

Examination Regulations for Candidates

AU-RSC-19-2815-A

Applicable to students in all Stages/Years of programmes

2020-21

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Regulations Summary

These regulations set out the University's arrangements for all Examinations administered by Academic Services and Class Tests administered by the Colleges, including:

- Regulations on Fit to Sit, including the process for reporting exceptional circumstances that arise subsequent to the beginning of an examination, and factors affecting a student's preparation for an examination.
- General processes and arrangements for examinations, including candidate conduct, room arrangements, arrival and leaving an examination room.
- Information on how to ask for and accommodate special arrangements for students with permanent medical conditions, illness, injuries, and examinations impacted by religious observance.
- Specific arrangements for examinations held overseas, and for class tests administered by Colleges.
- Processes for reporting examination malpractice.

Related Regulations, Policies, and Guidance

Further information on the assessment of students can be found in the University's [Assessment Regulations](#), and within the [General Regulations](#) relevant to the programme. The [Policy on Giving Effective Feedback on Assessed Work](#) provides further information on providing feedback on examinations and other assessments.

Full information on exceptional circumstances and the discipline of students can be found in the [Guide to Exceptional Circumstances](#) and [Regulations on Student Discipline](#).

Version Control

Ref No	Version	Responsible Officer	Approved by	Approval Date	Effective Date
AU-RSC-18-1868	A	Adam Hewitt	OLTC	Jun 2019	Sep 2019
AU-RSC-19-2815	A	Adam Hewitt	ULTC	Jun 2020	Sep 2020

A INTRODUCTION

- 1 For the purposes of these Regulations, 'examinations' refers to written papers administered by Academic Services and Class Tests administered by the Colleges. If approved by the appropriate College Learning and Teaching Committee, the Regulations may also be applied to other forms of assessment administered by the Colleges.

B EXAMINATIONS

- 2 The relevant Associate Dean will ensure the publication of the examination scheme (via the Module Specifications) at the start of each Stage of the programme.
- 3 These Regulations cover six main areas:
 - C [Fit to Sit](#)
 - D [Written Papers](#)
 - E [Special Arrangements](#)
 - F [Examinations other than Written Papers](#)
 - G [Examination Malpractice](#)
 - H [Class Tests](#)

C FIT TO SIT

- 4 By being present beyond the start time of an examination or other fixed-time assessment, students will be regarded as having deemed themselves fit to be able to undertake the assessment in question, and accept the outcome of the assessment as valid, subject to consideration of factors affecting performance which may arise subsequent to beginning an assessment which are notified to the Board of Examiners by the student. Any factors affecting performance that result in a student leaving an examination or other fixed-time assessment must be raised with the Chief Invigilator, and must be recorded in the Chief Invigilators Report. Where a student has deemed themselves fit to sit, the Examination Board will normally consider the student to have made a valid attempt at the assessment.

Factors affecting performance that arise at such a time as to affect preparation for an examination or other fixed-time assessment may constitute exceptional circumstances, providing appropriate grounds not to undertake the assessment at that time. However, if a student sits the assessment in question, they will have deemed themselves 'Fit to Sit'. Students should consult the Guide to Exceptional Circumstances to determine whether the factors they are experiencing may count as exceptional circumstances.

D WRITTEN PAPERS

General

- 5 The timetables for all University written examinations shall be published within the University and, except in special circumstances (see [Section E](#) below), candidates shall be required to present themselves for examination at the time and place indicated on the timetable. Candidates unable to take examinations on particular days owing to

religious commitments should indicate this on [MAP](#) (My Aston Portal) by the end of the third week of the commencement of each Stage of their programme. See also [Regulation 46](#) below. Although Academic Services is sympathetic to the religious commitments of candidates it may not always be possible to accommodate all individual requirements (Senate M98/128).

- 6 The examination timetable will be made available on MAP. Details of the examinations will be made available by Colleges on [Blackboard](#) and/or on College notice boards as appropriate.
- 7 It is the responsibility of each candidate to ascertain the correct time and place of each examination for which they are a candidate. It is also the responsibility of candidates to take their University ID card to each examination.

