

University Centre Colchester

Examination Procedures

Policy Details			
Policy Owner	Head of UCC Academic Services		
CE Sponsor	Principal and Chief Executive Officer		
Date created this year	03 July 2024		
Version:	Approved by:	Date approved:	To be reviewed:
6.0	College Executive	09 July 2024	September 2027

Version Control

Version Number	Changes from previous 12 months policy
6.0	Policy reviewed and confirmed still current. No material changes made. Policy updated to be reviewed on three-year basis.
	Changes to policy in year

Equality Impact Assessment Tool

Name of Policy: UCC Examination Procedures

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favorably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

EXAMINATION REGULATIONS AND PROCEDURES

1 Procedure for Examination Entry

- 1.1 At the beginning of each Academic Year, each University Centre Colchester (UCC) Programme Leader will be required to identify the examinations which will possibly run during that year (November – July) to the Colchester Institute Exams Office – see Appendix A. This must be completed by the date specified on the grid, which will normally be by the end of October, and submitted to ExamsOfficeColchester@colchester.ac.uk.
- 1.2 The completed grids will be used by the Examinations Office to reserve slots in the exam timetable. Dates, times and locations of each examination will be sent back to Programme Leaders within one month of receipt of the completed grids. Within one month of the response from Exams (but not less than four weeks before the start of the examination period), Programme Leaders must confirm this date, time and location and supply a complete list of candidates, including any candidate special needs (using Appendix B) – which should be submitted via the Examinations Office email address (shown above). Examination papers for any modules at levels 5 or 6, must have been approved by the External Examiner in advance. Examination papers, once produced and given the appropriate cover sheet, must be printed (please always provide a spare copy of each document) and taken to the Examinations Office (T209), no later than two weeks prior to the examination.
- 1.3 Programme Leaders must ensure that candidates are made aware of the date, time and place of all examinations.

2 Attendance and Conduct at Examinations

- 2.1 Attendance at all examinations associated with the approved scheme of study is compulsory and any candidate who fails to present himself or herself for such an examination at the time and place published except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination. Misreading of the examination timetable will not be regarded as 'sufficient cause'.
- 2.2 Late arrival and early departure times will be stipulated for all examinations. Candidates who arrive after the earliest permanent departure time for an examination will not be permitted to sit the examination. For further details please see the Student Guide to UCC Examinations.
- 2.3 Candidates must adhere to all general examination rules and conditions (for full details, please see the Student Guide to UCC Examinations) and familiarise themselves with these prior to the examination.
- 2.4 Invigilators shall have the power to remove any candidate from the examination room for good cause.

3 Cheating

- 3.1 It is an academic offence for a candidate to engage in unfair academic practices or to cheat in any examination, or in any other submitted part of his or her work, whether or not such work is formally assessed. A candidate may be found guilty of an academic offence whether or not there has been intention to deceive; that is, a judgement that serious negligence has occurred is sufficient to determine guilt.
- 3.2 A full list of academic offences and unfair academic practices can be found in the UCC Academic Offence Policy and any allegation that an academic offence has occurred will be processed in accordance with the processes listed in said policy.

4 Candidates requiring Adjustments to Examination Arrangements

- 4.1 Adjustments to examination arrangements must be agreed by UCC Academic Services in advance.

Any adjustment will be based on the UCC Code of Practice on Learning Support and Reasonable Adjustment. Agreed Adjustments are passed on directly to the Exams Department, and where necessary Programme Leaders. If candidates are concerned that adjustments have not been made they should contact UCC Academic Services directly.

- 4.2 All known and/or anticipated student special support arrangements must be notified to the Examinations Office by the Programme Leader via team email address ExamsOfficeColchester@colchester.ac.uk using the UCC Examinations Notification Form (Appendix B) so that appropriate arrangements can be made. If necessary, the Examinations Office will work with the Additional Learning Support team to ensure that appropriate support (e.g. readers, scribes, signers) are made available to students who have evidence of appropriate assessment or medical confirmation.
- 4.3 For unforeseen eventualities, e.g., a broken arm, notify the Examinations Office asap. It is required that a phone call is made to the Examinations Office to back up any emails sent, to ensure that the team are aware of any additional requirement.
- 4.4 The member of staff invigilating should not draw attention to the fact that a candidate with assessment adjustments will remain in the examination room, to ensure that a candidate's condition is not disclosed to other candidates.
- 4.5 **Extra time in exams and course tests:**
Extra time is defined as additional working time and a candidate's adjustment will specify the number of additional minutes to which they are entitled per hour of exam or course test. Extra time is calculated from, and added to, the standard duration of the exam or course test. For example:

Standard exam/course test duration	Example assessment adjustment	Extra time duration	Amended exam/course test duration incl. extra time
2 hours	Extra time at a rate of 15 minutes per hour	30 mins	2 hours, 30 mins
3 hours	Extra time at a rate of 15 minutes per hour	45 mins	3 hours, 45 mins

