



Regulations for the Conduct of Examinations

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Related documents	University Assessment Regulations

Version Number	Date issued	Author	Update information
V1.0	05.08.2014	Registry	First Published version
V1.1	16.09.2014	Registry (Exams)	<ul style="list-style-type: none"> • Added a statement that electronic cigarettes not allowed in exam halls • Removed reference to language dictionaries being allowed. • Updated text with regard to use of electronic media to be consistent with current scheme of invigilation • Added item to clarify students only admitted late up to one third of exam duration
V2.0	15.09.2016	Academic Quality and Development	Guidance related to the permitted use of reference lists added at 4.9.

Version Number	Date issued	Author	Update information
V3.0	3.10.2022	Quality Assurance and Enhancement	Updated in recognition of mainstreaming of online exams

1. These Regulations apply to all examinations conducted under the aegis of the Senate of Glasgow Caledonian University.
2. Examinations for which the University is responsible are open only to registered students of the University who have completed the required programme of study and who have complied with the Regulations for that programme. No person whose registration has lapsed or who has failed to register for the appropriate programme and associated modules is eligible as a candidate for any assessment. The appropriate Assessment Board will withhold the marks of an assessment of any person who appears ineligible, pending an investigation, and may ultimately disregard the attempt.
3. **Student conduct**
 - 3.1. It is a condition of admission to any examination that the candidate agrees to observe these Regulations and any further written or oral instructions issued to them by any authorised body or person including Assessment Boards and Invigilators.
 - 3.2. Failure to observe these Regulations or any such instructions may constitute an offence leading to proceedings being instituted under the University's [Code of Student Conduct](#).
 - 3.3. Subject to the provisions of Regulation 4.1 below, if a candidate is suspected of infringing any part of these Regulations, and especially any part of Regulation 7, the candidate will be permitted to continue the examination in the normal way but shall, as soon as practicable, cause the circumstances to be reported to the Examinations Office for on campus exams or Head of Department for remote online exams.
4. **Exams on Campus**
 - 4.1. Any candidate whose conduct is, in the view of the Senior Invigilator, disturbing to other candidates and who persists in this conduct after a warning, shall be required to leave the examination centre and their answer book will be sent to the Examinations Office by the invigilator who will give full details of the circumstances.
 - 4.2. Smoking is prohibited at all examinations on campus. Candidates will not be permitted to leave the examination centre temporarily for the purposes of smoking. The use of electronic cigarettes is not allowed in the exam room.
 - 4.3. Candidates are not permitted to introduce into the examination centre any foodstuffs and/or beverages the consumption of which, in the opinion of the Senior Invigilator, would disturb other candidates.
 - 4.4. **Electronic media devices, including smart watches and mobile phones must be switched off and stored away from a candidate's desk.**
 - 4.5. In accordance with 4.4, candidates must not be in possession of any such item during the exam, for example in pockets, jackets or coats, etc. Unauthorised aids, e.g. notes, are not allowed into the examination room. Where unauthorised aids or electronic media devices are discovered in a candidate's possession, they should, upon request, be surrendered to the Senior Invigilator who will report this to the Department of Governance and Legal Services, via the Examinations Office. Any such devices, other than those permitted in accordance with 7.1, found to be in use during the course of an examination will be confiscated and may be retained by the Examinations Office for the purpose of investigation. In these circumstances, candidates should report to the Examinations Office immediately following the end of the examination.

- 4.6. Failure to surrender any device when requested by the Senior Invigilator or refusal to assist the Examinations Office or Department of Governance & Legal Services in examining any unauthorised items or devices, may lead to a negative inference in any subsequent disciplinary or other proceedings that may follow.
- 4.7. Coats, bags and similar items shall be deposited either at the front or the back of the examination centre or as directed by the invigilator.
- 4.8. Any unauthorised items introduced by a candidate into an examination room should, upon request, be surrendered to the invigilator who will hand them over to the Examinations Office which may make copies thereof and the original items, together with any copies, may be retained by the University at its absolute discretion.
- 4.9. Candidates must not read the examination paper or commence written work, other than the completion of the front piece of the examination script, until the Senior Invigilator declares, at the appropriate time, that candidates may start the examination.
- 4.10. Candidates shall not, unless expressly so authorised, pass any information from one to another, nor shall any candidate work in collusion with any other person or copy from another candidate or engage in any similar activity.

