

3.7.4 EXAMINATION HALL REGULATIONS

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Section		The Educational Programme
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Post/Section with Responsibility for Implementation and Monitoring		Exams Officer
Approved by		Academic Board
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Cross Reference/Related Documents:		1.0 Policies and Procedures Manual 3.7 Post Graduate Assessment Regulations 3.7.2 Code of Practice for Examinations 3.7.5 Guidance for Invigilators

1. **ADMISSION TO THE EXAM ROOM**

- a) You must bring the following to gain entry to the exam room:
 - BUiD Student ID. An alternative identification showing your photograph, with your name printed and your signature may be accepted at the discretion of the Invigilators.
- b) You should be at your desk ten minutes before the start of the reading time for each exam. Please make sure:
 - you are sitting at the correct desk. It is your responsibility to ensure that you sit at the correct desk
 - you sign the attendance register before the start of each exam.
- c) The doors to the exam room will close 30 minutes after the start of the exam. You may not enter the exam room after this time unless you have the permission of an Invigilator.

If you arrive after the first hour of an exam, and are permitted to sit the exam, our Invigilator will report your details to the Examinations Office. This Office will decide whether to accept your answer book.

2. **PERMITTED EXAM MATERIALS**

- a) We will issue you with an answer book at the start of the exam.
- b) You must write your Student ID Number on the front of each answer book, and on any supplementary answer book. The Invigilators will tell you when and where to complete these details on your answer book.
- c) You must write in blue or black ink or ballpoint pen. Use of pencils is not permitted.

- d) If your answers are not legible that the University will not mark your examination paper and you could fail the examination and the module.
- e) If an examiner is unable to clearly identify the questions that you have attempted or cannot determine which of your answers relate to which questions the examiner may not be able to mark your paper. You must therefore begin the answer to each question on a new page, writing the question number in the boxes provided at the top of the page. You must clearly show the marker where a question is continued later in the book.
- f) You must not bring writing paper into the exam room. Any rough workings must be included in your answer book. If you do not wish your rough workings to be marked you should cross them out with a single line.
- g) Supplementary answer books will only be handed out when you have completed your initial answer book. On the front cover of your answer book you must state that you are also using a supplementary answer book and ensure they are fastened together before collection at the end of the exam.
- h) Any personal belongings such as briefcases, mobile phones, books, dictionaries, revision notes or written material of any kind must be left in an area designated by the Invigilators. You must switch off all mobile phones prior to entering the exam room and place them in your bag/s. You may bring a small bottle of water into the exam room.
- i) Calculators must be clearly visible on your desk so that Invigilators can inspect them. The Invigilator's decision on whether to allow a particular calculator is final. You must provide your own calculator and may not use your calculator instruction booklet during the exam. It is your responsibility to check the functionality of your calculator before you use it in the exams.

We allow the following types of calculator:

- scientific calculators, including those with basic programming functions
- those with standard memory functions and STO (store) keys
- calculators with a formula memory
- solar powered (at your own risk).

We do not allow the following types of calculator where the use of such a calculator may advantage a student for a specific examination:

- those with alpha-numeric keyboards (an alphanumeric display of stored data – including text- equations or alphanumeric formulae)
- business calculators
- those that make a noise
- those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
- those that feature graphical displays (can often be identified by model types that end in the letter 'G' and typically have larger screens)
- those that do not have their own internal power supply
- calculator functions on watches or mobile phones
- those with symbolic algebraic capability
- personal organisers or PDAs

Please remember that, in your answer book, you must show the steps you took to arrive at your answer.

3. READING TIME

To help your chances of success in the exams, 15 minutes of reading time will be added to the normal exam time for all examinations.

During the 15 minutes you can:

- read the question paper
- annotate or highlight the question paper.

However you will not be allowed to:

- open the answer book
- write in the answer book
- add any loose sheets/supplements to your answer book
- use calculators.

Failure to comply with these rules will be considered as a serious breach of the exam regulations.

The written component for each exam remains at 2 hours, unless otherwise stated.

4. CONDUCT DURING EXAMS

- a) You may not leave the exam room temporarily unless an Invigilator escorts you.
- b) Eating, unless for medical reasons, is not permitted in the exam room. Smoking is not permitted.
- c) Further to item 2.f, if you are found with any study notes or revision aids during an exam you will be reported to the Examinations Office. This applies whether the item is on you, in your clothing, in a pencil or instrument case, on a mobile phone, on the floor or elsewhere other than the area designated by the Invigilator.
- d) If you cheat, or help another candidate to cheat, you will be reported to the Examinations Office. This may result in your exam paper and registration as a student being cancelled. Examples of cheating would be:
 - having any book, notes or documents on you during the exam or finding you in a situation that suggests you could have used them during the exam
 - talking to, copying from or in any way colluding with another candidate
 - leaving the room without the permission of an Invigilator
 - removing any exam materials provided.
- e) Disruptive conduct during exams will not be permitted and will be reported to the Examinations Office. You may also be removed from the Examination Hall.
- f) The Invigilator has the right to terminate the exam of any candidate suspected on reasonable grounds to be in breach of any of the items outlined above and to have the candidate escorted from the exam room before the exam has finished. In such cases a full report will be made to the Examinations Office.

- g) You must stop writing as soon as you are told to do so. If you do not stop writing when told, your paper will be cancelled.
- h) You must not have your mobile phone switched on at any time during the exam.

5. BEFORE LEAVING THE EXAM ROOM

- a) You must ensure that you fasten all supplementary answer books and pieces of graph paper inside your answer book before the Invigilator collects it.
- b) At the end of the exam you must stay in your seat until all answer books, question papers and any other provided materials have been collected by the Invigilators. Failure to do so may lead to disqualification.
- c) If you wish to leave the exam before the normal finish time you must notify the Invigilator who must collect your answer books, question papers and any other provided materials before permitting you to leave the Examination Hall. Failure to follow this rule may lead to disqualification.
- d) You must not remove your Question Paper or Answer Book from the examination room. All Answer Books will be submitted for marking.
- e) Removal of any exam materials provided by BUiD from the exam room may lead to disqualification. Question papers and answer books remain the property of BUiD and as such may not be removed from the Examination Hall.
- f) You may not leave the Examination Hall during the first 30 minutes or the final 15 minutes of the exam.

6. MISCELLANEOUS

If you are ill during the exams you must tell an Invigilator who will advise of this in their report. Please let us know if there are any other circumstances, which may affect your exam performance, such as death or serious illness of a close relative. Send us details in writing (even if you have already informed an Invigilator) and send supporting medical evidence or a death certificate as soon as possible.

7. LIABILITY

BUiD will not be liable for any loss of, theft of or damage to personal belongings left in or outside the exam room. Any personal items brought to the exam are done so at the owner's risk.