

1. Principles and scope

- 1.1. The purpose of this Policy is to provide information on Regent's University London's expectations regarding conduct and responsibilities in relation to examinations ("exams"). This includes the action to take where conduct falls short of the expectations.
- 1.2. Unless specified in an assessment brief, this Policy applies to both formative and summative exams.
- 1.3. This document aims to clarify operational processes and considerations related to exams. This Policy should be read and understood by all staff involved in creating and delivering exams, and all students undergoing exams.
- 1.4. The applicability of this Policy under Regent's University London's Collaborative Provision arrangements is detailed in Schedule A.

2. Definitions

- 2.1. "Exam" is the test of a student's knowledge or proficiency in a given subject or skill under controlled circumstances. These are known as exam conditions (see below). Exams can be formative or summative and open or closed book:
- 2.2. An "open book exam" permits the use of specific resources such as:
 - a) prior knowledge of exam questions
 - b) prepared notes
 - c) textbooks
 - d) use of the internet
 - e) AI or other tools specified in the assessment brief.
- 2.3. A "closed book exam" prohibits or restricts the use of resources such as:
 - a) prepared notes
 - b) textbooks
 - c) use of the internet (including AI)
 - d) dictionaries
 - e) Scientific calculators.
- 2.4. "Student" is an individual currently enrolled at the University, including study abroad, and is not subject to any restrictions such as an Interruption of Studies or a Short-Term Suspension.
- 2.5. "Exam Conditions" are the rules that define how the exam should be conducted and can vary from exam to exam. These conditions can include but are not limited to the time limits of the exam, requiring silence during the exam, and/or the prohibition of using electronic devices and/or texts. Specific information regarding the exam conditions should be included in the assessment brief. Any attempt to interfere with the specified exam conditions such as intentionally causing a disruption or unauthorised talking may constitute exam misconduct.
- 2.6. An "Invigilator" is a member of University staff in attendance within the exam location that carries out the duties identified below. An Invigilator must be present in every on-campus location where an exam is being held. Exams involving 30 or more students in one room require a Chief Invigilator to be identified. The Chief Invigilator is responsible for the overall conduct of the exam to ensure exam conditions are upheld and for completing the invigilation report (see below).

- 2.7. "Exam station" is the individual place in which the student takes the exam. This is normally a desk and chair in an exam hall, a university computer station, or a workspace at the student's home.
- 2.8. "Online exam space" is the digital portal in which online exams and materials can be accessed. This can be used for both in-person open book exams where computers are required or for online exams taken remotely.
- 2.9. "Cheating" is defined as an attempt to gain an unfair academic advantage, whether or not the attempt is successful. This may include (but would be further defined in the assessment brief as):
 - a) Observed or being in possession of prohibited or unauthorised material or equipment under exam conditions.
 - b) Breaking the exam conditions e.g. talking when not permitted or passing notes.
- 2.10. "Searches" are a reasonable action to ensure that you are not in possession of any prohibited or unauthorised material during an exam. Searches are strictly non-contact and must be proportionate to determine there is no unauthorised material in your possession. You have a right to choose to be searched by a male or female member of staff and to request the search is conducted in a private space.
- 2.11. "Search on entry" occurs after you have stored your belongings and involves you being asked by an invigilator to show all of your pockets are empty, and to roll up your sleeves to show you are not wearing any smart watches, as well as revealing your ears to show you are not wearing earphones or similar. Items such as water bottles and pens will be inspected to ensure labels have been removed
- 2.12. "Focussed search" occurs after an exam has begun where suspicious behaviour has been identified that may indicate cheating has occurred. Such searches need to be proportionate to the suspicious behaviour. E.g. it would not be a proportionate search if you were observed reading material in your pencil case but asked to remove your shoes. The period of the exam is not extended in the event a focussed search is carried out.
- 2.13. "Exceptional Circumstances" are defined as temporary events out of your control that prevent you from completing your assessment but do not usually prevent you from completing your course. Full details are found in [Academic Regulations: Exceptional Circumstances](#).

