

Regulations for the Conduct of Examinations and Other Forms of Assessment

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| | 1 | The general arrangements for the conduct of examinations shall be approved by the University Examinations Officer in accordance with the duties delegated to him by the Senate in pursuance of Statute 18(1). |
| Timetable | 2 | A schedule of formal, timed examinations, which shall show the date and time of each examination and the place where it is to be held, shall be published by the University Examinations Officer at least four weeks before the date of any examination shown in the schedule. Notwithstanding, the University reserves the right to amend such details in advance of the examinations if necessary. |
| Place | 3 | Examinations may be held in any room considered suitable by the University Examinations Officer. |
| Students with Special Needs | 4 | The University Examinations Officer shall make special arrangements for the examination of a candidate with a disability or a condition which the Special Examination Arrangements Committee determines warrants such arrangements. So that suitable arrangements can be made, any candidate with an essentially permanent special need, must apply for consideration by a published date within the first half of the semester. |
| Invigilation | 5 | Any formal, timed examination, held in an examination room shall be subject to invigilation. There shall always be at least two invigilators appointed to each examination room. Where the number of examination candidates in any examination room exceeds 100, there shall be appointed at least one invigilator for every 50 candidates or part thereof. |
| | 6 | Invigilators shall be appointed by the University Examinations Officer on the recommendation of the Faculties. |
| Chief Invigilator | 7 | There shall be a Chief Invigilator appointed to each examination room who shall be responsible for the overall conduct of the examinations in that room and shall ensure that proper provision has been made for the conduct of the examinations before their commencement. The appointee shall be a member of the academic staff of the University. |
| Instructions to Students | 8 | Invigilators shall ensure that the <i>Instructions to Examination Candidates</i> [see below] are observed. Any deficiencies in the general arrangements for the examinations or in the observance of the <i>Instructions to Examination Candidates</i> shall be brought to the attention of the Chief Invigilator. |
| | 9 | Candidates shall observe the <i>Instructions to Examination Candidates</i> . It shall be the responsibility of the candidate to attend for examination at the prescribed place and time or submit prescribed work for assessment at the time stipulated by the Dean of Faculty or Programme Director, as appropriate. |

- III Health
- 10 A candidate who is unable to take all or part of the examination, or whose examination performance has been or is likely to be impaired, because of ill health or other circumstance, must inform the Dean of Faculty in writing and provide, where appropriate, a medical certificate or other supporting evidence in accordance with the General Regulations.
- Academic Misconduct
- 11 It will be regarded as academic misconduct for any candidate to commit an act whereby he or she seeks to obtain for him- or herself, or for another candidate, an unfair advantage. Academic misconduct shall be taken to include:
- (i) impersonation of another candidate or knowingly allowing another candidate to impersonate him/her;
 - (ii) copying or communicating with another candidate in a formal, timed examination;
 - (iii) introducing into an examination room (including any anteroom or toilet) any manuscript or printed material not specifically permitted, any unauthorised calculator or other improper aid or source of information or communication;
 - (iv) plagiarism*, intentional or unintentional, or otherwise misrepresentation of his or her participation in and responsibility for any material submitted for assessment as part of a prescribed assessment;
 - (v) Collusion** in the preparation or production of material submitted for assessment as part of a prescribed assessment unless explicitly permitted by programme documentation;
 - (vi) fabrication of the results of work which he or she claims to have undertaken (for example, experiments, interviews, observations or other forms of empirical research and investigation) which he or she has not carried out as claimed or presentation of results which he or she has not obtained.

*To *plagiarise* is defined as, “to take and use (the thoughts, writings, inventions, etc. of another person) as one’s own”, (Concise Oxford Dictionary, 8th edition, 1990). Guidance on acknowledgement of the work of others and appropriate referencing may be sought from the candidate’s Faculty.

**Collusion is defined as “cooperation in order to cheat or deceive” (Concise Oxford Dictionary, online at www.askoxford.com). A student who assists another student as well as the student who derives benefit from the

assistance of others is considered to have colluded. Where joint production or joint preparation and production of material for assessment are permitted, this must be published in the appropriate programme documentation.

[NB The Code of Practice on Research Degrees, 3rd issue (September 2005), includes a definition of “academic misconduct” as it relates more specifically to research.]

