

## EXAMINATION REGULATIONS

- 3.4 If a Programme Team is unable to carry out this procedure for all examinations, according to 3.2 above, they should consult the Registry Examinations Officer regarding the appropriate steps to follow.
- 3.5 The Registry Examinations Officer will then collate the examination packs for each examination.
- 3.6 At the end of each session, the Registry Examinations Officer will forward examination papers to the Library for record.

#### **4.0 RESPONSIBILITIES OF THE HEAD OF DIVISION/PROGRAMME LEADER IN RELATION TO EXAMINATIONS**

- 4.1 Divisions/Programme Teams may nominate a member of staff to be the official contact for matters relating to examinations. Accountability for examinations however remains with the Head of Division/Programme Leader to ensure that the following points are actioned:

co-ordination of examination arrangements for the Programme/Division, in consultation with the Registry Examinations Officer and the Programme/Subject team;

ensuring, in consultation with the Registry Examinations Officer, that students are informed of the assessment periods for both first and second diets and of their requirement to attend;

co-ordinating the production of examination papers for their Programme and their submission to the Registry Examinations Officer, in accordance with the examination schedule and the procedure specified in Section 3 above;

co-ordinating secure arrangements for the draft examination papers to be moderated by internal examiners and, where appropriate, External Examiners;

co-ordinating arrangements for paper setters to proof read typed draft papers;

in consultation with the Head of Division/Programme Leader, provision of invigilators for examinations from the Programme Team/Division, as required by the Registry Examinations Officer;

arrangements for paper setters to be present during the five minute reading time (where allocated) to address any queries raised by candidates;

ensuring that completed examination books are accounted for, are marked and are available for moderation until the Board of Examiners.

#### **5.0 RESPONSIBILITIES OF THE REGISTRY EXAMINATIONS OFFICER**

- 5.1 In co-ordinating the conduct of examinations within the University, the Registry Examinations Officer has the following responsibilities:

ensuring, in consultation with School Office/Examination Co-ordinators, that students are informed of the assessment periods for both first and second diets and of their requirement to attend;

producing the full diet of examinations timetable, in consultation with School Office/Examination Co-ordinators;

requesting examination papers from the Examination Co-ordinators, in accordance with the examination timetable;

co-ordinating the production of fina



- 8.2.1 Any request for an examination outwith the University requires to have the written approval of both the Programme Leader and the Head of Division/Dean of School:

Approved requests for examinations outwith the University should be forwarded in writing to the Registry Examinations Officer, who shall make all subsequent arrangements. The Registry Examinations Officer should normally be informed of any approved requests for special arrangements at the earliest opportunity and **no less than six weeks** before the relevant diet of examinations is due to take place.

Students are asked to nominate a local centre willing to undertake the examination and to conform to the University's examination procedures and regulations, but this has to be confirmed as suitable by the Registry Examinations Officer. In addition, the Registry Examinations Officer will act as the official contact point for arrangements with the local centre and with the student.

Any examinations organised at a designated local centre should normally take place at the same date and time (GMT) as the same examination at the University. Where this is not possible, and there is a possibility of contact between students, Registry may require the relevant paper setter to set an alternative examination paper.

The Registry Examinations Officer will notify the student of all finalised arrangements in writing at least ten days before the scheduled date of the examination(s) in question.

There will be an administration charge made by the University (currently set at £75) which will normally be payable by the student. This is intended to cover the costs of the arrangements. Where Programme requirements (such as placements) necessitate

- 9.2.5 Paper setters should be present during reading time to address any queries raised by candidates, but should not attempt to interpret the examination paper for candidates.  
**Note: Any response to a query should be announced to all the candidates.**
- 9.2.6 Reading time (where allocated, normally 5 minutes) is additional to the total time for an examination, and examination conditions operate from the start of reading time. Candidates **must not** commence writing in the answer books during reading time, but may be permitted to write on the scrap paper provided or the question paper itself (unless required to answer on the question paper).

### **9.3 Admission to the examination**

- 9.3.1 Candidates should normally be admitted to the examination room 15 minutes before the start of the examination.
- 9.3.2 Candidates must produce their matriculation card on admission to the examination room. In addition, candidates must complete and sign the signature sheet and/or an attendance slip, as deemed appropriate by the Senior Invigilator. Where candidates are asked to sign attendance slips, the invigilators are asked to ensure that all slips are checked against the signature sheet, to indicate attendance.
- 9.3.3 Matriculation cards should be displayed on candidates' desks throughout the examination.

### **9.4 Late admission of candidates**

- 9.4.1 A candidate who arrives late should be admitted without question during the first half hour of an examination.
- 9.4.2 Admission after the first half hour may only be allowed with the prior permission of the Senior Invigilator **and** the Registry Examinations Officer.
- 9.4.3 No extra time will normally be allowed to a candidate who arrives late for an examination session, unless there are accepted extenuating circumstances. This has to be agreed by the Senior Invigilator **and** the Registry Examinations Officer.

### **9.5 Announcements to candidates before the start of the examination**

- 9.5.1 The following announcements should be made to candidates before the start of the examination:
- a) "Please display your matriculation card on your desk throughout the examination".
  - b) "Only authorised materials should be retained on your desk during the examination. All other materials not specifically allowed in the rubric of the examination paper and all other belongings should be placed at the front of the room. The use of hand held personal technology including smart watches, personal organisers, electronic dictionaries and mobile phones is not permitted. Please ensure that all mobile telephones are switched off and retained in personal bags at the front of the examination room. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted unless expressly authorised by the examiners, as stated on the front cover of the examination paper".
  - c) "Please complete the front covers of the answer books before the start of the examination. You should ensure that you have completed and sealed the fold-down edge to maintain anonymity. You must also ensure that your name is not shown anywhere else on the examination answer book".
  - d) "Please check that you have the correct question paper, and note the duration of the examination".

- e) "Please do not start writing in the answer books during reading time. You can, however, write on the question paper (unless you are required to answer on the paper) or the scrap paper provided during the reading time".
- f) "Any queries regarding the question paper should be raised during the reading time (i.e. the first 5 minutes) with the paper setter. The answer to any query will be announced to all candidates taking the examination".
- g) "Please do not leave the examination room during the first 30 minutes or the last 15 minutes of the examination, other than for personal reasons. If you require to leave the room temporarily, you will be accompanied by an invigilator".
- h) "You will be informed of the time 30 minutes and 15 minutes before the end of the examination".
- i) "Once the examination has been completed, candidates **must** obey the Senior Invigilator's instructions either to remain in their seats until answer books are collected or to leave books on desks"
- j) "Where there are any students who have been allocated extra time, please leave the exam room at the end of the examination quickly and quietly to ensure minimum disruption to the remaining student(s)".

#### **9.6 Procedures in event of evacuation due to a fire alarm activation or other emergency**

In the event of the fire alarms being activated and candidates for an exam being evacuated during an examination, the following action will be taken in line with QMU Fire Regulations:

##### **9.6.1)**

- 9.6.8. On re-admittance to the examination venue, the Senior Invigilator will instruct candidates as to whether or not the examination will be re-started, or has been declared null and void [in line with paragraphs 9.6.6 and 9.6.7 above].
- 9.6.9 The Senior Invigilator will record the disruption on the Senior Invigilator Report so that the examiners can be advised to take this into account when assessing performance.
- 9.6.10



10.3.2