



# EXAMINATION PROCEDURES

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This document relates to the current year. If you become aware of any previous versions that are available on line please notify [SEO@bolton.ac.uk](mailto:SEO@bolton.ac.uk) so that action can be taken to remove the document(s).

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## **PREAMBLE**

This document contains a revised version of the University's procedures relating to examinations, as well as where relevant, in-class assessments.

It replaces the 2014-15 Regulations and Procedures for Examinations (updated from 2008) and the Examination Guidance published in April 2015.

This document can be accessed in electronic format via the Student Information-Policy Zone on the web:

<http://www.bolton.ac.uk/studentinformation-policyzone/Home.aspx>

**Both students and staff** are responsible for ensuring that they read and observe the procedures herein.

## CONDUCT OF EXAMINATIONS

Examinations will be conducted in accordance with the following procedures, except when those issued by PSRBs require different procedures.

- A. Invigilators:** It should be ensured that there are sufficient invigilators throughout the examination to allow for a candidate leaving the examination room temporarily to be accompanied by one invigilator. If possible there should be both male and female staff available for contact by the invigilator/s to deal with any emergency.

A Lead Invigilator should be nominated, who is responsible for ensuring the actions outlined under Section 1 and the *Lead Invigilator's Report Form* (see Annex 1 at the end of this document).

- B. Module Leaders:** If Module Leaders are not invigilating an examination they should be available for contact during the examination period, should an invigilator require any clarification on the examination they are observing.

- C. Dictionaries:** The use of language translation dictionaries (e.g. Arabic-English, English-Urdu, etc.) is permitted in all examinations and in-class assessments except when language translation itself is the skill being assessed.

It is the responsibility of each candidate to bring with them a language translation dictionary, if they so wish. Such dictionaries must not have been annotated in any way. Where a candidate chooses to use a language translation dictionary it should be available on the desk at all times for checking by the invigilator.

The use of any other type of dictionary (which includes electronic versions) is not permitted unless specifically stated on the front of the examination paper.

- D. Calculators:** Some examinations and in-class assessments may require calculators to be used in order to perform calculations. Students cannot use any calculating device which would enable them to secure an unfair advantage. Calculators must therefore not be programmable or capable of communication or retrieval of data (from the internet or otherwise). Programmable calculators and mobile phones are therefore not allowed.

The use of a calculator is not permitted unless specifically stated on the front of the examination paper.

- E. Open-book Examinations:** Students may be expected to bring in specific material into the examination such as text books and notes if this is specified on the Module Specification.

The front of the examination paper should clarify if the examination is open-book and what materials are permitted.

- F. Specific Requirements:** Invigilators should ensure that they are aware of all students in the examination or in-class assessment who have any specific requirements. These requirements might include extra time, materials in alternative formats, rest-breaks, the use of a computer etc.

Consideration of such requirements needs to be given in advance of the examination; for example calculating the length of the examination for those who have been granted additional time and/or rest-breaks, seating arrangements, etc.

Students who have been granted a scribe, reader or interpreter should be seated in a separate room to their peers. Support workers must not be left alone with the student during examination time.

The invigilator must be mindful to maintain **confidentiality and sensitivity** at all times, taking care not to disclose the student's disability in the company of others.

- G. Head Wear:** Students wearing headwear may be asked to remove this for the purposes of identification and/or to assure the invigilator that they are not using earphones. If the headwear, e.g. a veil, is being worn for religious purposes, then at the request of the student, a member of staff of the same gender as the student, will (if necessary) conduct such necessary checks in a private room.

- H. Fire Alarm:** In the event of a fire alarm being sounded during the examination, candidates must act on instructions given by the invigilator in accordance with procedures in Annex 2.

**I. Examination Procedures:**

**Before the Examination**

- 1) Invigilators should pick up examination papers, booklets, attendance slips and adequate clocks from the Academic Support Services Office **at least 30 minutes** before an examination. They should check there are sufficient materials for the number of students for which they are responsible.
- 2) A sign showing *Examination in Progress* should be placed on or near the door of the examination room.
- 3) Before students enter to examination room, examination papers, answer booklets, graph paper, etc. should be placed on the desks. Invigilators should

make sure there are sufficient places for the number of candidates for which they are responsible.