- 4.6 The standard rate that extra time is calculated is 25%. Higher rates can be awarded in exceptional circumstances but require the request to be accompanied by a DSA Needs Assessment where a recommendation specifies the higher rate.
- 4.7 **Supervised Rest breaks in exams and course tests**
Rest breaks are offered as an adjustment for a wide variety of reasons but must be for a valid reason that requires time away from an examination paper but without losing time. Please be aware that this is not additional working time.
- 4.8 When candidates require time away from their paper without losing time, they must raise their hand to gain the attention of the Invigilator who will record the time the rest break starts. Candidates must not work on their paper during rest break time; it **must** be closed.
- 4.9 If a candidate needs to leave the exam room as part of the reason for taking their rest break, they **must** be supervised at all times. Certain activities are not permitted such as visiting a vending machine/the smoking shelter.
- 4.10 When the student is ready to carry on with their exam paper, the Invigilator will record the time, and then add the difference in time from the rest break to the original finish time.
- 4.11 Candidates may take a rest break at any point during their exam or course test. Their full allocation of rest break time for an exam or course test is available to them at any point, it is not offered in

increments per hour, and how they manage their rest break time at their discretion. There is no obligation on candidates to use rest breaks or to use their full allocation.

4.12 There may be occasions where a student is permitted both extra time and rest breaks. At the beginning of the exam, the invigilator will work out the student's finish time (including the extra time allowance), then will adjust the finish time if the student makes use of permitted supervised rest breaks.

4.13 Use of a computer:

If a candidate's assessment adjustment allows for the use of a computer they will be provided with either a laptop or desktop PC.

4.14 With the exception of online and Moodle based exams and course tests, and some open book assessments, the use of the internet is strictly prohibited and access will be restricted.

4.15 Use of scribe:

If a candidate's DSA needs assessment recommends a scribe for examinations they will be allocated one for each exam and course test. The scribe can write by hand or on a computer, or a combination of the two, and this should be agreed and confirmed to the Exams Office prior to the examination or course test.

4.16 Unless the candidate's adjustment permits the use of a computer, they will not be allowed to type their own work and may only make simple edits to work typed by their scribe. The definition of simple edits includes amending punctuation and spelling and amending or adding individual words or short phrases, more extended corrections or additions should be dictated to their scribe or written by hand.

4.17 The scribe can only transcribe the information which the candidate dictates to them. Grammar and punctuation, such as paragraph breaks, full stops and commas, should be dictated alongside the content of the answers. If the candidate is unable to do so for themselves, a scribe may also draw diagrams, maps and graphs according to the candidate's instructions. The scribe is permitted to read back the work they have transcribed.

4.18 Use of a reader:

If a candidate's DSA needs assessment recommends a reader for examinations they will be allocated one for each exam and course test. The reader is permitted to read out any written information provided as part of the exam or course test, for example the exam or test paper, diagrams and answer grids and booklets, as well as reading back any work which the candidate produces. They cannot offer definitions of words or terminology or comment on the content of a paper or on the candidate's answers. The candidate is responsible for prompting their reader as to what to read and when, and can ask them to re-read information if they require.

4.19 Use of a scribe and a reader:

Where a candidate has an adjustment for the use of a scribe and a reader, a single person will fulfil both roles.

4.20 Candidates with physical difficulties must be notified to the Examinations Office on the initial UCC Examinations Notification Form (Appendix B) so that appropriate arrangements can be made.

5 Examination Administration, Marking and Notification of Results

5.1 Before any examination commences, candidates will be reminded of the key rules governing that examination by the Invigilation team. A standard script for all HE exams is included as Appendix C.

5.2 During the examination, the invigilator will check candidate IDs and produce a seating plan for that examination. They will also complete two registers; one of which records candidate names and numbers and one contains numbers only. At the end of each examination, the scripts will be collected by the invigilator. These will be placed in register order with a copy of the numbers-only register. They will then be returned to the Exams Office ready for collection by the staff member

marking that examination and a signature will be taken from the member of staff taking the scripts. A signature will always be required on handing over the scripts.

- 5.3 All examination papers are marked blind. Candidate names must not appear on any part of an examination script, unless completely concealed to the marker. Candidate IDs – as they appear on a candidate's ID badge (manually added, or in barcode form) must appear on each examination paper.
- 5.4 Examinations are subject to the individual validating bodies Internal Verification and Marking policies which can be found at <https://www.colchester.ac.uk/ucc/ucc-policies-and-procedures/>

Appendix A: Grid used to record examination requirements each Semester (to be issued in the form of a spreadsheet)

Centre of Study

Programme

Course Code(s)

Examination Period

Year of Study	Level	Module Title	Module Code(s)	Type of Examination / Special Features*	Suggested or approx date of exam	Duration	Approx no of candidates	Staff member preparing paper	Staff member first marking paper	Support office for delivery of scripts	Any Additional Information/ Comments

* In this column, please state if the paper is multi-choice, open book, requires PCs etc. If left blank it will be assumed that this is a conventional written examination

