated under the academic malpractice procedures. The consequences of academic malpractice are outlined in Appendix 8 of the Academic Regulations.

At the end of the examination

5.24. At the scheduled time, invigilators must instruct candidates to stop writing and put down their pens.

5.25. Invigilators must then instruct candidates as follows:

i. Check they have completed the yellow attendance slip and front cover of every answer booklet they have used.

ii. Ensure they have completed the requirements to allow anonymised marking.
iii. Leave all papers on the desk and await their collection. This includes answer booklets, question papers and any supplementary documents provided at the start of the examination.
iv. They must remain seated until *all* answer booklets, question papers and supplementary documents have been collected and accounted for.
v. Silence must be maintained and communication with other candidates is not permitted until they are outside the examination room.

5.26. When all answer books, question papers and supplementary documents have been collected, the invigilator should advise candidates they may now leave the room, maintaining silence.

5.27. The invigilator must ensure that no question papers or supplementary documents such as case studies are taken from the room.

After the examination

5.28. Invigilators must check that the number of answer booklets collected matches the number of candidates and the number of booklets each candidate has used. When they are satisfied the numbers tally, the invigilator should complete and sign the invigilator report form.

5.29. Where an invigilator or marker suspects cheating has taken place after an examination has been completed, they must follow the procedure detailed in section 4 of Appendix 8 of the Academic Regulations covering academic malpractice.

5.30. All completed answer booklets, question papers and any supplementary documents must be collected by the module leader. In their absence a member of Academic Registry will collect these documents and store them securely until collected by the relevant tutor.

5.31. Invigilators must record any incident which caused disruption in the examination on the invigilation report form.

Procedures to be followed by relief invigilators

5.32. Relief invigilators must be available to substitute for invigilators in cases of absence or illness and must be familiar with the procedures followed by invigilators and candidates.

5.33. The relief invigilator must report to the examination room at least 15 minutes before the start of the examination.

5.34. It is the relief invigilator's responsibility to liaise with main invigilators and arrange times when they should attend the examination room to check all is well and allow main invigilators a refreshment break.

5.35. The relief invigilator must also ensure that main invigilators know where and how to contact them in the case of emergency.

5.36. All relief invigilators must be familiar with the specific details regarding cheating during examinations and procedures for handling examination scripts.

Security of examination scripts

5.37. Invigilators are accountable to Academic Registry for the security of completed answer booklets and question papers under their charge.

5.38. Invigilators alone must collect completed answer booklets from the desks at the end of examinations and confirm that the number collected tallies with the number of candidates shown on the invigilation report form.

5.39. Completed answer booklets must be handed to the relevant member of Academic Registry staff, or they should be grouped by subject and given to the relevant subject representative. Both the invigilator and the recipient of the completed answer booklets must complete and sign the appropriate sections of the invigilation report form as proof of delivery and receipt. The number of scripts must be agreed by both parties.

6. Guidance for Staff - Computer based examinations

6.1. Students must undertake examinations in written form, except where modifications to the assessment format have been approved (see section 3.6), or where the examination is validated as computer-based. These are referred to as computer based examinations (CBE).

6.2. A CBE must be designed in conjunction with Appendix 6 to the Academic Regulations – guidelines on the assessment of disabled students. See also section 3.6 of this document.

6.3. All University examinations, including CBEs, must operate under the examination conditions relating to the quality assurance of the process as detailed in section 3 of this document

6.4. As far as is practicable, the normal process for administrating examinations applies to CBEs. Academic Registry will supply any exam related materials (answer booklets etc.) but will not administer the exam.

6.5. By nature, a CBE requires specialist support from the host department. In addition to standard requirements relating to examination preparation, the module leader or nominee for a CBE must ensure that:

i. the software used has been approved in advance by IT Services, is correctly licensed and meets any existing University procurement arrangements.

ii. at least one person attending a CBE is proficient in the use of the specific software being used. This includes additional venues where students are undertaking a CBE as an approved modification.

iii. candidates are aware in advance of any specific information required for a CBE, for example a user name, password, and how to access the relevant software on the day of the examination.

iv. invigilators remind candidates to save their work, specifying the directory or filename for their work to be saved. Candidates must alert an invigilator immediately if there is a technical issue with their examination.

v. there has been rigorous preparation of all elements of the CBE to guard against activity that could undermine the security of the examination process. This includes ensuring:

- questions are password protected and safeguarded so that only candidates present in the room can view the examination and the appropriate time
- candidates cannot navigate to unauthorised material available via the web
- randomisation is used where practicable to reduce the potential for cheating. For example, randomising multiple choice questions to reduce incidence of candidates copying from nearby screens.

6.6. Contingency arrangements must be in place to manage any risks associated with a CBE, for example software or power failure. Contingency plans must include advice from the University's IT Services department. The module leader or subject nominee must inform the IT Services department of the day, date and time of all CBEs as soon as the examination timetable is published.

Key to Relevant Documents

This policy refers to the following documents which you may find useful:

- Appendix 6 – Guidelines on Reasonable Adjustments and the Assessment of Disabled Students
- Appendix 7 – Procedures for the Submission of Personal Circumstances
- Appendix 8 – Procedures Relating to Academic Malpractice
- Appendix 22 – Academic Appeals Procedures
- Guidelines for Students Undertaking Examinations Overseas

Annexes

There are no annexes to this policy.

End matter

Title	Appendix 5: Code of Conduct for Assessment/ Examination Candidates and Guidance for Invigilators
Policy Owner	Head of Academic Registry
Policy Manager	Assistant Registrar: Assessment and Examinations
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