

# Candidate code of conduct for coursework and examinations

## A guide for students

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### Introduction

This guide details the conduct and behaviours expected of you while undertaking coursework and examinations. You can read full details of the code of conduct for candidates and invigilators in [Appendix 5](#) to the Academic Regulations.

You are responsible for familiarising yourself with the procedures and expectations around coursework and examinations. Misunderstanding or ignorance of the University's procedures and expectations are not accepted as a defence for breaching this code of conduct and may have serious consequences.

In particular, you should make sure you are familiar with the procedures in the following associated areas

- Personal Circumstances (formerly Exceptional Mitigating Circumstances)
- Academic malpractice
- Academic appeals

Full details are found in the [appendices](#) to the Academic Regulations.

Student guides to these regulatory appendices are available on Academic Registry's webpages. There are links to these guides throughout this document.

Please note that a module tutor may introduce additional regulations for particular examinations. You will be consulted on this in advance of the examination.

## **Code of conduct for coursework**

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
- Practical Work
- Presentations
- Projects
- Reports
- Time-Limited Assessments
- Viva voce

At the start of each module, you are given a module-specific handbook. This booklet details the form and nature of all the assessments you are expected to submit, together with submission dates. You are responsible for meeting your coursework requirements and submission dates as detailed in the module handbooks.

Where coursework is written, you must retain a hard copy of all work submitted and obtain a receipt from your nominated department as proof of submission.

If your coursework is non-written eg a performance or presentation, your department will give you clear guidance in advance on how the assessment will be organised and your attendance times. You will also be told what to do if you cannot attend for good reason.

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

You are responsible for understanding what constitutes academic malpractice and its consequences. Coursework must be correctly referenced and all work copied from other sources must be acknowledged. Full details are available in [Appendix 8 to the academic regulations](#)

A student guide is also available on the [academic malpractice](#) webpage.

### ***Extensions***

You are responsible for familiarising yourself with your departmental procedure for obtaining and submitting extensions.

If you experience difficult circumstances that impact on your ability to submit coursework on the scheduled date, you may apply for those circumstances to be taken into account. You should familiarise yourself with and adhere to the Personal Circumstances procedures. Full details are available in [Appendix 7 of the Academic Regulations](#)

A student guide is also available on the [Personal Circumstances](#) webpage.

If you do not meet coursework submission deadlines and have not agreed an extension with your department, or submitted an Personal Circumstances application, you will be awarded a zero mark.

Each piece of submitted coursework must have a cover sheet attached, with a signed declaration that it is your own work. Some departments may have specific wording for their declarations, but all will be similar to the following:

'I have submitted this course work 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.'

### **Code of conduct for examinations**

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

You are responsible for ensuring you have the correct time and place for your examinations. Failure to attend an examination through misreading the published timetable is not an accepted excuse, nor is it an exceptional mitigating circumstance.

The examination timetable is published four weeks before the start of the main examination period in the following places:

- Student homepage
- Student Information Centre
- Catalyst
- The Library

Where examinations take place outside of the University's examination period, you will be given at least four weeks' notice of your examination dates.

If you are unable to attend an examination because of illness or any other exceptional circumstance, you must notify Academic Registry immediately. You must then follow the University's Personal Circumstances procedures, see [Appendix 7 of the Academic](#)

These are also outlined in the student guide, available on the [Personal Circumstances](#) webpage.

If you have a disability which requires any examination modifications, you must notify your learning support officer of your requirements by the deadlines set in your module handbook. This will allow sufficient time for the appropriate arrangements to be made.

Do not wait until the day before an examination to request modifications.

Note: department level class tests are not automatically included in these arrangements. It is your responsibility to inform your tutor of any requirements at least four weeks in advance.

### ***At the examination venue***

You should arrive at the venue at least 15 minutes before the exam starts. Identify your seat number on the nominal roll which is displayed near the door of the examination room. Please note

- You may not enter the room until the invigilator tells you.
- You must sit at the correct desk specified on the nominal roll for the duration of the examination

### ***In the examination room***

You may only bring necessary stationery items into the examination room ie pen, pencil, eraser, ruler.

You are advised not to bring valuable items to the examination venue and do so at your own risk.

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, specific text books and your own notes, unless the examination has been identified in advance as an 'open book' examination.
  - The examination paper will also indicate that it is an open book examination
- Paper or any other unauthorised material
- Smart technology, including phones and watches
- Tablets and laptops
  - Unless approved by the relevant programme board or specified as part of the examination
  - Devices must be switched off and left with other belongings as directed but the invigilator
  - Using an unauthorised programme or introducing stored information via an electronic device is considered a serious offence of academic malpractice. The consequences of academic malpractice are outlined in

### [Appendix 8 of the Academic Regulations](#)

A student guide is also available on the [academic malpractice](#) webpage

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

Scientific calculators are permitted only 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
- You are entirely responsible for ensuring your calculator is fully charged and in good working order. It is your decision and responsibility to have an alternative in case your main calculator fails
- Borrowing calculators from other candidates during the examination is not permitted

You must bring your UNICARD as a form of identification to every examination. It must be placed at the top right-hand corner of your desk and remain there throughout the examination.

Other forms of photographic identification may be accepted by the invigilator. If you use other photographic identification, or do not bring any identification, you must report to Academic Registry accompanied by the invigilator, within one hour of the completion of your examination to confirm your identity.

#### ***At your examination seat***

You must check you are in the correct seat as specified on the nominal roll. Do not remove the nominal roll number from the desk.

