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CONDUCT OF EXAMINATIONS AND ASSESSMENT

CARDIFF METROPOLITAN UNIVERSITY

CONDUCT OF EXAMINATIONS AND OTHER FORMS OF ASSESSMENT

1 Introduction

This entry in the Handbook specifies the regulations governing the assessment methods referred to in the '*Assessment Regulations*'.

2 Conduct of Examinations: Directions to Candidates Sitting Written Examinations

2.1 Scope

These directions apply to all formal, written examinations for which the University has jurisdiction.

Formal, written examinations include:

- written examinations with fixed time limits and previously unseen questions
- open book examinations
- examinations with prior release of questions
- multiple choice tests

2.2 General

- (i) Examinations will be held at times as specified in the formal examination timetable. (which will have been previously published). Additional time to read the examination paper is not permitted unless required by a Professional Body.
- (ii) Candidates should be in their seats punctually at the hours fixed for the commencement of the examination. No candidates will be allowed to enter the examination room more than half-an-hour after the time fixed, or to leave until forty-five minutes after the time fixed for the commencement of the examination in each subject. No candidate will be allowed to leave the examination room during the last fifteen minutes of the examination.
- (iii) Candidates will enter the examination room only when the invigilator gives permission, and will be assigned seats. Candidates will be required to present a valid student identification card with a photographic image to prove their identity. Additional authentication may be required for computer aided assessment.

- (iv) Candidates should not wear any clothing which could be concealing headphones or prevents an invigilator identifying the candidate from the student ID card. Candidates will be asked to remove any headwear which is not required to be worn for religious, cultural or other purposes. Where a candidate wears a facial covering, a member of staff of the same sex as the candidate will invite the candidate to accompany the member of staff to a private room for a check on identity before the commencement of the examination. Such a check may be extended to ensure that the candidate is not attempting to take into the examination any equipment or materials other than those permitted by these regulations (Academic Handbook 2.3(ii) refers). Any failure to comply with this regulation will result in the candidate's exclusion from the examination room.
- (v) A candidate wishing to leave the examination room temporarily must first attract the attention of the invigilator who will arrange for the candidate to be escorted. Any candidate who leaves the examination room without the express permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room.
- (vi) The examination paper must not be touched until the invigilator gives permission.
- (vii) A member of the Programme Team is required to be present in person at the beginning of each examination(s), and to be contactable by telephone for the duration of the examination(s). If a member of the Programme Team does not attend and a contact number has not been provided to Academic Registry, then the matter will be reported to the Assistant Registrar for Student Administration Services who will then inform the relevant Dean of School. This will also be included in the Report to Academic Board on Examinations and Examination Boards.
- (viii) During the examination, candidates must not leave their desks for any purpose except under circumstances referred to in 2(iv) above. Should a candidate require paper etc he/she should attract the attention of the invigilator by raising a hand and inform the invigilator quietly of his/her needs.
- (ix) The Candidate's Examination Number, where appropriate, and name must be placed on every piece of work handed in.
- (x) At the end of the examination candidates are to remain seated in their places until permitted to leave by the invigilator. Such permission will be given when all the scripts have been collected

and checked. Until such permission is given there will be no conversation.

- (xi) Absence through illness must be reported as soon as possible, and a supporting medical certificate must be provided in accordance with the requirements of the mitigating circumstances procedure.

2.3 Examination/Materials/Equipment

- (i) Students may not bring bags into the examination room. All coats must be left at the front or rear of the room as directed by the invigilator.
- (ii) Candidates may take to their examination desk only such books, mathematical or other tables, printed documents, manuscripts, notes, formulae, electronic equipment or other source of information or assistance as have been approved by the Examination Board. Handbags, pencil cases etc, if taken to the desk must not contain any examination or programme related material other than that approved by the Examination Board. In some cases, where appropriate, candidates will be provided by the University with such materials and/or equipment, as the examiners consider necessary. For each specific examination materials and/or equipment to be permitted in examination rooms shall be listed on the examination question paper and candidates shall be notified in advance. All electronic devices such as **mobile phones and watches, where possible, must be switched off and placed on the table in the bag provided and must not be used during the examination.**
- (iii) The material and/or equipment which candidates are permitted to bring into the examination room shall bear no marks or notes of any kind other than the name of the owner and anything which is regarded as normal in the nature or construction of the item in question. No borrowing from other candidates during the examination is permitted.

3 Other Forms of Assessments

3.1 In issuing details of other forms of assessment to students, internal examiners shall detail:

- the requirements to be fulfilled by the student in undertaking the assessment, including: an appropriate description of what must be undertaken; associated word lengths, timescales, etc; presentational requirements and formats; preferred or required referencing styles, where appropriate;

- the assessment criteria and any weightings associated with particular aspects of the work;
- where group work is concerned, the methodology for the apportionment of marks to members of the group;
- student rights to, and restrictions on, any assistance or guidance associated with the assessment (for example, in projects and dissertations);
- guidance on, and the possible consequences of indulging in, unfair practices.

3.2 Each piece of work submitted for summative assessment shall include a declaration that the work is the sole work of the student, or, in the case of group work, the work of the students of which the group comprised.

3.3 For assessment which involves the award of marks relating to work placement and/or study abroad, apart from the above, materials submitted to the University by the student for such assessment should be countersigned by the third party tutor/supervisor to denote that he/she confirms that work presented is that of the student concerned.

4 Retention of Examination Scripts

4.1 Formal examination scripts shall be retained by the School (or Collaborative Partner institution) in which the student is registered for at least one academic year following the Exam Board of the programme for which he/she is registered at which the marks for assessment in question was considered. After this period, such scripts shall be appropriately destroyed.

4.2 Prior to destruction of examination scripts, a student may request a copy of a marked script, if such a request is made in writing to the Programme Director. No fee must be charged for this.

