



## Examination & In Course Assessment Regulations



Core Documentation Cover Page

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V1.0	Aug 2012 Academic Council	Update to Previous Version	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2013
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### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## EXAMINATION & IN COURSE ASSESSMENT REGULATIONS

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## 1. SCOPE

- 1.1 These regulations provide University College of Osteopathy (UCO) students with clear instructions for undertaking Examinations and In Course Assessments at the UCO.

## 2. GENERAL PRINCIPLES

- 2.1 You are expected to attend punctually for all assessments as arranged and notified, except in the case of medical emergency in which case a certificate for the appropriate period will be required for consideration by the relevant Board of Examiners, as outlined in the Special Circumstances section.
- 2.2 You are reminded that there is no automatic right of access to re-sit examinations. Such access will be a matter for consideration by the relevant Board of Examiners.
- 2.3 Anybody contravening the Examination Regulations is liable to forfeit their candidature.
- 2.4 If you fail to attend for an examination, you will be awarded a Grade F unless relevant mitigating documentation is provided.

## 3. EXAMINATION ROOM REGULATIONS FOR WRITTEN EXAMINATIONS

- 3.1 On entering the examination room you are not allowed to talk and must take your seat at the allocated desk signified by your candidate number/name (as appropriate).
- 3.2 At the end of the examination you must remain seated and silent until all question and answer papers have been collected by the invigilator(s). After all the material is collected, an invigilator will inform you that you can leave the examination room.
- 3.3 The invigilators have complete charge of the examination room and the conduct of the examinees during each examination.
- 3.4 Personal belongings, including bags and coats, must remain at one end of the examination room throughout the examination as indicated by the invigilators.
- 3.5 Mobile phones are NOT allowed in any examination room.
- 3.6 All writing implements must be placed on the desk before the examination starts.
- 3.7 You will not normally be allowed to leave the examination room during the first hour or the last 15 minutes of the examination.
- 3.8 You will not normally be admitted to an examination after the first half-hour of the examination has elapsed.
- 3.9 Anybody wishing to leave the examination room and be subsequently re-admitted must signify this intent to the invigilator and be escorted by an invigilator during such absence.

- 3.10 Examination answer books or papers must not be removed from the examination room.
- 3.11 If you are found cheating or in any way taking an unfair advantage you may be subject to disciplinary action which may result in your being required to leave the course.
- 3.12 It is your responsibility to clearly identify question numbers on the examination paper and to use separate answer sheets as required.
- 3.13 It is your responsibility to ensure that your candidate number is filled in on all answer sheets, answer books and examination papers.
- 3.14 Any candidate who fails to enter their candidate number on any part of their examination will receive an F grade for that part of the assessment.
- 3.15 Any candidate who removes a piece of work from the room forfeits the right to have this marked and will receive an F grade for it.
- 3.16 Decisions about progression and awards are made by internal and external examiners. If you have concerns you should initially talk to the Academic Registrar. Please refer to the Academic Appeals Procedure.

#### 4. IN COURSE ASSESSMENT REGULATIONS - COURSEWORK AND ASSIGNMENT SUBMISSION

- 4.1 Hand-in dates for coursework / written assignments are published on the UCO's Online Learning Environment (BONE), within Course or Unit Handbooks, as part of course timetables and in assessment briefs as appropriate for your course. These may be subject to change over the year. It is your responsibility to check with Registry, First Class or BONE for any changes.
- 4.2 Coursework / written assignments must be handed in by the date and time specified. Late submissions may be made up to a week after the relevant deadline. Such work will be marked as seen but will have the overall grade capped at a marginal pass (D-). Any work submitted after this point will not be accepted, and will be deemed a fail and graded F (no work submitted).
- 4.3 All coursework / written assignments should be submitted electronically as a Microsoft Word file or as a pdf through as stated in the individual assignment brief, and formatted according to the guidelines provided in your Course Handbook.
- 4.4 All coursework / written assignments must include your Candidate Number in the Header of every page as appropriate.
- 4.5 All coursework / written assignments must be submitted electronically to either the coursework@uco.ac.uk email address or to the relevant section of BONE as stated in the assessment brief. For emailed assignments, emails must be submitted from your FirstClass Email Account - this will be taken as your declaration that the work is entirely your own and is in line with the UCO's Plagiarism Policy. When submitting

through BONE, you will be required to tick the button confirming that the work is entirely your own and is in line with the UCO's Plagiarism Policy.

