

Higher Education within Loughborough College

Policy and Procedure Title	Higher Education College Examination Regulations for Loughborough University validated provision
Date Approved	January 2018
Approved by	Higher Education Academic Board
Date of Equality Impact Assessment	January 2018
Next Review Date	January 2021
Executive Lead	Vice Principal – Curriculum, Quality and Learner Experience
Applicable to:	Staff & Learners
Accessible to:	Staff/Learners/Governors/Public

(Adapted from University Regulation V11. Effective from August 2011).

1.0 Scope of Regulation

This Regulation governs the conduct of examinations and assessments for all students on Loughborough University validated programmes. The Curriculum Manager may waive any of the requirements of this regulation in the case of individual students. Any such waiver will be reported to the next Examination Board meeting.

2.0 Administration of Written Examinations

2.1. Each written examination paper shall be approved jointly by the Curriculum Manager and Module Leader and both will sign a cover sheet for the examination paper approving the paper.

2.2. Department term dates and teaching and assessment plan must be made available to the Senior Exams Officer at the beginning of each academic year.

An examination timetable shall be published at least 3 months before the date of any examination included in that timetable. This timetable shall show for each examination:

- i. the date
- ii. the start time
- iii. the duration
- iv. the venue
- v. any special circumstances, e.g. that notes may be taken into an examination.
- vi. type of exam i.e. multiple choice, online etc.

2.3. An attendance list of candidates shall be produced from modular enrolments by the exams department and checked 2 weeks before the exam session by the Curriculum Manager and HE Registrar. Any changes will be notified to the Examinations Office immediately.

2.4. Examinations may be held in any suitable room in the College.

2.5 Reasonable adjustments, special considerations or exam concessions will be in place for those students eligible.

3.0 Invigilation of Written Examinations

3.1 The Curriculum Manager shall ensure that a contact is available during the course of the examination to assist invigilators in dealing with queries arising from that examination paper. A member of staff will be present in the main exam room at the start of each exam

3.2. The Examinations Office shall appoint invigilators for each Examination Room, who shall be responsible for:

- i. announcing the start of the examination
- ii. arranging periods of relief for Invigilators
- iii. the overall conduct of the examination
- iv. accounting for all written work at the end of the examination

In addition: The Examination Office shall source staff to act as readers/scribes where appropriate. These staff may also invigilate.

3.3. Invigilators shall satisfy themselves, before the commencement of each examination, that proper provision has been made for its conduct and they are responsible for ensuring that all Rules for Examinations (detailed in points 12 to 24 hereof) are observed, and that any infringement of these rules is reported immediately to the Senior Exams Officer and the Curriculum Manager.

3.4. The Examinations Office shall inform the Curriculum Manager no later than the following day of candidates absent from examinations.

3.5. Invigilators shall distribute question papers face down on desks after candidates have entered the Examination Room.

3.6. Invigilators shall collect all written work from each candidate before the candidate leaves the Examination Room.

3.7. The invigilator should inform candidates of any suspected malpractice which will be reported to the Senior Exams Officer; action will be taken under the provision of the College Disciplinary procedure. Disruptive behaviour may result in removal from the exam room.

3.8. The Invigilator will seek expert advice from an appropriate contact if any candidate queries the wording of an examination paper. If it is decided that a correction or clarification is required then the invigilators will ensure that all candidates (including any candidates sitting the examination under special conditions) are informed of the amendment.

4.0 Rules for Written Examination Candidates:

4.1. Until formally instructed to do so by the Invigilator, candidates will not be permitted to start their examination or to write anything.

4.2. Candidates will not be admitted to an Examination Room after the examination has been in progress for 30 minutes. If candidates arrive within 30 minutes of the start they must finish the exam at the stated time consistent with the examination timetable. Candidates will not be permitted to leave during the first 30 minutes and the last 15 minutes of their examination.

4.3. Any candidate permitted to leave an Examination Room temporarily must be accompanied by an Invigilator or a person deputised by an Invigilator. Any candidate who leaves the Examination Room unaccompanied shall not be permitted to return to the Examination Hall.

4.4. All personal possessions not indicated in the rubric to the question paper must be deposited where the invigilators direct.

