



# **Rules & Responsibilities for the Conduct of Prescribed Assessments & Written Examinations for Degrees or Diplomas For UCO Students**



Core Documentation Cover Page

## Rules & Responsibilities for the Conduct of Prescribed Assessments & Written Examinations for Degrees or Diplomas for UCO Students

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Dec 2013 Academic Council	To provide clear rules of conduct to and responsibilities of students, staff and Examination Invigilators regarding Prescribed Assessments & Written Examinations for Degrees or Diplomas.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Dec 2015
V2.0	Sep 2016 Academic Council	Reviewed further to the School being awarded Taught Degree Awarding Powers; major change to reflect the School as the taught degree awarding institution.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V3.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018

### 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)**

RULES & RESPONSIBILITIES FOR THE CONDUCT OF PRESCRIBED ASSESSMENTS  
AND WRITTEN EXAMINATIONS FOR DEGREES OR DIPLOMAS FOR UCO  
STUDENTS

CONTENTS

1. Scope .....	4
2. Rules of Conduct for and Responsibilities of the Registry Department.....	4
3. Rules of Conduct for and Responsibilities of Course Leaders.....	5
4. Rules of Conduct for and Responsibilities of Lead Invigilators and Invigilators .....	6
4.1 Lead Invigilators.....	6
4.2 Invigilators.....	6
5. Rules of Conduct for and Responsibilities of Students in Examinations .....	7
6. Guidance on the Use of Readers and Amanuenses in Examinations .....	8
7. Associated Documents .....	9

## 1. SCOPE

- 1.1 To provide clear rules and responsibilities for students, staff and Examination Invigilators regarding the conduct of Prescribed Assessments and Written Examinations for Degrees or Diplomas at the University College of Osteopathy (UCO).

## 2. RULES OF CONDUCT FOR AND RESPONSIBILITIES OF THE REGISTRY

### DEPARTMENT

- 2.1 To produce an examination timetable for each course which is not less than four weeks before the start of the examinations to which it refers.
- 2.2 To ensure that examination papers are produced and printed within a secure environment.
- 2.3 To ensure that printed examination papers are stored in a secure location that may only be accessed by Registry staff.
- 2.4 To allocate suitable accommodation for each examination.
- 2.5 To ensure that examination rooms are prepared with the correct examination papers, and, if not supervised by appropriate staff, remain locked at all times prior to an examination.
- 2.6 To provide instructions for invigilators on the number of candidates and on the examination stationery that is to be set out in each examination room.
- 2.7 To appoint a Lead Invigilator for each examination room. The Lead Invigilator will be the Invigilator who is responsible for the conduct of other invigilators and starting and ending examinations.
- 2.8 Invigilators will be appointed by Registry and may be members of UCO staff or others recruited and trained for the role. Invigilators will be issued with the Examination Invigilators' Handbook.
- 2.9 To confirm and publish examination results which have been entered on the Student Record for each candidate as they are submitted by Unit Leaders.
- 2.10 To administer the appointment of External Examiners and to disseminate the reports submitted by them.
- 2.11 To keep Unit Leaders and markers informed of any student with disabilities who requires special arrangements, as appropriate.
- 2.12 To provide invigilated "Extra Time" rooms for students entitled to extra time.
- 2.13 To appoint and allocate Readers and Amanuenses to students with disabilities as required and inform the Course Leaders of the allocation. The Amanuensis / Reader in Examinations Guidelines contain further information.