Before the examination starts, the invigilator will

- remind you of the examination conditions and procedures you must follow
- announce any specific instructions for the examination eg if separate answer booklets are required for separate questions

Before starting an examination, you must

- check the title of the question paper and ensure you have the correct paper
- if you have any queries regarding the instructions on the paper you should notify the invigilator immediately
- carefully read the regulations set out on the answer booklet cover

- complete the details on the answer booklet cover and yellow attendance slip provided

You must remain in your seat for the duration of the examination.

### ***During an examination***

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

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

Silence must be maintained at all times. To attract the invigilator's attention, you must raise your arm or signal them. You must not leave your seat to obtain additional paper or speak to the invigilator.

When writing your answers:

- You must use ink to answer the questions unless the exam paper instructs otherwise, or approval has been given to use another method. Questions answered in pencil will not be marked
- You must use pencil for rough work only. Rough work must be in the same answer booklet as the corresponding final answer.
- If using a scientific calculator you must show sufficient intermediate calculations in your work to demonstrate you understand what you are calculating
- All rough work, calculations and final answers must be written in the answer booklet provided

### ***Other candidates***

You must not communicate with other candidates during the examination. If another candidate tries to communicate with you, you must not respond.

Unauthorised communication during an examination is a serious offence of academic malpractice. The consequences of academic malpractice are outlined in [Appendix 8](#) of the Academic Regulations

A student guide is also available on the [academic malpractice](#) webpage.

### ***Late entry and leaving the room***

If you are late for your examination, you may enter the room only in the first 30 minutes of the examination starting. You will not be given additional time to complete your examination.

If you are more than 30 minutes late you must consult the invigilator and either the Senior Registrar Assessment and Awards or the Assistant Registrar Assessment and Examinations. In exceptional circumstances you may be permitted to enter the examination room, however you are not guaranteed additional time to complete your examination.

Once the examination has started you may not leave the room during the first 30 minutes the examination.

During the examination, if you wish to leave the room temporarily due to discomfort or illness you must notify the invigilator. In exceptional circumstances you may be permitted to leave the room temporarily and you must be accompanied by a relief invigilator or other authorised person.

#### *Leaving the examination early*

If you wish to leave the room before the end of the examination you must notify the invigilator. Remember, you may not leave the room in the final 30 minutes of the examination.

Before leaving the examination room, you must ensure that

- the cover of each answer booklet you used is completed
- your answer sheets are completed
- your yellow slip is completed
- your answer booklet is anonymised

You may not leave the examination room until the invigilator has collected your answer booklet and other documentation. You must leave the room as quietly as possible and not disturb the other candidates.

#### *Evacuation procedure*

In the event of fire or other reason for evacuation, you must leave all materials on your desk and all personal belongings in the venue. You must leave the room in an orderly manner, gather in the appropriate location and maintain silence throughout.

When re-entry into the building has been permitted, you will be allowed to re-enter the examination room and resume the examination. The time of interruption and its duration will be recorded by the invigilator. The length of interruption will be added to the examination duration.

Breaching the evacuation procedure is considered a offence of academic malpractice and is recorded on the invigilation report form. The consequences of academic malpractice are outlined in [Appendix 8 of the Academic Regulations](#)

A student guide is also available on the [academic malpractice](#) webpage

### ***At the end of an examination***

The invigilator instructs all candidates to stop writing at the appointed time.

Before leaving the examination room, you must ensure that

- the cover of each answer booklet you used is completed
- your answer sheets are completed
- your yellow slip is completed
- your answer booklet is anonymised

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

When all answer booklets and documentation have been collected, the invigilator will advise that *all* candidates are allowed to leave the room.

You must leave immediately and in silence. Do not communicate with other candidates until you have left the examination room.

Under no circumstances may you remove question or answer booklets, or any other item provided at an examination. If you do, you will be awarded a zero mark for the examination.

### ***After the examination***

It is your responsibility to inform Academic Registry if you believe your examination performance has been adversely affected by non-academic factors. You are also responsible for bringing this to the attention of an assessment board, should you wish to do so.

Please refer to the University's procedure for notifying exceptional mitigating circumstances. Full details are found in [Appendix 7 of the Academic Regulations](#).

### **Guidance for students undertaking formal assessment overseas**

You are expected to undertake examinations and other timed assessments at Edge Hill University or partner institution locations as appropriate. In exceptional cases where this is not possible, you may request to undertake your examination at an overseas venue.

You must apply to undertake an examination overseas – it is not an automatic right.



You may be eligible to apply for this if you meet the following criteria:

- your country of domicile (as recorded with the University) is outside the UK
- your examinations take place outside the University's official term dates
- you are undertaking a period of study overseas as part of a recognised programme

In all instances, please contact the Examinations Officer first to discuss your request. For more information, please read the [overseas examination guidance notes](#) in the Examinations Regulations section of the [Examinations webpage](#)

### **Computer-based examinations**

You must undertake examinations in written form, except where modifications to the assessment format have been approved.

Computers are only used where the examination is validated as computer-based. These examinations operate under the same conditions as all other University examinations. In addition, the following apply:

- You will be informed in advance of any specific information required, such as a user name or password
- On the day of the examination, you will be advised how to access the relevant software
- You must regularly save your work in the specified directory or filename
- You must notify an invigilator immediately if there is a technical issue with your examination

Computer-based examinations are rigorously prepared to ensure the security of the examination process. Access to the internet is removed from all computers used for examinations. Questions are password protected and safeguarded until you are required to access them during the examination.

For full details of the code of conduct please go to [Appendix 5](#) of the Academic Regulations