Procedure for
Handling
Allegations of
Misconduct

- 12 If an allegation of academic misconduct is made against a candidate, the Dean of Faculty shall nominate a member of staff to establish whether there is a *prima facie* case to answer. If a *prima facie* case is established the Dean of Faculty shall establish an Academic Misconduct Review Panel, in accordance with the University’s procedure for considering allegations of academic misconduct ¹.
- 13 A candidate against whom academic misconduct is alleged shall be sent by the Chair of the Academic Misconduct Review Panel a written statement, setting out the grounds of the alleged misconduct together with any relevant supporting documentation.
- 14 The Chair shall inform the candidate of the date, time and location of the meeting of the Academic Misconduct Review Panel at which the allegations will be considered, giving the candidate at least 5 working days’ notice of the meeting. The Chair shall give the candidate the opportunity to submit evidence on his or her behalf and to attend the meeting to defend himself / herself against the allegation, when he/she may be accompanied by a person of his/her choice.

If a student is unable to attend the meeting of the Panel, he/she shall be invited to provide a written statement for the consideration of the Panel.
- 15 If the Panel concludes that the allegation is **not proved**, the Panel shall report its findings to the Board of Examiners and no further action will be taken. The Board of Examiners shall give the candidate full credit for any work submitted in his or her name and shall award the appropriate mark(s)/grade(s) without penalty.

If the student **admits** the alleged academic misconduct or if the panel concludes that an allegation of academic misconduct has been **proved**, it shall consider what penalty should be applied in accordance with regulation 16 below and shall submit its recommendation to the Board of Examiners.

1

Procedure for the Consideration of Allegations of Academic Misconduct and Related Penalties, Calendar, Academic Standards Guidelines, Section V E

- 16 In the case of proven academic misconduct, the Panel shall recommend one of the following penalties, as appropriate:

Nature of Misconduct	Level	Maximum Penalty to be Applied²
Impersonation of another candidate for the purposes of assessment; or Knowingly allowing another to impersonate him/her.	All Levels	Terminate Programme but allow any intermediate award for which the student has qualified at that stage.
Other academic misconduct including: Copying / communicating or otherwise cheating in a written examination;	All Levels	<u>First Offence:</u> Award mark of 0% for the assessed work. If the overall aggregate mark for the module falls below the module pass mark and the student would normally have the right to repeat the assessment, allow the student to repeat the assessment, capping the subsequent mark at the module pass mark.
Introducing into the examination room any unauthorized manuscript or printed text, calculators, books, dictionaries or other devices;		<u>Second Offence:</u> Award mark of 0% for the assessed work; do not allow the student to repeat the assessment or to offer an alternative module or
Fabrication of research / project results or the extensive reference to data / material already used to gain another award without acknowledgement;		if the application of the above second offence penalty will lead to programme termination and the student would normally have the right to repeat the
Extensive presentation of another's ideas, arguments or results etc. (not necessarily word-for-word ³) and / or sustained sections (e.g., sequential sentences or whole paragraphs) word-for-word with no or inadequate acknowledgement ⁴ ;		

² In all cases, Boards of Examiners should use the University's standard procedures for submitting recommendations to Senate Progression and Conferment Executive (T) or (R). When a Board of Examiners does not apply the maximum penalty, the Chair of the Board of Examiners should report its reasons to Senate Progression and Conferment Executive.

³ No distinction will be drawn between "word-for-word" and "almost word-for-word" (i.e., where a student has changed one or two words in every sentence).

⁴ In cases where the student has secured the services of another person to produce work on their behalf, or has obtained work originally produced by another person, and presented this work for assessment as their own (word-for-word or almost word-for-word), the academic misconduct panel may judge that this action constitutes "the impersonation of another candidate for the purposes of assessment" and consider terminating the student's programme of study. Examples include the purchase and submission of work commissioned from an essay web site or the submission of work originally produced and submitted by another student on a previous occasion.

assessment, the Board of Examiners may allow the student to repeat the assessment for credit, with a mark of 0% awarded for the assessed work.

Third Offence:

Terminate student's programme but allow award of any intermediate award for which the student has qualified at that stage.

