



BISHOP GROSSETESTE UNIVERSITY

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Procedure Governing the Administration and Conduct of Examinations

1. Introduction

- 1.1 This document sets out the procedures to be followed for the administration and conduct of examinations at Bishop Grosseteste University and assigns responsibility for carrying out various tasks. It should be read in conjunction with paragraphs 18-21 of the *Code of Practice for the Assessment of Students*.

2. Scope

- 2.2 These provisions apply to all assessments which are identified as examinations in the definitive programme document.

3. Timing of Examinations

- 3.1 The *Code of Practice for the Assessment of Students* stipulates that all examinations must be held during the designated examination weeks at the end of each semester. It also states that it is the responsibility of the Academic Co-ordinator to confirm with the Student Administration Manager no later than the end of September of the examinations that will take place during the academic year.

- 3.2 The Academic Co-ordinator will provide the Student Administration Manager with the following information:

- (i) the module code and title to which the examination is attached;
- (ii) the length of the examination;
- (iii) any materials or equipment that are to be provided for the examination and any materials or equipment that students may bring into the examination room.

- 3.3 The Student Administration Manager or nominee will draw up an examination timetable which will be published no later than the beginning of November on the Student Portal and Blackboard. The timetable will show for each examination:

- (i) the module Code and title to which the examination relates;
- (ii) the date on which the examination will take place;
- (iii) the time at which it will start;
- (iv) the duration of the examination;
- (v) Each student will receive a bespoke email to the University email address outlining the time, date, length, room along with any access needs as deemed appropriate.



- 3.4. The Student Administration Manager or nominee will be responsible for identifying and booking suitable rooms and for making arrangements with the Head Porter for the rooms to be prepared for the examination.

4. Arrangements for the invigilation of examinations

- 4.1 The Student Administration Manager or nominee will be responsible for arranging suitable invigilators. Normally, a minimum of two invigilators of different gender should be present at an examination session at which up to fifty candidates will be present. Examination sessions with between fifty and one hundred candidates should have a minimum of three invigilators present. Examinations with over one hundred candidates should have a minimum of four invigilators present. One of the invigilators will be identified as the senior invigilator and will have overall responsibility for the conduct of the examination. In the case of candidates who, because of disability, illness or some other valid reason, undertake an examination in a separate room, one invigilator only may be present but arrangements must be made for the student to be in contact with the Student Administration Manager or nominee.

5. Preparation of examination papers

- 5.1 The Academic Co-ordinator is responsible for ensuring that examination papers are prepared in a timely way to a high standard. The School Office will send External Examiners a copy of the exam paper and mark scheme in draft form for approval. The Academic Co-ordinator will prepare the definitive version of the examination paper according to the University format and it is their responsibility to ensure that strict security is observed at all times during the drafting, approval and preparation of examination papers.
- 5.2 The final version of the examination paper will be sent to the Student administration Manager or nominee at least four weeks before the commencement of the examination period. The Student Administration Manager or nominee is responsible for making sufficient copies of the examination paper and for their secure storage. A check should be made to ensure all access needs are addressed prior to sitting the examination. Arrangements should be made with the Academic Co-ordinator to check that there have been no errors in the copying and collation of examination papers.

6. Conduct of Examinations

- 6.1 A representative of the Student Administration Manager or nominee and the senior invigilator will be present in the examination room at least fifteen minutes before the examination is due to commence. The remaining invigilators will be present at least ten minutes before the examination is due to commence. Papers for students with special needs who are sitting an examination in a room other than the main examination room may be collected from the examinations main building fifteen minutes before the commencement of the examination.
- 6.2 The tutor responsible for the module to be examined will be present at the start of the examination and remain in the examination room for the first ten minutes of the examination. They must remain on the University premises and must be contactable throughout the examination. Where candidates are allowed to bring materials into the examination, the module tutor is responsible for ensuring that any materials actually introduced are permitted. No other materials may be introduced into the examination room.



