

## 15.0 Regulations for the Conduct of Examinations

### **NOTICE TO STUDENTS REGARDING CHEATING AND EXAMINATION DISCIPLINE AND THE PROHIBITION OF MOBILE PHONES IN EXAMINATIONS**

All students should appreciate that cheating, plagiarising or seeking to gain an unfair advantage in any form of examination or assessment strikes to the very heart of the concept of an academic community and cannot be tolerated. Those found guilty of misconduct in respect of examinations or assessments will face severe penalties. Penalties can include expulsion from the University and/or the failure of a student in **all** assessments **and** examinations and the refusal of any opportunity for re-examination; a student to whom this penalty is applied would be excluded from the University.

It is the responsibility of all students to familiarise themselves with the University's and their faculty examination regulations and to comply with them in every respect. **Students should have their Student Card with them at examinations for identity verification purposes.**

Students are prohibited from having their mobile phones, pagers or any other unauthorised equipment on or near their person in examination rooms. A student found to be in possession of a mobile phone or pager and/or referring to it in any way, will be deemed to have breached the examination regulations.

Students in possession of their mobile phones or pager or other item at the time of examinations **MUST** leave them in their bags or other receptacle in the examination room area designated for personal belongings. Students **MUST** ensure these items are switched **OFF** before leaving them in the designated area.

- 15.1 For the purpose of these regulations, examinations are defined as the formal assessments determining the progression of students on their programme of study or contributing to their final mark or award classification.
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*N15.1 Any form of formal assessment which determines progression or which contributes to student's final mark or classification falls within the scope of this regulation. It will include formal examinations involving seen and/or unseen papers, as well as projects, assignments, dissertations, practicals, experiments and exhibitions.*

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- 15.2 Students shall be informed of the arrangements for any oral examination which form a normal part of their assessment.
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*N15.2 This applies in cases where the oral examination of students is required under the general course regulations, for example, the oral examination of language students. The practice of viva voce examination of any undergraduate candidate(s) by external examiner(s) solely for the purpose of completing their assessment of the academic performance of that student has been discontinued. Postgraduate research degree students continue to be examined viva voce under the research degree regulations.*

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- 15.3 A copy of the relevant examination regulations and procedures shall be issued to each and every student at least fourteen days (which may be inclusive of any weekend periods) prior to the examination(s) to which they relate.
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*N15.3 This requirement can be met by issuing the regulations to students at the commencement of their course; it does not require the regulations to be reissued. The key point is that students are informed of the regulations and procedures in good time.*

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## **14 Days Notice of Examination**

- 15.4 Students shall be provided with at least fourteen days notice (which may be inclusive of any weekend periods) of the date, time and venue of examinations covered by these regulations.

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*N.15.4 Reasonable measures such as the prominent publication of an examinations timetable to which the attention of examination candidates is drawn would be sufficient under this regulation. Whilst it does not create an obligation to distribute or deliver the timetable to each candidate, regard will need to be had for the likely effectiveness of any measures used.*

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15.5 In the event of a candidate failing to attend, undertake or complete any examinations covered by these regulations and claiming that this was as a result of failure to receive the notice referred to herein, then the question shall be determined by the relevant Board of Examiners.

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*N15.5 Students are responsible for ensuring that they attend their examinations or for submitting acceptable evidence of good reason(s) for failing to do so. Misreading of an examinations timetable ought not be accepted as a satisfactory explanation for absence from an examination.*

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## **Invigilated Examinations**

15.7 Candidates for invigilated examinations

- i shall be present at least ten minutes prior to the starting time of examinations;
- ii shall be admitted to the examination room not earlier than ten minutes prior to the examination and at any time during the first thirty minutes of the examination;
- iii shall not be permitted to enter the examination room after the first thirty minutes of the examination;
- iv shall not leave the examination room during the first thirty minutes of the examination or the last thirty minutes of the examination except in an emergency and then in accordance with such instructions or arrangements as the invigilator(s) shall issue or make;
- v shall have their presence at the examination formally recorded and for the recording of the time and duration of, and reason for, any absence from the examination once admitted thereto;

- vi shall comply with any notices and/or instructions issued prior to, at the commencement of and/or during an examination relevant to their conduct and/or that of their examination and comply with any instructions given to them during the course of the examination(s) by the invigilator(s);
- vii shall not remove any item of examination stationery from the examination room except for the examination question paper if this is permitted by the invigilator(s);
- viii shall be prohibited from using any stationery other than that issued specifically for the purpose of the examination or which they have been instructed to bring with them;