Appendix B

Examination Notification Form

Centre of Study	
Programme	
Course Code(s)	
Year of Study	
Level	
Module Code(s)	
Module Title	
Approx Number of Students # (List of names & ID's MUST be provided 4 weeks prior to the exam date)	
Module Tutor (Responsible for writing the QP)	
Marking Tutor + Support Office (for collection of scripts -must be signed for)	
Type of Exam: (if left blank it will be assumed is a conventional written exam) Open/Closed Book / PC Based / Multi-choice	

Permitted texts (if Open Book) (Full details please)	
Required Materials / Equipment	
Reading Time Yes/No (Full details if YES)	
Other Instructions / Comments (Please also note here if you have any learners with physical difficulties)	
Preferred Date/Time (9.30hrs or 14.00hrs) *	
Duration	
Details of HE teaching rooms available during assessment week(s)	

Please complete a separate form for each and every module on your programme and return them to Exams as soon as possible (ideally by 7th October). ExamsOfficeColchester@colchester.ac.uk

The list of candidates/ID numbers for each module must be provided at least 4 weeks prior to the exam and ideally should accompany the question paper, but estimated numbers are required as soon as possible to assist exams with scheduling sessions

When e-mailing the form, please send to 'ExamsOfficeColchester' not a named individual in the Exam team.

Name _____ (caps) Signature _____ (Programme Leader) Date _____

Appendix C

INVIGILATORS' ANNOUNCEMENTS

Standard information to be provided verbally to candidates, before the start of each examination.

AT THE BEGINNING OF THE EXAMINATION THE INVIGILATOR WILL MAKE THE FOLLOWING ANNOUNCEMENTS:

- Any breaking of the examination rules will be reported and may make your examination null and void, so please listen carefully, even if this is not your first examination.
- You are now in the Examination Room and you must not speak or try to communicate with anyone. If you need help, please raise your hand and an invigilator will come to you.
- All bags, coats, audio equipment (switched off) & pencil cases must be left at the front of the room.
- Only writing equipment, permitted materials plus your ID should be on your desk.
- During the examination we will be coming round to complete the Register and Seat Plan.
- Please place your College ID where we can see it.
- Food and drink are not permitted. Bottled still water is the only exception and must be kept under your desk/chair (with all labelling removed).
- Please ensure that your mobile phone is switched off and that you have put it where we have asked you to. **DO NOT LEAVE IT IN YOUR BAG/POCKET.**
- If you are wearing a **wristwatch**, you must remove it and place it where we have asked you to. This includes Fitbits.
- The fire exit is <point out>. In the unlikely event of the fire alarm sounding (alarm bell rings continuously), please stop working, close your paper, remain seated, and wait for instructions from the invigilator. You must remain supervised at all times and must not communicate with anyone other than the Invigilators.
- Calculators and Dictionaries are permitted only if specified in the rubric (front page). (Bi-Lingual dictionaries may be permitted but only if approved as part of Individual Examination Arrangements).
- You must use black or blue biro (unless otherwise specified in the rubric).
- Rough paper is not permitted. All rough work must be done in the exam booklet and crossed through.
- Please check your pockets now.
Make sure that you do not have any unauthorised material such as notes, books, papers, iPods, iWatches, watches with a data storage device and mobile phones. *You must ensure that all items are turned off, especially any alarm facility that might be set.*

If you have any unauthorised items in your possession, you must hand them in to an invigilator now, please raise your hand.

- Failure to do so may lead to disqualification.
- If you have been granted additional time as part of Individual Examination Arrangements, your finish time will be noted on your desk.
- You may not leave during the first 55 minutes or the last 30* minutes of the examination. (*If the duration is less than 1h15m, students may not leave until the end).
- Time checks will be announced to indicate the last 30, 15 and 5 minutes of the examination.
- At the end of the examination, your script will be collected. You **must** remain seated until you are given permission to leave. You must not speak until you have left the room as other people may still be working.
- Do not open the Question Paper but please read through the rubric (information on the front page). Enter your Student ID number (SID no.) **only** on the front of the answer booklet/paper - and also on any additional/specialist paper as you go along.
- At the end of the exam you will be told to stop writing and pens **must** be put down. No extra time will be given for filling in the answer booklet at the end.
- We will go by the time on this clock. (point to clock)
- The examination is scheduled to start at <quote> and finish at <quote> ...

YOU MAY NOW BEGIN

AT THE END OF THE EXAMINATION

- You must stop writing **NOW**.
- Make sure that you collate and secure with the treasury tag all necessary papers ready for collection.
- Indicate on the front cover of your exam script, which questions you have answered and check that you have included your SID number (student ID) on each separate sheet, including any additional paper/graph paper.
- Remain seated quietly until **all** the exam papers have been collected and you are told you may leave. You may NOT take the examination question paper with you when you leave the examination room.
- When you leave, please remember to collect all of your belongings and do so quickly and quietly. **Remember there may be other students who are still sitting exams**