Seating Arrangements

- 8 Candidates shall not enter the examination room until permitted to do so by the Chief Invigilator.
- 9 Outdoor clothing, briefcases and bags may be brought into the examination room, providing they are deposited well away from the candidates, usually at the front or rear of the examination room. Mobile phones and other electronic devices, including smart watches, must be turned off and left with the candidate's bag/coat or placed in the clear bag provided. All other watches and camera enabled devices must be placed in the clear bag. Candidates may not keep electronic devices on their desk or their person e.g. in a pocket. Aston University does not accept responsibility for personal possessions in examination rooms.
- 10 For exams that allow calculators, candidates will bring their own calculator which must be from the Casio FX-83, Casio FX-85, HP10s or HP10s+ series, unless otherwise specified on the rubric. No other type of calculator is allowed. The Examinations Office has a limited supply of approved spare calculators and cannot guarantee that there will be sufficient to supply one to a student if they have not brought their own.
- 11 On entering the examination room, candidates shall sit in the seats prescribed. A candidate shall not leave their seat without the permission of an Invigilator.
- 12 Each candidate must complete the attendance form on the desk before the start of the examination. The form contains important information about the examination which should be read before it is signed. The form must be left in clear view on the desk and will be collected by an Invigilator. The candidate's University ID card must also be on the desk for verification purposes.

Conduct of Candidates

- 13 Candidates must not begin to respond to examination questions or write anything on either the Examination Question Paper or Answer Book until the Invigilator has instructed all candidates that they may begin.
- 14 Candidates shall comply with all directions from the Invigilator(s), and shall not communicate with any person other than Invigilator(s) in any way nor show their papers to any other candidate. Failure to comply with the directions of an Invigilator is an offence under the University's [Disciplinary Regulations](#).
- 15 Candidates shall observe silence within the examination room. A candidate who causes a disturbance, or who brings in equipment which is likely to create a disturbance, may be required to leave the examination room.

- 16 Other than bottled water, candidates shall not be permitted to eat or drink in an examination room, unless suitable evidence for the need is first submitted to the Examinations Office and subsequently approved.
- 17 Pens, pencils, erasers and/or other permitted items such as keys, money etc., may be brought into the examination room but must be placed in the clear bag provided. No other container is permitted on a candidate's desk. Candidates having such items will be asked to remove them.

Late Arrival

- 18 Candidates will not be permitted to enter the examination room later than 30 minutes after the commencement of the examination.

Extra Time

- 19 A candidate who arrives late, or who is absent from the examination room for part of an examination, will not be permitted to continue beyond the finish time appointed for the end of the examination.

Leaving the Examination Room during the Examination

- 20 Except in cases of illness or of other sufficient cause, a candidate shall not leave the examination room earlier than 30 minutes after the commencement of the examination or during the final 30 minutes of the examination.
- 21 A candidate who completes a script between the times noted above may leave the examination room after asking the permission of an Invigilator, and after handing in the completed script.
- 22 Candidates shall not be permitted to remove any examination stationery from the examination room, including the examination question paper, answer books, dictionary, or any other written material.
- 23 A candidate who leaves the examination room for any reason (other than after handing in a completed script) shall be accompanied by an Invigilator.

Use of Aids

- 24 Details of any aids such as books, manuscripts or other extraneous material which may be used in the examination will be notified to candidates in advance by the appropriate Associate Dean in writing at least four weeks before the commencement of the examination periods.
- 25 For exams that allow calculators, candidates should bring their own calculator, which must be from the Casio FX-83, Casio FX-85, HP10s or HP10s+ series, unless otherwise specified on the rubric. No other type of calculator is allowed. The lid must be removed and placed either in the clear bag provided or with the candidate's bag/coat. The Examinations Office can in some circumstances provide candidates with a HP10s or HP10s+ calculator, but they cannot guarantee to have sufficient numbers of calculators available. Students must not rely on the University being able to provide a calculator.
- 26 Students who are in possession of material or any other aids not specifically permitted by the relevant Associate Dean will be reported to the University Discipline Officer (acting as nominee of the Director of Student and Academic Services), and may be liable to disciplinary proceedings.