**(Unauthorised calculators or computers)**

- ix shall be prohibited from bringing in to and using in an examination any form or type of calculator, computer or other device capable of alphanumeric storage and/or calculation except such as has or have been specifically permitted for the examination;

**(Dictionaries)**

- x shall not be permitted the use of dictionaries in examinations for the purpose of comprehending the English language;
- xi shall not use any unauthorised book, manuscript or other aid;
- xii shall not communicate with each other during the course of the examination;
- xiii shall not access any cases, bags, book or personal belongings they may have brought with them which are not needed or permitted for the examination and shall place these in an area specified for this purpose by the invigilator(s);
- xiv shall comply with no-smoking rules;
- xv shall not take food or drink in to examinations;

**(Mobile Telephones)**

- xvi shall ensure their mobile telephone or other communication device is switched off and are expressly prohibited from accessing or using it in any way during the examination.

- 15.8 The timing of invigilated examinations shall be by a clock or clocks visible to the examination candidates and the invigilator(s); alternative arrangements shall be made for students whose disability makes this impractical.

### **Evacuation Procedure**

- 15.9 Should it be necessary to evacuate the examination room for whatever reason, candidates shall do so upon the instruction of the invigilator in charge at the time and in so doing shall leave all examination papers, scripts, answer books, equipment and any other material related to the examination on their desks or examination work areas; they shall also leave any personal belongings deposited in the area specified unless instructed otherwise by the invigilator in charge and they shall assemble in such place and in such manner as the invigilator shall instruct and do so without communicating with each other in any way on the subject of the examination.
- 15.10 The invigilator in charge shall at all times have the authority and discretion to instruct examination candidates in such a way as he/she may deem appropriate having regard for the safety of the candidates under the circumstances prevailing at the time.
- 15.11 There shall be a minimum of one invigilator present for the duration of an invigilated examination and in addition there shall be present at the commencement of the examination such staff as may be necessary for the purpose of verifying the accuracy of the examination question paper(s) and for issuing, orally or otherwise, any instruction with regard to any apparent error therein.
- 15.12 Invigilators shall have the authority to exclude from any examination a candidate whose conduct in the opinion of the invigilator warrants this and to refer the matter to the Examinations Disciplinary Committee.

### **Examination Misconduct**

- 15.13 Failure by an examination candidate to observe any examination regulations or instructions may be construed as misconduct and be referred to the Examinations Disciplinary Committee which may recommend to the Board of Examiners such an academic penalty as it considers appropriate which may include the failing of the student in the examination concerned.

## Cheating and other Academic Misconduct

15.14 Where it is found or suspected that a candidate for an award has cheated, plagiarised or attempted to gain unfair advantage in any form of assessment or examination which is subject to the provisions of these regulations the matter shall, except as is provided for in 15.22 – 15.26 and the annexe on the scheme for dealing with plagiarism, be referred to an Examinations Disciplinary Committee which each Faculty Board shall establish for that purpose and that of dealing with cases of misconduct by students in examinations or assessments and which shall be charged with determining the facts of the case and for making recommendations in respect thereof to the relevant Board of Examiners.

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*N15.14 Whilst cheating, plagiarism and other forms of academic misconduct may be seen as 'attempting to gain unfair advantage', it is important for Boards of Examiners and Examination Disciplinary Committees to understand that 'seeking to gain an unfair advantage' is an offence in its own right and one which is separate and distinct from cheating.*

***See also Guidance Note on Cheating in Examinations***

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## Examinations Disciplinary Committee

15.15 The Examinations Disciplinary Committee shall comprise:

- i The Dean of Faculty concerned who shall be Chairperson (or his/her nominee who shall be a Head of Department other than the Head of Department of the student whose case is before the Committee);
- ii At least two Principal Lecturers or Heads of Department of the faculty concerned who are not involved with the teaching or assessment of the student whose case is before the Committee;
- iii At least one student nominated by the Student's Union who shall not be from the same course as the student whose case is before the Committee.

The Faculty Secretary of the faculty concerned shall act as Secretary to the Committee.