- 4.6 If you have difficulty submitting course work on time, contact the Registrar as soon as you can. If your reasons are valid, the Registrar may be able to grant you an extension. Where an extension has been granted, work can be submitted up to two weeks after the published hand-in date.

## 5. ASSISTANCE TO STUDENTS WITH SPECIFIC AND NON-SPECIFIC LEARNING DIFFICULTIES

- 5.1 The UCO is committed to providing assistance to students with certified dyslexia and other non-specific learning difficulties, in accordance with the following guidelines:
- 5.2 The UCO will require written confirmation of the diagnosis of dyslexia or other non-specific learning difficulty from a qualified and approved practitioner, preferably with detailed information on specific areas of difficulty (e.g. in writing, reading, spelling, numeracy, etc.).
- 5.3 It is the responsibility of the student to contact the Registry if they wish to make a diagnosis of dyslexia or other non-specific learning difficulty known to the UCO and to provide the above written documentation.
- 5.4 It is the responsibility of the student concerned to contact the relevant local authority if they wish to avail themselves of financial assistance under the Disabled Students' Allowance.
- 5.5 The UCO will (upon written request) provide letters to local authorities in support of applications for financial assistance in cases where such requests are felt to be reasonable. This may cover computers, printers, core textbooks, etc.
- 5.6 Special arrangements can be made for dyslexic students or students with a non-specific learning difficulty in the examination process. In all examinations, a student can be allowed an extra 25% of examination time to complete the examinations.
- 5.7 It is the responsibility of the student to ensure that the Registry is aware of their need for extra time in a written examination with sufficient notice to make the necessary arrangements.
- 5.8 A dyslexic student or student with a non-specific learning difficulty can request to have their examination paper or answer book made available on paper of a colour other than white if this is helpful. A request to the Registry should be made at least three weeks before an examination is due to take place.
- 5.9 A dyslexic student or student with a non-specific learning difficulty can request that arrangements be made to take a written examination in a separate room, using a scribe (or writer) to write answers from dictation - Amanuensis in Examinations: Scribes' / Readers' Guidelines are available to assist students with this.



- 5.10 The UCO would require at least three weeks' notice to make such arrangements which would necessitate the use of a separate room, an individual invigilator and the scribe. A charge to cover costs for this arrangement will be made and such expenditure can be claimed back under the Disabled Student's Allowance from the appropriate local authority.
- 5.11 The use of a scribe would be merely for the purpose of writing dictated answers to questions. The helper would not be permitted to have any conversation with the student, except to clarify a (non-technical) word or words which have been used in dictation.
- 5.12 It is the responsibility of the individual student to arrange to claim the cost of scribing arrangements as invoiced by the UCO.
- 5.13 Advice and support for dyslexic students and those with a non-specific learning difficulty is available from the Student Learning Advisor.

## 6. SPECIAL CIRCUMSTANCES

- 6.1 Sometimes there may be extenuating circumstances that may affect your ability to meet an assignment deadline or your general performance in an examination. In such cases you may submit Special Circumstances using the Special Circumstances Policy & Procedure.
- 6.2 More information about what are considered Special Circumstances can be found in the Special Circumstances Policy & Procedure.
- 6.3 The Board of Examiners can only give limited weight to information about special circumstances. Nevertheless, if you believe that you have studied a Unit effectively but that special circumstances have had a serious adverse effect on your performance in assessment, you may bring information about this to the Board.
- 6.4 The decision of the Board of Examiners regarding whether or not the circumstances are taken into consideration regarding progression is final.