5. Entry to an on Campus Exam Venue

- 5.1. Candidates should present themselves outside the examination centre at least 15 minutes before the commencement of the examination but shall not enter the room until instructed to do so by the invigilators.
- 5.2. Candidates must bring their student ID cards and make them available for inspection in the examination venue to allow their identity to be verified. Where necessary, a face recognition check may be made to verify a candidate's identity. Where the student ID does not match their current appearance, other forms of ID may be required.
- 5.3. Candidates who arrive late will only be admitted to the exam hall only until the point where one third of the scheduled duration for the examination has elapsed.
- 5.4. Candidates admitted to the examination centre after the starting time shall not be granted any additional time after the end of the examination period stipulated on the question paper in which to complete the examination.
- 5.5. Candidates should not leave the examination centre during the first one-third of its scheduled duration. No candidate shall be permitted to leave the examination centre during the 15 minutes prior to the end of the examination.
- 5.6. A candidate who requires to be absent temporarily from the examination centre shall be accompanied by an authorised person.
- 5.7. Each candidate should note their desk number on all internal answer sheets/books.
- 5.8. Complete silence shall be observed whilst the examination papers are being distributed and throughout the examination. If a candidate wishes to attract the attention of an Invigilator, they should do so by raising a hand.

- 5.9. No leaves shall be torn out of examination books. It is the responsibility of the candidate to see that any script material is securely fastened together (using the treasury tags provided by the Examinations Office) and handed to an invigilator.
- 5.10. Each candidate shall cease writing at the end of the examination when instructed to do so by the invigilators and shall remain seated at the end of the examination until their script has been collected.

6. Remote Online Exams

Refer to the [Digital Assessment Policy](#) and accompanying guidelines for further information on exams online.

- 6.1. The day, time and format by which answers to online exams should be submitted will be clearly communicated to candidates. It is the responsibility of candidates to ensure their work is completed and submitted in the format advised within the time allowed.
- 6.2. Candidates should note that remote online exams are formal exams and requirements on conduct are in line with examinations on campus.
- 6.3. Candidates must not communicate or attempt to communicate with anyone, other than the module representative, while sitting the examination.
- 6.4. Candidates must not share information about the content of an examination with other students or other third parties, either in person or electronically, in the period of time for which the examination is timetabled.
- 6.5. Candidates must not share answers with other students or third parties, whether this be in person or electronically, in the period of time for which the examination is timetabled.
- 6.6. Candidates must not collaborate with other students or third parties in the writing or drafting of responses unless this is specifically allowed and specified in the exam guidance.
- 6.7. All work submitted by candidates must be their own work and any quotation from the published or unpublished work of any other person must be duly acknowledged.
- 6.8. Candidates must not be involved in any arrangement whereby another party undertakes the assessment on their behalf.

7. Permitted Materials

- 7.1. Candidates at any examination, online or on campus, are only permitted to use books, electronic media devices, calculators, notes or other materials or aids, including the use of online search engines, that have been specifically permitted by the appropriate Assessment Board or other authorised body for the examination in question.
- 7.2. Where Reference Lists are permitted, they must be in the format specified by the Module Leader, typed, with no handwritten notes and must be no more than one double sided A4.
- 7.3. Where the Regulations for any qualification provide for part or all of an examination to consist of 'takeaway' papers, essays or any other work done in a candidate's own time, course work or any form of continuous assessment, the work submitted by the candidate must be their own and any

quotation from the published or unpublished work of any other person must be duly acknowledged.

8. Save where the relevant Assessment Board has determined otherwise, any materials submitted by a candidate for examination, including written replies to examination papers, essays, dissertations or reports, whensoever written or prepared, will not be returned to candidates and the copyright therein is possessed by the University. Entry to an examination will be deemed to constitute an agreement by the candidate with the University to assign such copyright to the University.
9. For Formal Diet Examinations, the Examinations Office, based within the Registry, puts in place arrangements that are consistent with the reasonable adjustments recommended for individual students by the Disability Service. This may include the allocation of additional time, separate venues, venues restricted to students with additional exam arrangements, use of computer, scribes/readers, or any other reasonable adjustment agreed with the Academic School.
10. Where a candidate requires special arrangements to be made for an examination, the provisions outlined in [Policy for Alternative & Special Examination Requirements](#) shall apply.
11. A candidate who feels ill during an examination must make every reasonable effort to inform an invigilator (or module tutor if online) of their condition. Consideration should be given by the candidate to whether they should use the [Fit to Sit](#) policy if they consider that their performance has been impacted.
12. All examinations shall take place at the time and place published however, the Academic Registrar may, in exceptional circumstances, such as in adverse weather, make arrangements for examinations to be held other than as published. In such instances, the Examinations Office will ensure that candidates are notified. It is the responsibility of candidates to ascertain the examination dates and locations from the appropriate designated University [Exam Timetable](#) webpages.
13. In exceptional circumstances, arrangements may be made for a candidate to take resit diet examinations at another institution (see [Policy on Alternative and Special Examination Arrangements](#)).