- 4) Students should be told to arrive at the examination room **at least 20 minutes** before the start of the examination.
- 5) Students should not be permitted to enter the examination room until it is fully prepared.
- 6) Before entering the examination room, students should be informed that once in the examination room they should not speak, except with an invigilator having raised their hands. Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination.
- 7) Students should also be asked to have their ID cards, writing utensils (*which should be placed in a clear bag or case if required*), any allowable materials, drinks/sweets to hand before entering the room (See Annex 1: Invigilator Announcements).
- 8) Students should also be asked to ensure that electronic communication devices (including mobile phones, tablets and smart watches) are switched off/silenced and informed that these must not be kept on their person in the examination room.
- 9) When entering the examination room, students should be advised that they should place all over-garments, bags, materials and electronic communication devices (including mobile phones, tablets and smart watches) at a place indicated by the invigilator – usually the front of the examination room.
- 10) Candidates should be seated as directed by the invigilators and place their ID cards, writing utensils, any allowable materials, drinks/sweets on the desk in front of them.
- 11) Once seated, candidates should write their student number and examination details on the front of the answer booklet. They are not permitted to look at the examination questions before the start of the examination.
- 12) Invigilators should check ID cards and any authorised materials on the students' desks before the start of the examination.

**At the Start of the Examination** (See Annex 1: Invigilator Announcements)

- 13) At the start of the examination, the lead invigilator will inform students of the length of the examination/s and that it is conducted in accordance with the University's Examination Procedures, as well as Academic Misconduct Regulations.

Where examinations of different lengths are taking place in the same room, then students taking shorter examinations should be told to leave quietly at the end the time period allocated.

- 14) The lead invigilator will also advise candidates:
- that they cannot leave the examination room until after **one hour has elapsed**
  - that they should raise their hand to communicate with an invigilator
  - that they should not attempt to communicate with anyone other than invigilator or participate in any activities which may distract or disturb other candidates
  - that the use of scrap paper is not permitted; all workings must be done in the answer books provided and handed in
  - of any special examination instructions.

### **During the Examination**

- 15) Invigilators should remain vigilant throughout the examination and be careful not to disturb candidates throughout the examination period.
- 16) No candidate will be admitted after the expiry of **half an hour** from the start of the examination other than in exceptional cases of unforeseen emergency beyond the candidate's control. In such cases, the candidate cannot be admitted after any other candidate has left the examination room.

Whether or not the candidate should be allowed to continue beyond the normal expiry time of the examination is at the discretion of the invigilator. In such cases the invigilator will indicate on the candidate's answer booklet what was produced within the normal examination times.

- 17) Only one candidate at a time will be allowed to leave the room in order to use the toilet and he/she will be accompanied by a member of staff.
- 18) In the event of a candidate feeling unwell and having to leave the examination room temporarily, he/she should be accompanied by an invigilator. The length of time a student is absent from the examination should be recorded on the student's answer booklet.
- 19) Where candidates leave the room before the end of the examination they should do so quietly, causing the least possible disruption to other candidates.

Invigilators should note the time of leaving on the candidate's answer booklet.

**At the end of the examination** (See Annex 1: Invigilator Announcements)

- 20) Candidates will be told when they have **ten minutes** of examination time left. After this time **no candidate will be allowed to leave** the room until instructed.
- 21) Candidates will be told to stop writing at the end of the examination and ensure that their student number is written on all sheets submitted.
- 22) Candidates should remain seated until all answer booklets and other materials are collected.
- 23) Invigilators should ensure that all answer booklets are collected at the end of the examination and check that there is a booklet for each candidate in attendance, if necessary by matching these to the attendance slips to the booklets.
- 24) All answer booklets must be returned to the Academic Support Services Office immediately after the examination. If the Academic Support Services Office is closed at this time, then the examination booklets should be stored in a secure location and returned at the earliest possible convenience.
- 25) After candidates have completed the examination and vacated the room, all unused stationery should be collected by the invigilators and returned to the Academic Support Services Office.

**Invigilators shall have discretion to take appropriate action that is reasonable to meet unforeseen circumstances not covered by the exam procedures above. Such action should be reported in writing to the Chairperson of the relevant Assessment Board and to the Standards and Enhancement Office.**

**J Suspected Academic Misconduct**

- 1) Examples of academic misconduct in examinations and in-class assessments include:
  - i) having at the examination desk any **unauthorised notes or other unauthorised material** (whether or not concealed in any manner), including electronic devices capable of storing and retrieving data
  - ii) the use of an **unauthorised dictionary or electronic device**;
  - iii) the use of **unauthorised programmes on electronic devices**, including algorithms on calculators that have been programmed prior to the assessment;