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*N15.15 The Chairperson of the Faculty Board may approve the establishment of the committee on behalf of the Faculty Board through the exercise of Chairperson's action.*

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- 15.16 The non-availability for whatever reason or non-attendance at a meeting of the Disciplinary Committee of the nominated student(s) shall not invalidate the proceedings of the Committee.
- 15.17 The Examinations Disciplinary Committee shall have the power to call for such evidence, documents and material to be placed before it and to cause such persons to appear before it and give evidence as it may deem appropriate to the case.
- 15.18 The student whose case is before the Committee shall be entitled to be accompanied by or represented by a person of his/her choice at the hearing of his/her case. The student and his/her accompanying person together with any witnesses from either side shall withdraw from the hearing at the stage where the Committee wishes to deliberate in private in order to determine its findings. The student and/or his/her representative shall be entitled to submit evidence to the Committee and to produce witnesses.
- 15.19 Having determined to its satisfaction (by majority vote) the facts of the case before it, the Examinations Disciplinary Committee shall report its findings to the relevant Board of Examiners together with such recommendations as it may deem appropriate which may include:
- i the reduction of any marks, grade and/or level of award to which the candidate might be entitled; or
  - ii that the candidate be failed in part or all of his/her assessments; or
  - iii any other appropriate penalty.
- 15.20 Additionally or alternatively to any recommendation it may make to the Board of Examiners, an Examinations Disciplinary Committee may in cases where it considers it appropriate to do so, recommend to the candidate's Head of Department that the candidate be expelled under the regulations for the expulsion of students for academic reasons or that the case be further dealt with under the Student Disciplinary Procedures of the University.

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*N15.20 A referral of a case to the Student Disciplinary Procedure would be appropriate in cases of misconduct in examinations or assessments other than cheating, plagiarism or the seeking of unfair advantage.*

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15.21 Boards of Examiners shall have the authority to impose such an academic penalty, including failure in part or all of the assessments relating to the Stage in which examination misconduct took place or in which the student was found to have cheated, plagiarised or to have attempted to gain unfair advantage by whatever means.

### **Determination of Cases by Head of Department**

15.22 Where circumstances permit, a student suspected or accused of misconduct, cheating, plagiarism or of having sought to gain unfair advantage in any way in an assessment or examination, may be interviewed by his/her Head of Department and/or Dean of Faculty in the presence of the Faculty Secretary (or nominee) who shall minute the interview and the candidate shall be given the opportunity, having been confronted with the allegation(s) against him/her, to refute or admit the same. The candidate shall have the right to be accompanied by a person of his/her choice at the interview.

15.23 If in the opinion of the Head of Department or Dean of Faculty acting under 15.22 there is a prima facie case to be answered by the candidate to which he/she does not at this stage admit, then the case shall in any event be referred to the Examinations Disciplinary Committee as if ab initio; if however, in the opinion of the Head of Department or Dean of Faculty, having regard for the content of the interview, there is no case to be answered by the candidate, no further action shall be taken and the candidate shall be deemed not guilty of the allegation(s) made.

15.24 If, under 15.22, the candidate admits the allegation(s) made then the Head or Dean shall be empowered to act as if the case had been determined by an Examinations Disciplinary Committee which shall include the making of recommendations to the Board of Examiners, the instigation of formal disciplinary action and the making of a recommendation for the expulsion of the candidate for academic reasons.

15.25 The Academic Board has given Heads of Department, acting as Chairmen of Boards of Examiners, explicit authority to impose penalties for plagiarism on behalf of the Board of Examiners and the scheme for this purpose is appended to these regulations.

## 24 Hours Notice of Hearing

- 15.26 Where a case is referred for whatever reason to an Examinations Disciplinary Committee, the candidate shall be given a minimum of 24 hours notice, orally or in writing, of the hearing.
- 15.27 Where an allegation of misconduct, cheating, plagiarism or having sought to gain unfair advantage in an examination is made against a student subsequent to the consideration of the student's assessment(s) by a Board of Examiners or subsequent to the relevant award having been recommended or conferred upon the student, then it shall be possible for the case to be heard in accordance with the provisions of these regulations and a Board of Examiners shall be able to recommend that the Academic Board deprive the student of any award granted to him/her by or on behalf of the University. Where it is not possible for whatever reason for the matter to be considered by a Board of Examiners, the recommendation of the Examinations Disciplinary Committee shall be made directly to the Academic Board.
- 15.28 A candidate shall have no automatic right of appeal against a decision of an Examinations Disciplinary Committee. If, however, at any time following a decision of an Examinations Disciplinary Committee evidence acceptable to either the Academic Registrar or the Dean of Faculty concerned relevant to the case already determined is produced which was not previously available or for good and acceptable cause was not previously disclosed, then the Committee, which need not necessarily comprise its original members, shall be reconvened and the case reconsidered in the light of the additional evidence. The Committee shall have the power to annul its previous decision. Where in such a case it is necessary to annul or modify in any way a decision of a Board of Examiners or of a Disciplinary Committee or of any other body then arrangements for that to happen shall be made as expeditiously as possible and in any event it shall be possible for the Academic Board to annul all decisions taken in respect of the case in the first instance and for it to act accordingly.