Dictionaries

- 27 Erasmus and exchange students who wish to use a foreign language dictionary in examinations that allow the use of a foreign language dictionary, should indicate this on MAP (My Aston Portal) by the end of the third week of their enrolment. In no circumstances is a candidate allowed to use a dictionary which they have brought into the examination room. Unless specified on the rubric, all students will have access to a copy of the Oxford English Dictionary to refer to.

Collection of Work to be Assessed

- 28 At the end of the examination, candidates shall follow the instructions for the collection/submission of the assessed work for their specific examination.
- 29 Any notes made in an Answer Book should be left on the desk but should be clearly crossed through to indicate that they do not constitute an answer to a question. Any text which has been crossed-through will not be marked. Candidates shall not be permitted to remove any examination stationery from the examination room.
- 30 Candidates must not make changes to their examination answers after being instructed to stop writing by the Chief Invigilator. Failure to comply may lead to disciplinary action being taken against the candidate.

Special Factors

- 31 It is the responsibility of the candidate to notify the relevant College via the [Extenuating Circumstances and Absences](#) procedure, in writing, of any factors which occurred either during or prior to the examination and which may have affected their performance.

E SPECIAL ARRANGEMENTS

- 32 In certain circumstances, special arrangements may be made for a candidate who is taking examinations. These arrangements may include the provision of additional time for the completion of a paper or for reading or having read to them the paper prior to the normal start of the examination, answering fewer questions on a paper, taking an examination outside the University, the provision of special facilities or an amanuensis, or such other arrangements as may from time to time become necessary. In all other respects, the normal Regulations governing examinations shall apply.
- 33 Wherever possible all special arrangements shall be approved six weeks in advance of any examination by the relevant Associate Dean and, in all cases, in consultation with the [Enabling Team](#). All special arrangements shall subsequently be reported to the [Board of Examiners](#).
- 34 If special arrangements are approved for a candidate who is taking an examination inside the University, the examination may be held in a separate room at the same time prescribed for the examination in that subject. At least one University Invigilator shall be present in the room.
- 35 The Examinations Office must be informed of any special arrangements to be made, normally at least three weeks in advance of the examination date.

Permanent Medical Conditions

- 36 A candidate who, for medical reasons, is unable to sit an examination under normal conditions, or who, in the opinion of The Enabling Team, would be significantly disadvantaged by being required to do so, may be permitted to sit the examination

under special conditions. These conditions may include additional time, a shorter question paper and/or the use of special facilities.

- 37 Such special arrangements must be agreed with The Enabling Team in advance of the examination and may not be varied during the examination period.

Illness or Injury

- 38 A candidate who requests special arrangements on the grounds of illness or injury will be required to submit a medical certificate to the appropriate Associate Dean normally in advance of the examination.
- 39 A candidate who is unable to attend the University due to illness or accident, but who is able to take the examination may, in exceptional circumstances, be permitted to take the examination outside the University provided that at least one University Invigilator is present.
- 40 A candidate who is unable to write the answers to an examination paper due to injury or other cause shall be permitted by the relevant Associate Dean and, in all cases, in consultation with the Director of Student and Academic Services, to dictate the answers to an amanuensis or typist and may be allowed additional time in which to complete the examination paper.
- 41 Where appropriate, the amanuensis shall be an approved individual who is familiar with any symbol or phraseology likely to be used in the examination. The amanuensis shall normally not be a member of staff involved in setting or marking the relevant examination.
- 42 The amanuensis or typist shall write the answers or other information at the dictation of the candidate and shall read back or show the script to the candidate as requested, but shall not assist the candidate in any other way. In addition to the amanuensis, one Invigilator shall be present in the examination room.