- iv) **communicating or trying to communicate** in any way (oral, written, electronic, non-verbal) with another person during an examination or test except where the examination rubric permits this e.g. group assessments
  - v) **copying or attempting to copy** from another student sitting the same examination or test
  - vi) being party to **impersonation** where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
  - vii) leaving the examination or test venue to **refer to concealed notes** or other **unauthorised material**;
  - viii) **taking rough notes, stationery, scripts or examination or test papers**, which indicate that they are not to be removed, away from the examination or test venue;
  - ix) **provision or assistance** in the provision of false evidence or knowledge or understanding in examination
- 2) The suspicion that a candidate has engaged in Academic Misconduct may arise at a particular point in the examination or emerge over a period of time.
  - 3) At the point at which the invigilator/s is sufficiently sure of their suspicion then they should notify the candidate.
  - 4) If applicable, any unauthorised device/material should be confiscated and kept by the Lead invigilator.
  - 5) A line is drawn under the candidate's work in the answer book and the time and nature of the suspicion is noted. This information is also recorded on the Lead Invigilators Report Form.
  - 6) In the case of examples 1 i–v, a candidate may continue with an examination, providing there is no disruption to other candidates.
  - 7) Academic Misconduct does not have to be proven at the time but suspicion should be well founded and may, for example, occur during marking.
  - 8) Following the examination, the Module Leader should be notified and a Module Leader's Report on Suspected Academic Misconduct completed.
  - 9) The University's Academic Misconduct Regulations and Procedures should then be implemented:  
<http://www.bolton.ac.uk/Everything/StudentInfoPolicyZone/2017-18-Documents/Academic-Misconduct-Regulations-and-Procedures-2017-18.pdf>

## ANNEX 1: INVIGILATOR'S ANNOUNCEMENTS

### Before students enter the room:

- Please switch off any electronic communication devices such as mobile phones, tablets and smart watches - and place these in your bag or coat pocket.
- Ensure you have your ID card, writing utensils (in a clear case or bag if required), any allowable materials, drinks/sweets to hand.
- Any coats and bags must be placed at the front of the room when you enter.
- Once you have entered the examination room, it is important that you do not talk or communicate with other students.

### At the start of the examination:

- This examination is being conducted in accordance with the University of Bolton's Examination Procedures.
- Please ensure that the only items on your desk are: your stationery items (in a clear bag if necessary), your University ID card, a drink/ sweets, as well as any material permitted for the examination.
- If you have any electronic communication devices or other documents on your person, please raise your hand so that these can be handed in to an invigilator.
- Please make sure you have the correct examination question paper. You must not turn over the front cover of your examination question paper until further instruction is given.
- You should write your student number on front of your answer booklet, as well as on any additional paper you use.
- You must not talk or communicate with or disturb other students whilst you are in the examination room. If you wish to speak to an invigilator, please raise your hand.
- If you wish to go to the toilet during the examination, please also raise your hand.
- In the event of a fire alarm, please listen carefully to the instructions of the invigilator/s (*Note: Invigilators should refer to Annex 2 of the Examination Procedures for instructions*).
- This examination is X hours long.  
*Note: Where there are exams of different lengths in the room: Those leaving after X hours, should do so quietly and not talk until they have left the exam room. You should also leave the building quietly.*

- The time is ..... No students can leave until at least one hour has elapsed.
- You may now start.

**Ten minutes before the scheduled end of the examination:**

- You have ten minutes remaining.
- Please remain in your seat until the end of the examination period.

**At the end of the examination:**

- The examination is now finished. Please stop writing.
- Please ensure that your student number is on your exam booklet and any supplementary sheets.
- Please remain seated and do not talk or communicate with other students until answer scripts have been collected and you are told you may leave the exam room.

**ANNEX 2: LEAD INVIGILATOR'S REPORT FORM**

<b>Room:</b>	<b>Date:</b>	<b>Time:</b>		
<b>Lead Invigilator:</b>				
<b>Other Invigilators:</b>				
<b>LIST OF EXAMINATIONS TAKING PLACE IN THE ROOM</b>				
<b>School</b>	<b>Module No. and Title of Paper</b>	<b>Expected No. of Students</b>	<b>Actual No. of Students</b>	<b>Module Leader and Contact No.</b>

**Administrator contact no. in the event of incidents:** \_\_\_\_\_

**CHECKLIST:** Please complete the checklist overleaf.

**INCIDENTS:** Please record any exceptional incidents e.g. very late arrival of students, sudden illness, suspected use of Academic Misconduct, fire alarm, late or non-attendance of invigilator/s in the box below the checklist.