3. Responsibilities and expectations

- 3.1. We will (where relevant):
 - a) Provide a comprehensive assessment brief explaining the exam conditions.
 - b) Ensure all exam questions and papers are correct and accurate and have been verified by the relevant External Examiner.
 - c) Ensure that exam spaces are booked within a timely manner that meet the required exam conditions.
 - d) Inform you of the time and location of your exams within good time. This is normally within a minimum of 7 working days before the exam is due to take place.

- e) Notify you of any changes to the time and location of the exam at the earliest opportunity via email and/or the BlackBoard Virtual Learning Environment (VLE).
- f) Provide exam invigilators to ensure the exam conditions are met.
- g) Provide the required resources for the exam. E.g. exam questions and answer booklets, and/or appropriately equipped exam stations.
- h) Keep all completed exam papers confidential and store them securely according to GDPR and OfS requirements.
- i) Ensure that marking of exams is fair, impartial, confidential and subject to our usual moderation process.
- j) Provide reasonable adjustments, where agreed at least 5 working days in advance, to students who require them.

3.2. You will:

- a) Read this policy in full alongside the Academic Regulations: Academic Integrity and Misconduct, Academic Regulations: General Misconduct, and Academic Regulations: Exceptional Circumstances.
- b) Read the assessment brief for each exam and familiarise yourself with the exam conditions for each individual exam.
- c) Attend all required exams, arriving in a timely manner in accordance with the assessment brief.
- d) Regularly monitor your student email and Blackboard profile to check for changes to the exam conditions and/or location.
- e) Ensure that you have access to any exam resources and equipment needed to successfully complete the exam and notify your module leader at the earliest opportunity of any issues.
- f) Notify your module leader of any reasonable adjustments within a timely manner as defined below.
- g) Carry your student ID card with you at all times during an exam as this will be verified by invigilators.
- h) Abide by instructions from University staff members.

4. Exam Spaces

- 4.1. All exam spaces must be appropriate and conducive to the exam conditions specified in the assessment brief.
- 4.2. In-person exams should be planned around scheduled fire drills and building maintenance and should take place in a location with minimum noise and distractions such as heavy foot traffic. Proximity to toilets should also be considered in choosing the exam space, to ensure that invigilators are able to appropriately manage requests during the exam.
- 4.3. Where used, exam stations should be positioned to minimise disruption during and leaving the exam venue, and to ensure no exam misconduct.

5. Exam Assessment Briefs

- 5.1. All exam assessment briefs should include as minimum:
 - a) Whether the exam is online or in-person.
 - b) The time and location of the exam.
 - c) How to access the online exam space (where relevant).
 - d) The exam duration.

- e) Whether the exam is open or closed book.
- f) Which resources or tools are permitted for use during the exam.
- g) Whether students are permitted to leave early if they have finished their exam.
- h) Any other information relevant to the exam, location, or timings.

6. Invigilators

- 6.1. We will provide Exam Invigilators for all in-person exams to maintain exam conditions. In the case of closed book exams there should normally be a minimum of two invigilators per 40 students and in the case of open book exams, a minimum of two invigilators per 20 students should be provided.
- 6.2. Invigilators are responsible for maintaining exam conditions with actions such as, but not limited to:
 - i) Preparing the exam environment.
 - a) Handing out, collecting and ensuring safe storage of physical exam papers
 - b) Searching students for prohibited items.
 - c) Escorting students to and from the toilet.
 - d) Monitoring the conduct of students during the exam.
 - e) Taking appropriate action in cases of suspected exam misconduct, ensuring minimal disruption for other students.
- 6.3. Invigilators must complete an invigilation report for every exam that includes the following:
 - f) The precise start time of the exam.
 - a) Any disruption that resulted in a delay or an extension to the exam time.
 - b) Any focussed searches carried out and any materials confiscated.
 - c) Any suspected exam misconduct. N.B. A note must be made on the exam script and/or in the invigilator report, clearly indicating when the alleged misconduct was identified and any materials confiscated (as relevant). This is to allow any Academic Misconduct investigation to clearly identify where an academic advantage may have occurred.
 - d) The precise time the exam ended.
 - e) The names of all invigilators present, and identification of the Chief Invigilator where relevant.

