

RULES FOR THE CONDUCT OF EXAMINATIONS

General

- i.** An examination is defined as an assessment undertaken within a constrained period of time in a set location following a specified set of instructions. The candidate will undertake examination by writing except where the assessment is conducted using computer aided assessment software. This definition is intended to include examinations, open book examinations, mid-term exams and in-class testing. Examinations in centrally allocated accommodation will be conducted entirely in accordance with these rules. Students taking examinations elsewhere will be notified at or before the start of the examination which, if any, of these rules do not apply.
- ii.** Candidates must observe all instructions given by an invigilator.
- iii.** A candidate who wishes to attract the attention of an invigilator shall remain seated and raise a hand.
- iv.** Candidates are required to bring photographic identification with them to every examination. A candidate who is unable to identify himself/herself may be excluded from the examination at the discretion of the Senior Invigilator.
- v.** Any person alleged to have committed an offence under these regulations will be subject to Rotunda Ltd.'s disciplinary procedures.

Entering and leaving examination rooms

- i.** Candidates will not be admitted to the examination room more than ten minutes before the start of the examination.
- ii.** Candidates may not enter the examination room later than thirty minutes after the start of the examination.
- iii.** No candidate may enter the examination room after the start of the examination if, for any reason, another candidate has already left the examination room.
- iv.** No candidate may leave the examination room, other than for illness or other reason acceptable to the invigilator, until thirty minutes after the start of the examination. Candidates who leave the examination room without the permission of an invigilator will be

deemed to have withdrawn from the examination, and will not be permitted to re-enter the examination room.

- v. No candidate may leave the examination room within the last thirty minutes of the examination, other than in computer aided assessment or in exceptional circumstances and with the permission of the invigilator. In computer aided assessment, the candidate may leave within the last thirty minutes, provided they have permission from the invigilator and leave the room with minimal disturbance.
- vi. A candidate who wishes to leave the examination room early shall attract the attention of an invigilator and, when given permission to do so, shall leave the room with the minimum disturbance.
- vii. All answer books (used and unused) and/or records of assessment are to be collected from candidates before they are permitted to leave the examination room.
- viii. All candidates must take their belongings and their litter with them when they leave.

Starting and ending examination

- i. No candidate shall start the examination until directed to do so by an invigilator.
- ii. Candidates must stop working immediately when instructed to do so by the invigilator. Late arrival candidates will be required to finish at the stated end time, as instructed by the invigilator.
- iii. In computer aided assessment the candidate will be timed out at the end of the assessment.
- iv. All candidates are to remain seated in silence until scripts and/or records of assessment have been collected and permission to leave is given.

Examination stationary and materials

- i.** All work, including rough work, must be written in the answer books provided or on the relevant paper provided, where answer books are not used. Additional sheets of paper, such as graph paper and drawings, must be clearly marked with the candidate's Learner Number and fixed to the candidate's answer book or record of assessment.
- ii.** Answer books are to be given to the invigilator on request.
- iii.** Pages may not be removed from an answer book, nor may an answer book or record of assessment be removed from the examination room.
- iv.** Mathematical tables, charts, etc. which may be provided for candidates' use are the property of Rotunda Ltd, and may not be removed from the examination room.
- v.** Candidates will be instructed prior to any examination which aids such as calculators or notes are permissible. Candidates will not be permitted to use their mobile telephone (or other means of transmitting or receiving information in any form) as a calculator and a separate device must be used which cannot store text or other information that might unfairly be of use in the examination.
- vi.** In units in which language proficiency is not being directly assessed, students whose first language is not English may, at the discretion of the unit co-ordinator, use a translation dictionary. The dictionary should be handed in to the department the day before the examination and returned to the student in the examination room. During this time, it should be checked to ensure it is not marked in any way. Extra time for the use of dictionaries is not permitted. Electronic dictionaries are not permitted.
- vii.** Invigilators may inspect any materials or items in the examination room, or in any candidate's possession, at any time during the examination.

Behaviour during examinations

- i.** Throughout the whole of the examination, silence must be maintained, except when requests for additional answer books etc. are made. A candidate whose behaviour persistently disturbs other candidates may be excluded from the examination.

- ii. Candidates are permitted to bring drinking water into the examination room. No other food or drink is allowed.
- iii. A candidate may not communicate in any way with any person other than an invigilator during the examination.
- iv. No candidate may retain during the examination any article which is not required for the purpose of the examination. Such articles should preferably not be taken into the examination room. If they are, they must be left in a part of the room, as directed by the senior invigilator, but they remain the responsibility of the candidate.
- v. Any candidate in possession of a mobile telephone or other means of transmitting or receiving information in any form must make sure that the device is switched off throughout the examination.
- vi. In computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. No other software must be used.

Action by invigilators on discovery of an assessment offence

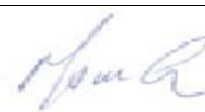
- i. An invigilator who suspects that an assessment offence has been committed by a candidate during an examination, shall draw a line across the cover of the answer book, and on this line state the time at which the suspected assessment offence was discovered, and sign his/her name at this point, and remove the answer book(s) from the candidate's desk. The candidate shall then be given a fresh answer book by the invigilator, and permitted to continue the examination, concluding at the normal time.
- ii. The Senior Invigilator will inform the Head of Department of the suspected assessment offence following the examination.

Illness

- i. In the case of illness, candidates are required to notify the invigilator
- ii. A candidate may temporarily leave the examination room for illness or other reason acceptable to the invigilator. During such absence, a member of Rotunda Ltd staff will accompany the candidate. If the candidate returns to complete the examination, they will not be able to submit a claim for extenuating circumstances.

- iii. If the candidate cannot continue, or feels that their examination has been affected, they should leave the examination. Where this occurs, the invigilator will sign the answer book or record of assessment stating the time at which the candidate left. The candidate will need to submitting extenuating circumstances following the examination. Where a student submits an extenuating circumstances form for an examination they left due to illness, the examination mark will be recorded as zero. Extenuating circumstances forms cannot be submitted for Second Attempt Assessments or Deferred First Attempt Assessments.

Rotunda Policy Review Record

| Reviewed by: | Approval date: | Review frequency: | Review date: | Signed: |
|---------------------|-----------------------|--------------------------|---------------------|--|
| Maxine Ennis | 09/04/2024 | Annual | 10/04/2025 |  |