<b>CHECKLIST</b>	<b>Yes/No*</b>
All examination papers, booklets, attendance slips and clocks (if required) were collected from the Academic Support Services Office at least 30 minutes before an examination.	
External signage indicated that an examination was taking place.	
A copy of University Examination Procedures was available in the examination room.	
There were sufficient invigilators in the examination room.	
<p><b>Before candidates entered the examination room</b>, this was prepared:</p> <ul style="list-style-type: none"> <li>- Examination papers, answer booklets, graph paper, etc. were placed on the desks.</li> <li>- A check was carried out that there were sufficient places for the number of candidates taking the examination</li> <li>- There was reasonable spacing between desks.</li> <li>- No desk was obscured from the sight of the invigilators.</li> <li>- A clock was visible from all desks.</li> </ul>	
<p><b>Before candidates entered the examination room</b>, examination requirements were checked, including:</p> <ul style="list-style-type: none"> <li>- The length of each examination</li> <li>- The type and format of materials allowed in each examinations</li> <li>- Students with additional requirements</li> </ul>	
<p><b>Before candidates entered the examination room</b>, students were briefed:</p> <ul style="list-style-type: none"> <li>- Candidates were informed that once in the examination room they should not speak, except with an invigilator having raised their hands.</li> <li>- Candidates were asked to have their ID cards, writing utensils (in a clear case or bag if required), any allowable materials, drinks/sweets to hand before entering the room</li> <li>- Candidates were asked to switch off/silence any electronic devices (including mobile phones, tablets and smart watches).</li> </ul>	
<p><b>When entering the examination room</b> candidates left their bags, together with any electronic devices (including mobile phones, tablets and smart watches) at the front of the room and were seated. Candidates were also asked to place their ID cards, writing utensils, any allowable materials, drinks/sweets on the desk in front of them.</p>	
<p><b>Once seated</b>, candidates were asked write their student number and examination details on the front of the answer booklet.</p> <p>Candidates were informed that they were not permitted to look at the examination questions before the start of the examination.</p>	
<p><b>Before the start of the examination</b> invigilators checked ID cards and any authorised materials on the students' desks.</p>	
<p>Any candidates entitled to <b>concessions</b> (eg additional time, use of special equipment) were approached individually and sensitively to ensure that they were clear of the arrangements.</p>	
<p><b>At the start of the examination</b>, the lead invigilator informed students</p>	

<ul style="list-style-type: none"> <li>- that the examination would be conducted in line with the University's Examination Procedures, as well as Academic Misconduct Regulations.</li> <li>- of the length of the examination/s</li> <li>- that where examinations of different lengths were taking place in the same room, then students taking shorter examinations should leave quietly at the end the time period allocated.</li> <li>- that candidates could not leave the examination room until after <b>one hour</b> had elapsed</li> <li>- that candidates should raise their hand to communicate with an invigilator</li> <li>- that candidates should not attempt to communicate with anyone other than invigilator or participate in any activities which may distract or disturb other candidates</li> <li>- that the use of scrap paper is not permitted; all workings must be done in the answer books provided and handed in</li> <li>- of any special examination instructions.</li> </ul>	
<p><b>During the examination</b> no candidate was admitted after the expiry of <b>half an hour</b> from the start of the examination other than in exceptional cases of unforeseen emergency beyond the candidate's control (please note this in the report below).</p>	
<p><b>During the examination</b> sufficient Invigilators were present throughout the examination.</p>	
<p><b>During the examination</b> invigilators were vigilant and there were no disruptions.</p>	
<p><b>During the examination</b> one candidate at a time was allowed to leave the room in order to use the toilet and he/she was be accompanied by a member of staff.</p>	
<p><b>Ten minutes before the end of the examination,</b> candidates were informed that they had <b>ten minutes remaining</b> and that they should now stay in their seats until the examination had finished.</p>	
<p><b>At the end of the examination,</b> candidates were informed that they should stop writing except to record their student number on any supplementary answer sheets.</p>	
<p><b>At the end of the examination,</b> candidates were told to remain seated until all answer scripts had been collected and counted.</p>	
<p>All answer booklets/sheets were collected and a check was made to ensure that there was a booklet for each candidate in attendance.</p>	

**Where “No” is indicated on the Checklist, please explain why here.  
Please record any incidents here.**

Continue overleaf if required

**Lead Invigilator Signature:** \_\_\_\_\_

## **ANNEX 3: PROCEDURE IN THE EVENT OF AN ALARM DURING AN EXAMINATION**

### **When the alarm bell rings:**

Invigilators should announce:

- i. Candidates must leave all examination papers, answer booklets, working papers and any other materials approved for use in the examination on the desks.
- ii. Any candidate communicating with any other person may be disqualified.
- iii. Candidates must follow the invigilator in silence out of the building where further instructions will be given.