4.3 The above policy on retention of examination scripts also applies to all assessed work (e.g. Masters Dissertations not worthy of deposition in libraries) not otherwise returned to candidates.

5 Unfair Practice in Examination Conditions

5.1 It is an unfair practice to commit any act whereby a person might obtain for himself/herself or for another person, an unpermitted advantage leading to a higher mark or grade than his/her abilities would otherwise

secure. In particular, but without prejudice to the generality of the foregoing, it is unfair practice to:

- introduce into an examination room and/or associated facilities any unauthorised form of materials such as a book (including mathematical tables), manuscripts, data or loose papers of any kind information obtained via any electronic device, or any source of unauthorised information;
- communicate with any other person in the examination room and /or associated facilities, except as authorised by an invigilator;
- communicate electronically with any other person, except as authorised by an invigilator;
- copy or use in any other way unauthorised materials or the work of any other candidate;
- impersonate an examination candidate or allow oneself to be impersonated;
- engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out or to claim to have obtained results which have not in fact been obtained;
- present an examination script as one's own work when the script includes material produced by unauthorized means;
- present evidence of special circumstances to examination boards which is false or falsified or which is, in any way, intended to mislead examination boards.

5.2 A candidate suspected of engaging in an unfair examination practice shall be informed by the invigilator, (preferably in the presence of a witness) that the circumstances will be reported. The invigilator will record the time and initial the candidate's examination script at the point of detection of the alleged act of unfair practice. Such a candidate may continue with that and subsequent examinations without prejudice to any investigation and decision subsequently to be taken by the University. Failure by an invigilator to warn a candidate at the time of examination shall not prejudice subsequent investigation by the University of any allegation made against a candidate. An invigilator who considers, or suspects that a candidate is engaging in unfair examination practice is authorised by the University to confiscate and retain evidence relating to

the alleged unfair practice, so that it is available to any subsequent investigation.

- 5.3 The invigilator shall as soon as possible report the circumstances orally, in the first instance and thereafter in writing, with any evidence retained, to the Examinations Officer who shall in turn notify the Chair of the relevant Examination Board and the Academic Registrar.

6. Students Completing Assessments through the Medium of Welsh

- 6.1 Any Cardiff Metropolitan University student has the right to submit any assessment through the medium of Welsh, regardless of the language through which their programme is being delivered, except where the skills in a particular language other than Welsh (e.g. English, French or other Modern Foreign Language) are being assessed.
- 6.2 Where a programme is being delivered through the medium of Welsh, students will undertake their assessment through the medium of Welsh unless they request to do otherwise. Any such request will be determined by the Programme Team and will not be agreed where skills in the Welsh Language are being assessed.
- 6.3 A student wishing to complete any assessment through the medium of Welsh, where the mode of delivery is not through the medium of Welsh, must inform their Programme Director within the first month of the academic year. If there are no appropriately qualified Welsh speakers within the School who can mark the assessment, the Programme Director will liaise with the Welsh Language Unit to arrange any required translation, but translation into English at the marking stage shall be as a last resort only. The translation of any assessment must not lead to any delay in the student undertaking that assessment or receiving any required feedback/mark.
- 6.4 Where a student has requested to undertake an examination through the medium of Welsh it is the relevant academic School's responsibility to ensure that the Welsh paper is sent to the University's Academic Registry in the same timescale as for English medium examination papers.

7. Illegible Examination Scripts

It is the student's responsibility to ensure that answers provided in examination scripts are legible and can be marked accordingly. In cases where an examiner and an appropriate second marker find a substantial part of an examination script to be illegible, one of the following actions may be taken.

- (i) In all cases, the University reserves the right for the Examination Board to return a mark of zero if a script is considered by the Board, or by the Chair of the Board, in consultation with the internal examiner and external examiner(s), to be illegible.
- (ii) At the discretion of the Examination Board, in cases where reading the illegible script would take an examiner an unreasonable amount of time and would not permit appropriate consideration of the text, the School may choose to use transcription services with the cost being borne by the candidate;
- (iii) At the discretion of the Examination Board, in cases where the script is entirely illegible the candidate will be required to attend in person to dictate their script for transcription by a third party in the presence of an invigilator. The student will be expected to pay for any costs incurred. The student will be required to sign a declaration that the transcript is a verbatim copy of their illegible script.

Schools are expected to continue to work closely with the University Disability Office to ensure that this approach does not disadvantage students.

8. Procedure for Allocating a Mark for Lost Student Work

- 8.1 Members of staff should take every possible precaution to ensure that any work presented for assessment is not mislaid or lost. In the event that student work that has been submitted for assessment is mislaid or lost, every effort should be made to recover it.
- 8.2 In the event that student work that has been submitted for assessment is irretrievably lost and it does not prove possible to locate another copy of the work for assessment, the student will be provided with a substitute mark for the missing work based on his/her performance in other assessment tasks, as follows:
 - In the event that the assessment task is one of many assessment components for the module, the student will be allocated a mark for the missing component that is based on a weighted average of the marks available for the module's other assessment components. The relative weighting of the components used will be the same as the relative weighting of these components for the whole module.
 - In the event that the assessment task is the entire assessment for the module, the student will be allocated a module mark equal to his/her weighted average in the best 60 credits of modules completed at the same level.

- 8.3 If the student is not prepared to accept the mark that is awarded on this basis, the student may instead be awarded a mark based on the outcome of a viva-voce examination with an External Examiner.
- 8.4 Alternatively, the student can choose to be re-assessed. In this event, the School would have to agree a timescale for the re-assessment that is acceptable to the student.
- 8.5 In the event that the student is not prepared to accept any of the above, the student should be directed to make a formal complaint under the University's Student Complaints Procedure.