4.5. No mobile devices such as mobile phones, tablets, SMART watches or any device capable of storing or accessing files will be allowed into the exam room. Dictionaries will not be permitted into exam room unless appropriate authorisation has been given. The Curriculum Team will ensure that students are informed of what is needed for each exam and which they are responsible for providing. This must also be specified on each exam paper.

4.6. Candidates must sit at the desks where their College ID numbers are placed.

4.7 It is the student responsibility to attend an exams with the correct writing stationery needed, i.e. Pen, Pencil. Students are responsible for the provision of their own calculators.

4.8. Candidates suspected of misconduct, will be warned by the Invigilator and allegations reported to the Senior Exams Officer. Action may be taken against such candidates under the provisions of the College Disciplinary Procedure. Types of misconduct include copying from, or communicating with, any other candidate during an examination, or the introduction of prohibited materials into the Examination Room. Disruptive behaviour may result in removal from the exam room. Invigilators will inform the Senior Exams Officer of any student removals from the exam room.

4.9. Candidates must not leave the Examination Room until their written work has been handed to an invigilator. At the end of each examination, the invigilators will request all candidates still present to remain in their places until all written work has been collected.

4.10. Mathematical tables and other data provided for use in examinations must not be removed from the examination room.

4.11. All questions in a written examination must be answered in English unless instructions on the question paper indicate otherwise.

4.12. Candidates may query the wording of an examination paper by asking an invigilator to check the wording with the relevant examiner(s). Candidates may not seek advice or help from an invigilator concerning any other aspect of a paper.

5.0 Written Examinations Taken Overseas and Elsewhere in the UK

5.1. All students are expected to take their exams at Loughborough College unless they meet the conditions outlined in the Loughborough University Assessment Flexibility Policy for elite athletes.

5.2. It shall be possible for examinations to be administered by designated personnel as per the Loughborough University Assessment Flexibility Policy.

5.3. If examinations are taken overseas or elsewhere in the UK, suitable arrangements shall be made by the Curriculum Manager and Senior Exams Officer for the invigilation of the examination and the secure transmission of papers and scripts. In the case of overseas examinations, issues of security consequent upon different time zones shall be taken into account.

5.4. The curriculum team concerned shall notify the Examinations Office in advance of plans to conduct a written examination overseas or elsewhere in the UK, including details of the proposed arrangements for invigilation and security. The Examinations Office will be responsible for distribution and receipt of examination papers as per the arrangements made with the curriculum team.

6.0 Practical Examinations

6.1. Practical examinations will take place according to a published timetable and will be administered by Module Leader and Internal Examiners.

6.2. A sample of practical examinations will be recorded where possible for External Examiners to assess.

6.3. Second marking and quality assurance will take place during the examination where more than one examiner is present.

7.0 Viva-Voce Examinations

7.1. Upon the instigation of the Chair or the designated Deputy Chair of the Programme Board (normally following consultation with the External Examiner where the decision will contribute to the award of a degree or diploma), any candidate who is to be considered by a Programme Board may first be examined viva-voce by a panel of the Programme Board. The viva-voce panel shall be appointed by either the Chair or the designated Deputy Chair of the Programme Board. The findings of the viva-voce panel and its recommendations, if any, shall be reported to the Programme Board which shall take them into account in reaching its decision.

7.2. The viva-voce panel shall be composed of at least three members of the Programme Board who shall include:

- i. The Chair or the designated Deputy Chair of the Programme Board
- ii. The External Examiner if the Programme Board is held to make an award, except where prior permission of the Chair has been obtained to replace the External Programme Assessor with any Internal Examiner of the College.

7.3. Students do not have an automatic right to viva-voce examination.

7.4. Viva-voce examinations shall be used sparingly to ensure that candidates are fairly treated and shall be instigated where the Chair/Deputy Chair of the Programme Board wishes to obtain further information about a particular candidate in regard to such matters as:

- i. unexpected results
- ii. claims for impaired performance

7.5. The viva-voce panel shall make one of the following recommendations only to the Programme Board:

- i. Take no action
- ii. Permit the student to repeat any or all module assessments only when an impaired performance claim has been received.
- iii. Amend the student's marks in any circumstances

No candidate shall be disadvantaged by virtue of undergoing a viva-voce examination. The reasons for any action taken shall be recorded in the Programme Board report.