- 6.3 Prior to the admission of candidates to the examination room, the senior invigilator will be responsible for ensuring that the following materials are placed on desks:
- Desk number
 - A4 envelope clearly labelled with the ID number cross-referenced to the desk number
 - The envelope will contain an examination booklet, examination paper and any other materials required for the examination.
- 6.4. Candidates will normally be permitted to enter the room ten minutes before the commencement of the examination. They will be instructed to check that the envelope on the desk states the correct Student ID, module number and module title. In accordance with the University's policy on anonymous marking candidates answer books will be identified by their number only. Candidates must place their Student ID card on the desk for the invigilators to check. Students without a University ID card must make themselves known to the senior invigilator and will be asked to provide an alternative form of identification such as Passport, driving licence (photo-card) to the Exams Officer. The senior invigilator will inform candidates of the length of the examination and draw their attention to the clock which will be used to time the examination. The clock should be of sufficient size and be placed so as to be clearly visible to all candidates.
- 6.5 Immediately after the start of the examination, the senior invigilator will take a register of those present noting any absences.
- 6.6 No candidate will be permitted to leave the examination room in the first 30 minutes of the examination except for reasons of illness in which case they must be supervised until the end of that period. Candidates arriving late will be permitted to begin the examination within the first 30 minutes but no candidate will be admitted after that time. The senior invigilator will collect envelopes from the empty desk and annotate the envelope with DNA (did not attend) and the register.
- 6.7 Invigilators will maintain close observation of candidates throughout the examination. Where malpractice is suspected the candidate will be warned by the senior invigilator and a careful note will be made of the time and nature of the circumstances. The senior invigilator should also add a brief note to the Exam Script Record Sheet indicating that such a warning has been given. The candidate should be permitted to complete the examination unless their behaviour is such as to disturb other candidate in which case, after due warning, they may be required to leave the examination. All cases of suspected malpractice will be reported to the Student Administration Manager or nominee who will make arrangements for them to be investigated under the terms of the *Code of Practice for Academic Misconduct*.
- 6.8 The senior invigilator should note any circumstances during the examination which might affect the performance of candidates' e.g. intrusive noise, extremes of temperature, administrative problems on the Exam Script Record Sheet. They will also note the names of any candidates who leave the examination early and the time at which they left. All notes made by the senior invigilator will be passed to the Student Administration Manager or nominee at the end of the examination. These should be brought to the attention of the Academic Co-ordinator and retained for reference at the Board of Examiners.



6.9 The following points should be noted relating to candidates leaving the examination room before the end of the examination.

- (i) Candidates will not be permitted to leave the examination room in the last 30 minutes of the examination.
- (ii) Candidates will follow the instructions of the invigilator in case of an emergency evacuation of the building.
- (iii) Candidates leaving before the end of the examination or at the end will be instructed to maintain silence until they leave the building.
- (iv) Failure to comply with any instruction from an invigilator or other member of staff will result in that candidate being withdrawn from the examination and the circumstances reported to the Board of Examiners.

7. Collection of examination scripts

7.1 At the end of the examination, the senior invigilator will instruct all candidates to remain in their seats until all envelopes have been collected. Under no circumstances should candidates be permitted to remove blank answer books from the examination room. When the envelopes have been collected the senior invigilator will check that there is the correct number of envelopes for each candidate who has attended the examination. The completed answer books will be taken to the Quality Office and securely stored pending collection. Envelopes may not be taken by academic tutors directly from the examination room. The tutor collecting the answer books must sign to confirm that they have received an envelope for each candidate who is recorded as having attended the examination. Academic Co-ordinators should ensure that envelopes are collected for marking at the earliest opportunity and in all cases no later than the end of the examination week.

8. Monitoring of Examination Procedures

8.1 The Student Administration Manager will monitor the implementation of these procedures and will bring any matters of concern or recommendations for changes or additions to the attention of the Quality Assurance and Enhancement Committee.