- 2.14 The administration and production of examination question papers in consultation with External Examiners and in line with the Scrutiny Process for the UCO.
- 2.15 To ensure that a sufficient number of invigilators are detailed for duty at each examination. Normally two invigilators should be on duty, preferably one male and one female. If there are more than 100 candidates, three invigilators will probably be needed. If the number of candidates is low one invigilator may suffice.
- 2.16 To ensure that all Special Circumstances documentation from candidates is recorded on their Student Record.
- 2.17 Candidates with disabilities should be informed in advance by the Academic Registrar how any special arrangements will be made and what is required of them.
- 2.18 Where a candidate has recorded verbal answers or used a braille typewriter or other equipment whereby the answers are not in an immediately accessible form, a transcript should be produced after the end of the examination. The original version should be available to the examiner if required.
- 2.19 To ensure that invigilators have the necessary expertise, or reasonable access to expertise, to deal satisfactorily with such queries on examination papers as arise during the examination.
- 2.20 To make arrangements in consultation with the External Examiner for the marking of candidates' scripts, and for the oral examining of candidates (where necessary).
- 2.21 To input results into the Student Record.
- 2.22 To ensure that a signed copy of the Board of Examiners spreadsheet is submitted to Academic Council.

### 3. RULES OF CONDUCT FOR AND RESPONSIBILITIES OF COURSE LEADERS

- 3.1 The Course Leader will be responsible for the conduct of all examinations relating to that Course.
- 3.2 In particular the Course Leader shall be responsible for ensuring that External Examiner(s) are officially appointed in time, and that such Examiners are, in consultation with the relevant Head of Area, adequately briefed on their duties and the relevant syllabuses.

## 4. RULES OF CONDUCT FOR AND RESPONSIBILITIES OF LEAD INVIGILATORS AND INVIGILATORS

### 4.1 LEAD INVIGILATORS

4.1.1 The Lead Invigilator in each venue will have authority over the other invigilators present, and will be responsible for:

- a) Ensuring that the Examination and In-Course Assessment Regulations are observed; they shall satisfy themselves before the commencement of each examination that proper provision has been made for its conduct.
- b) Ensuring that the examination question papers are distributed to the candidates so that the examination may commence promptly.
- c) Ensuring that examination areas are clear of all articles not required for examination purposes, and that an area of the room has been designated for depositing briefcases, bags and other objects.
- d) Ensuring that students are asked to display their student identity card on the corner of their examination table.
- e) Ensuring that any announcements are made before and after the examination.
- f) Announcing the start and end of the examination.
- g) Deciding if any of the invigilators may be released from duty during the examination. If necessary, invigilators so released may be asked to return to the examination room fifteen minutes before the end of the examination to help collect examination scripts.

### 4.2 INVIGILATORS

4.2.1 Invigilators in each venue will be responsible for:

- a) Ensuring that they are present in the examination room to which they have been appointed at least fifteen minutes before the commencement of the examination. If released from duty during the examination by the Lead Invigilator they should be in attendance at least during the first and last fifteen minutes of the examination.
- b) Checking student identity cards during the examination and marking candidates as in attendance at the examination on the examination register. NOTE: Any student who cannot display a student identity card should be permitted to take the examination but a note should be put on the examination register that no identity card was displayed and the student should be warned that an identity card must be displayed at all examinations.
- c) Ensuring that there is no communication, either spoken or written, between the candidates during the period of the examination.



- d) Ensuring that the correct examination stationery is available, and for distributing refill paper to candidates as required.
- e) Ensuring the collection of all scripts at the end of the examination period, and for their disposal in accordance with the instructions of the Academic Registrar.
- f) Reporting to the Academic Registrar any infringement of the rules by a candidate and for informing the candidate of this action and to inform the candidate that the Academic Registrar may refer the case to the UCO's Academic Discipline Process. NOTE: The candidate should be permitted to continue with the examination.
- g) Taking into their custody the script of any student requiring to leave the examination room and noting thereon at the end of what is then written the time of the student's departure and re-entry.
- h) Taking appropriate steps to curtail activities in the environs of the examination room which they consider detrimental to the performance of candidates.