## Reassessment overseas

- 15.29 Except in the case of students on collaborative programmes who have studied and been assessed at institutions overseas, students shall not normally be permitted to sit or otherwise take reassessments in an overseas location. If in exceptional cases it is considered appropriate to make an exception to this regulation then this may only be done with the

approval of the University Registrar providing he/she is satisfied with the proposed arrangements which must include those for the verification of identity of the student taking the reassessment, the security of the examination paper and script(s) and the security of examination/assessment conditions.

## ANNEXE

### Institutional Scheme & Tariff for dealing with cases of plagiarism

This scheme and tariff shall apply to all assessments, including those which are reassessments.

The Academic Board has given Heads of Department, acting as Chairmen of Boards of Examiners, explicit authority to impose penalties for plagiarism on behalf of the Board of Examiners.

Under this scheme, Heads of Department can simultaneously determine and impose penalties for plagiarism **where the offence is admitted by the student** (see 15.24 of the Regulations for the Conduct of Examinations above) and also, where the case is determined by the Faculty Examinations Disciplinary Committee (see 15.15 et seq above), confirm the penalty recommended by the disciplinary committee subject to his/her considering any submission of mitigation the student concerned might wish to make.

The following tariff of penalties is to be applied to students found guilty of plagiarism and it will be incumbent on Heads of Department to consider whether or not a particular penalty should be applied or lessened in the light of any statement of mitigation submitted by a student and/or any other factors deemed relevant.

#### 1.0 Penalties for students on Undergraduate Programmes

##### 1.1 Offences occurring in Stage 1/Year 0:

- 1.1.1 For a first offence where the plagiarism is not extensive (i.e does not represent more than 20% of the element of assessment) – a written warning and a maximum mark of 40% for the element.
- 1.1.2 For a first offence where the plagiarism is extensive (i.e greater than 20% of the element of assessment) – a written warning and a mark of 0 for the element. (The mark of 0 gets carried forward to the Unit assessment; the student does not get an opportunity to re-work the failed element prior to Unit assessment).
- 1.1.3 For a second offence in any Unit within the same programme of study – a further warning and a mark of 0 for the element of assessment in which the second offence occurred. (The mark of 0 gets carried forward to the

Unit assessment; the student does not get an opportunity to re-work the failed element prior to Unit assessment).

- 1.1.4 For a third offence in any Unit within the same programme of study – failure in the Unit in which the offence occurred.
- 1.1.5 For any subsequent offence anywhere within the same programme of study – failure of the Stage. (*See Note after 1.2.4 below*)

## 1.2 Offences occurring at Stages 2 & 3 or Final Stage assessment:

- 1.2.1 Where there is no previous plagiarism offence record in any Stage and the plagiarism represents not more than 20% of the element of assessment – a maximum mark of 40% for the element of assessment.
- 1.2.2 Where there is no previous plagiarism offence record and the plagiarism represents more than 20% of the element of assessment – a mark of 0.
- 1.2.3 Where there is a previous plagiarism offence record – failure in the Unit concerned.
- 1.2.4 Where the student has already been penalised for plagiarism in the same Stage, – failure of the Stage.

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*Note: A student who deemed to have failed the Stage because of plagiarism offences can seek to redeem the failure by re-taking the complete diet of Stage assessments. As the effect of failing the Stage is that the student will have been failed in all Units, the student will have failed all 120 Credits and so will not be eligible for reassessment until the following Summer and all the reassessments will be capped at 40%. Should the student elect to repeat the Stage and all its associated assessments **with attendance**, no cap will apply to the new assessments except in the case of final year Honours where a ceiling of Third Class will be imposed.*

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## 2.0 Penalties for Students on Taught Postgraduate Programmes

- 2.1. The *Unit* in which plagiarism is established to have occurred will be given zero marks. The *element(s)* in which plagiarism occurred must be resubmitted and passed but in any event both the element and *Unit* marks shall be capped at 40%.

2.2 Irrespective of the Element/Unit in which it occurs, a student found to have plagiarised a second time shall be deemed to have failed the programme

### **3.0 Other penalties, reassessment, recording & reporting.**

3.1 Subject always to not having more than two reassessment opportunities, students have the right to be re-assessed in any Unit or Stage failed as a consequence of plagiarism dealt with under this tariff and their reassessments shall be capped at 40% in the usual way (See P 10)

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*Note 3.1 Thus a student who is failed because of plagiarism in what would otherwise be their second reassessment does not get a further reassessment opportunity. The student fails.*

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3.2 Heads shall ensure that all offences dealt with under this tariff are formally recorded and reported to the Board of Examiners and to the Academic Registrar who will prepare a report of the number and manner of cases dealt with annually for the Academic Board.