The invigilators should write down the time of the alarm, collect the examination register and escort the candidates to an appropriate place.

### **Outside the building:**

Invigilators should:

- i. Announce that any candidate communicating with any other person may be disqualified or that the examination may be cancelled.
- ii. Line up the candidates in an orderly fashion.
- iii. Reassure the candidates that the completion time of the examination will be adjusted to allow for the interruption.
- iv. Check the number of candidates.
- v. Inform the candidates that on returning to the examination room they should rule a line across their script at the point where the examination was stopped, and initial this point, and that the examination will recommence on the instruction of the invigilator once he/she is satisfied that candidates have complied with this instruction.

The invigilator should escort candidates back in an orderly fashion once permission has been given to re-enter the building by the appropriate security officer.

### **On returning to the examination room**

The invigilator should inform the candidates of the time at which the examination will now end and should instruct them to resume working after following the procedure noted in point v above.

### **After the examination**

Details of the incident should be recorded on the Lead Invigilator's Report Form, and the Module Leader and Chair of the Assessment board notified.



## ANNEX 4: GUIDANCE ON THE USE OF SCRIBES IN EXAMINATIONS OR IN-CLASS ASSESSMENTS

A scribe is an approved person who, in the preparation of coursework and/or in sitting an examination, writes down or word processes a candidate's dictated answers to questions in the event that the candidate is impeded or prevented from communicating by any other practicable and acceptable means.

1. The use of a scribe must be approved by either by:
  - The Disability Service on the basis of acceptable evidence of a disability which meets the Equality Act definition or
  - The Head of School or nominated person, if the student has presented acceptable evidence of a temporary impairment e.g. a broken arm
2. The use of a scribe should neither give a candidate an unfair advantage nor should it disadvantage them.
3. The use of a scribe must not result in the modification of the specific syllabus requirements of the unit or module. In some cases the writing or drawing of answers by the candidate may be the skill being examined, in which case alternative courses of action will need to be pursued by the Disability Service and the relevant school.
4. Additional time will be permitted for the use of a scribe. The precise amount of time will be identified by the approver on a candidate's Examination Arrangement Form.
5. A scribe must be approved by the University and/or appropriate agency. They should be competent at producing a clear and accurate record of the candidate's answers at a reasonable speed. In the case of some technical subjects they should have a working knowledge of that subject.
6. A scribe should be an independent person who has had **no previous professional or personal relationship with the student.**
7. A candidate should wherever possible have adequate access to practice the use of a scribe.
8. A candidate using a scribe must be accommodated in such a way that no other candidate is able to hear what is being dictated. **The scribe should not act as the invigilator.**
9. Prior to or during the examination or the production of assessed coursework a scribe:
  - (a) must neither give factual help to the candidate nor offer any suggestions;
  - (b) must not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be done;

- (c) must write down or word process answers exactly as they are dictated, including punctuation only as stipulated by the candidate;
- (d) must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;
- (e) must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- (f) must at the candidate's request read back what has been recorded and may at any time ask the candidate to spell any words with which they are unfamiliar;
- (g) must not expect to write throughout the examination as the candidate may require supervised rest breaks during the working of the examination;
- (h) must immediately refer any questions by the candidate about the examination or any problems in communication during the examination directly to the invigilator. If in doubt always ask the invigilator.
- (i) must allow the candidate on request (of the candidate) to view and seek correction of the script at any time during the prescribed examination period;
- (j) will **not** be responsible for supplying any materials necessary for the completion of the examination;
- (k) will use or permit the candidate to use the examination answer booklet (and **not** scrap paper) to write down any 'rough work' relating to the production of an answer.

**It should be noted that failure to comply with the procedures could result in the candidate being reported for suspected use of Academic Misconduct.**

10. If the candidate considers that the arrangements made do not, for any reason, enable him/her to demonstrate his/her capability in the examination (following any representations which might be made to the Disability Services), the University's Appeals process may be followed.