## 5. RULES OF CONDUCT FOR AND RESPONSIBILITIES OF STUDENTS IN EXAMINATIONS

- 5.1 It is the responsibility of students to make themselves available for examination during the published examination dates and to attend for examinations at the specified time and place, properly equipped.
- 5.2 It is the responsibility of students to ensure they are fully informed of the arrangements for their examination. All information and guidance regarding examination delivery including timetables is available on BONE, which must be checked regularly for amendments.
- 5.3 Formal invigilated examinations at the UCO are held in silence; students will be instructed prior to entering the room of this requirement. Students must be silent upon entry to and exit from the examination room, listening carefully to the instructions as noted by any invigilator. Any infringement may result in disciplinary procedures.
- 5.4 Students who arrive up to 30 MINUTES late may normally be admitted unless the regulations for the examination specifically prohibit it. Details of the student's name, candidate number, time of arrival and reason for lateness will be entered on the invigilators report. No extra time will be given to students who arrive late. No student who arrives more than 30 minutes late will be allowed entry to the examination.
- 5.5 Students will be advised prior to the examination by the Unit Leader of any specific requirements, e.g. additional materials, calculators etc., required for the examination. The student will be allowed to take into the examination room only those notified requirements.

- 5.6 No food or drink may be taken into the examination room by students, with the exception of sweets and water (this must be in a clear plastic bottle). Students must not take into the examination room any unauthorised materials or equipment (e.g. bags, pencil cases). All permitted material should preferably be carried in a transparent plastic bag. All materials will be checked by invigilators for any unauthorised entries or material.
- 5.7 Candidates are responsible for arriving at the examination hall or room in good time, and for displaying their student identity card on the corner of their examination desk.
- 5.8 Candidates are responsible for reading and adhering to the instructions on the cover sheet of the examination.
- 5.9 Candidates will not be permitted to leave during the first hour and the last 15 minutes of any examination.
- 5.10 Candidates may be permitted to leave an examination room temporarily with the consent of the invigilator, but must not take their script with them.
- 5.11 Electronic devices, including mobile telephones, are not allowed in examination rooms. It is not permissible to use such a device as a timepiece during an examination.
- 5.12 Candidates who are guilty of any misconduct, including copying from or communicating with any other candidate during an examination will be reported to the Academic Registrar, who may refer their case to the UCO's Academic Discipline process.
- 5.13 Candidates must not leave the examination room until either they are directed to do so by an invigilator or their written work has been handed to an invigilator. At the end of an examination, the invigilators will either request all candidates then present to remain in their places until all written work has been collected or direct candidates to leave in silence.
- 5.14 Infringement of these Rules will constitute a breach of UCO academic discipline.

## 6. GUIDANCE ON THE USE OF READERS AND AMANUENSES IN EXAMINATIONS

- 6.1 Readers should be able to read accurately and at a reasonable rate.
- 6.2 Amanuenses should be able to produce accurate records of candidates' answers, write/type legibly and at a reasonable speed.
- 6.3 The use of readers and/or amanuenses, interpreters or lip-speakers should neither give candidates with disabilities an unfair advantage, nor further disadvantage candidates.
- 6.4 Wherever possible, candidates should be given adequate practice in the use of readers and/or amanuenses.
- 6.5 Candidates using readers and/or amanuenses may be permitted additional time in which to complete examinations.



- 6.6 During examinations readers and/or amanuenses, interpreters or lip-speakers must not:
- a) Give any factual help or offer advice.
  - b) Give advice on which questions to answer or in which order.
  - c) Give advice regarding when to move on to the next question.
- 6.7 During examinations readers should:
- a) Read only the rubric and questions, and do so accurately.
  - b) Read, as often as requested by candidates, the instructions, questions and answers already recorded.
  - c) If requested by candidates, give the spelling of words which occur in question papers (otherwise spellings must not be given).
- 6.8 During examinations amanuenses should:
- a) Write/type answers exactly as they are dictated.
  - b) Require candidates to provide spellings of specialist or technical terms used in their answers, if necessary.

## 7. ASSOCIATED DOCUMENTS

Examination Invigilator's Handbook