Examinations Held Overseas

- 43 Special arrangements are made for students enrolled on distance learning programmes based at centres outside the United Kingdom, to enable them to sit their examinations overseas. All other students, including those enrolled on distance learning programmes based at centres within the UK, are required to sit their formal written examinations at the University.
- 44 In exceptional circumstances, a student who would normally be required to sit examinations at the University may be allowed to take them overseas: permission may only be granted by the appropriate Associate Dean or their nominee after discussion with the Director of Student and Academic Services. The candidate must submit a detailed case to the Director of Student and Academic Services not less than six weeks before the due date of the examination. If permission is granted, the candidate will be required to pay the appropriate fee in advance which will normally include any costs incurred in setting up special arrangements.

Religious Observance

- 45 Students have a responsibility to fulfil the requirements of their course of study in order to achieve the relevant award. Students who wish to advise the University of any religious festivals during which they would be unable to undertake examinations or assessments for religious reasons must complete a **Religious Commitments, Examinations and Assessment** task in [MAP](#) by the end of the third week of the

commencement of each Stage of their programme, in order to advise the University's Examination's Officer of requests affecting formal examinations. In consultation with the appropriate faith leaders, the University will endeavour, to a proportionate and reasonable extent, to make arrangements for students whose faith requires them to miss assessments for reasons of religious observance to take assessments at a different time.

F EXAMINATIONS OTHER THAN WRITTEN PAPERS

- 46 Where all or part of the assessment for any examination is by means other than written examination, the Associate Dean shall publish details of the appropriate arrangements, and it is each candidate's responsibility to be acquainted with these details.

G EXAMINATION MALPRACTICE

- 47 Any breach of the Examination Regulations for Candidates may constitute examination malpractice, and must be reported in writing by the Invigilator to the University Discipline Officer (acting as nominee of the Director of Student and Academic Services) immediately after the examination.
- 48 If an Invigilator has reason to believe that a candidate is guilty of examination malpractice, the Chief Invigilator shall immediately inform the candidate that they will be reported to the University Discipline Officer (acting as nominee of the University's Director of Student and Academic Services), as soon as possible after the examination. The Invigilator shall mark the script immediately below the last line written by the candidate, note the time on the script, and sign it. The candidate will be permitted to complete the examination and retain the script for the duration of the examination, but any prohibited material should be removed where practicable.
- 49 In examinations other than formal written papers, any candidate alleged to be guilty of malpractice will be reported to the Executive Dean* as soon as possible.
- 50 When a report of alleged examination malpractice is made to the University Discipline Officer (acting as nominee of the University's Director of Student and Academic Services), or Executive Dean*, the incident will be investigated and the candidate will be informed of the procedure to be followed. Where the University Discipline Officer or Executive Dean* decides that there is a case to be answered, cases of alleged examination malpractice will be dealt with in accordance with the [Ordinance](#) and [Regulations on Student Discipline](#), AU-RSC-19-2816-A and subsequent versions. The Chair of the appropriate [Board of Examiners](#) shall be informed of the circumstances of the case.

*Executive Dean' refers to the Executive Dean, or their nominee, of the College in which a student is enrolled. It also, where appropriate, refers to the person so designated by the Senate for inter-College or collaborative programmes. Nominees should normally be the College Associate Dean of Undergraduate, Postgraduate or Research Programmes.

H CLASS TESTS

Class tests follow University regulations for the conduct of examinations.

- 51 Class tests contributing towards summative assessment must be held in the rooms designated by Academic Services as suitable for University examination purposes and following the Academic Services guidelines for the maximum number of candidates to be seated. Where the room is not normally used for University examinations, Colleges should consult Academic Services regarding the maximum number of candidates to be accommodated. All rooms should be appropriate for the activity being undertaken.
- 52 A minimum of two weeks' notice of the date, time and location of a class test must be given.
- 53 Notices should be prominently displayed in the vicinity of the class test to inform other students and staff that a test is in progress.
- 54 Invigilation must follow the same guidance and regulations as for invigilating University examinations