Fabrication of research/project results or the extensive reference to data/material already used to gain another award without acknowledgement;	Level D	Fail if identified at point of examination, with no opportunity to resubmit or terminate student's programme at any stage prior to examination.
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Other academic misconduct:	Level D	<p><u>First Offence:</u> Fail but allow opportunity to resubmit.</p> <p><u>Second Offence:</u> Terminate student's programme.</p>
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17 The Board of Examiners shall consider the recommendation(s) of the Panel and shall decide whether to accept the recommendation(s) or apply some other penalty in accordance with Regulation 16. The Board of Examiners shall submit its recommendations to Senate Progression and Conferment Executive, indicating where and how the penalty has been applied to the candidate's marks.

18 A candidate against whom academic misconduct is alleged and proven shall have the right to appeal to the Dean of Students¹. The student retains the right of academic appeal against termination or suspension of registration or against category of award in accordance with the appropriate set of General Regulations.

Retention of Scripts etc 19 Examination scripts shall be retained for at least one year after they have been considered by the Board of Examiners.

A copy of a dissertation accepted as part of a Masters Degree by examination and dissertation shall be retained in the University Library and a further copy may be retained by the candidate's Faculty in accordance with the General Regulations.

Written work and other material presented for assessment,

other than examination scripts and dissertations submitted for taught Masters' Degrees, may be returned to students during or at the end of the academic session in which it is submitted, provided always that the work will remain available to the examiners in that year.

Instructions to Examination Candidates

- 1 Candidates must wait outside the examination room until told to enter by an invigilator.
- 2 Candidates must be **silent** when entering or leaving the room during the examination and must not speak to anyone, other than an invigilator, between entering the room and the end of the examination. Any candidate creating a disturbance may be expelled from the examination room.
- 3 Coats, bags etc. should not normally be taken into the examination room. Candidates with such items who have nowhere to leave such items safely may deposit them at the front or back of the examination room as directed by the invigilators.
- 4 Candidates must place their **University of Surrey** Identity Card on the top left-hand corner of the desk in each examination they take.
- 5 **Candidates may not bring textbooks, notes or similar aids into the examination room** unless this has been specifically authorised for the examination paper concerned. If they are not in a bag, files or notes deposited in the room may be removed and destroyed by the invigilators. **Dictionaries** may only be introduced into the room as specified on the examination paper rubric.
- 6 **Mobile phones must be switched off and left in bags etc.**
- 7 **Candidates may use only Casio FX115MS calculators or any other model, which is non-programmable and with no alphanumeric memory, specified in Programme Regulations, in examinations.**
- 8 Candidates will normally be permitted to enter up to half an hour after the start of the examination. A candidate arriving more than half an hour after the start may be admitted at the discretion of the Chief Invigilator.
- 9 Candidates may not leave earlier than half an hour after the start of the examination, nor may they leave during the last ten minutes of the examination period.
- 10 At the end of the examination, candidates must remain seated until the invigilators have collected all the scripts and candidates are told that they may leave. It is the candidate's responsibility to ensure that his or her script is handed to the invigilator.
- 11 A candidate leaving the examination room but intending to return must be accompanied by an invigilator.

- 12 The attention of candidates is drawn to the section on academic misconduct in the “Regulations for the Conduct of Examinations and Other Forms of Assessment”. Academic misconduct includes, but is not limited to, communicating with others, copying from the script of another candidate, introducing unauthorised notes, failing to acknowledge the work of others etc. A candidate who engages in any form of academic misconduct may obtain a mark of zero for the paper, or the whole set of examinations.
- 13 It is in a candidate’s interest that answers are legible. Boards of Examiners may return a mark of zero for illegible scripts or require the paper to be reproduced at the candidate’s expense. Only black, blue, or blue-black ink should be used, except where additional colours may be needed in diagrams etc.
- 14 All rough work must be carried out in the answer book(s) provided. Such work should be crossed out to distinguish it from the actual answers to questions. It is an offence to bring into, or remove from, the examination room any part of an answer book.
- 15 No food or drink is permitted in the examination room, except that candidates may consume sweets and plain water provided they do not disturb others and remove any litter at the end of the examination. Smoking is strictly prohibited.

Made by 17 February 1987
Senate:
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