7. In-Person Exams

- 7.1. You must arrive at the exam space between 10 and 30 minutes before the exam is due to start (time as specified in the assessment brief) to prevent any delays in beginning the exam or disturbances during the allotted exam time. If you are late, e.g. you arrive less than 10 minutes before the start of the exam or any time after the exam has started, you may not be permitted to sit the exam. In this case a mark of 0 non-submission will be added to your student record, and you will be required to resit or retake the exam at the next available opportunity with your mark capped at the pass mark.
- 7.2. You will normally be required to leave possessions in a secure location in the exam space and will only be permitted to bring the resources or tools allowed by the exam brief to your exam station.

- 7.3. Before being permitted to take your place at your assigned exam station, you may be subject to a search on entry by an invigilator by completing actions such as turning out your pockets and rolling up long sleeves to prove that you do not have possession of any prohibited items.
- 7.4. Where an open book exam has restrictions on the volume of notes that are permitted, an invigilator can ask to inspect your notes to ensure your compliance with the exam conditions.
- 7.5. If you refuse to be searched and/or have your resources inspected in line with this policy, your refusal will be noted in the invigilators' report and you may be referred to the Academic Regulations: General Misconduct for failing to comply with a reasonable instruction.
- 7.6. All labels must be removed from water bottles and water bottles and pencil cases must be transparent. No other food or drink is permitted in the exam space, unless required as an agreed reasonable adjustment.
- 7.7. If you are found to have possession of prohibited items before you have taken your seat at your exam station, you will be required to place them in your bag to ensure you do not have access to them during the exam. This will be noted in the invigilators report.
- 7.8. If you need to go to the toilet during the exam, you will need to inform one of the invigilators, who will accompany you and wait outside the toilet. You may be searched again by the invigilator upon re-entering the exam space. One invigilator must always be present in the exam space.
- 7.9. Unless specified otherwise in the assessment brief, you must remain at your exam station until the end of the allotted exam time regardless of if you have finished your exam.
- 7.10. If the assessment brief permits early departure from the exam space, you must raise your hand and wait for the invigilator to dismiss you. After being dismissed, an invigilator may escort you to collect your belongings and out of the exam space.
- 7.11. All exam papers, and scrap paper (whether or not used) and resources must be handed to the invigilators before you leave your exam station.

8. Online Exams

- 8.1. You must log into the online exam space before the exam is due to start as specified in the assessment brief. If you are late, e.g. you arrive less than 10 minutes before the start of the exam or any time after the exam has started, you may not be allowed to access the online exam space, a mark of 0 non-submission will be added to your student record, and you will be required to resit the exam at the next available opportunity with your mark capped at the pass mark.

- 8.2. Depending on what is specified in the assessment brief, your computer activity and resources you access may be monitored during the allotted exam time.
- 8.3. If you are found to be in breach of the assessment brief, you will be referred to the Academic Regulations: Academic Integrity and Misconduct.

9. Reasonable Adjustments

- 9.1. We endeavour to make reasonable adjustments (where known) to support you to attend and engage with your exams. These adjustments may include but are not limited to:
 - a) Specified seating or positioning within an exam space
 - b) A separate exam space
 - c) Extra time to complete exams
 - d) A Sign Language Interpreter
 - e) Audio described or braille exam papers
 - f) A transcriber
 - g) Regular breaks
 - h) Delayed entry or early departure.
- 9.2. Normally, requests for reasonable adjustments should be submitted a minimum of 5 working days before the exam. However, to increase the likelihood of your adjustments being granted, you should make your request at the earliest opportunity possible. E.g. when the exam assessment brief is released.
- 9.3. If your adjustments require you to be placed in a separate exam space, an invigilator will be present in the room during the allotted exam time.
- 9.4. We will not put adjustments in place where they are unreasonable. For example, if the adjustment places you at an academic advantage or is prohibited by a professional, statutory or regulatory body.
- 9.5. Non-attendance of exams is not considered a reasonable adjustment.

10. Exceptional Circumstances

- 10.1. If you are experiencing Exceptional Circumstances (as defined above) before the exam, you must make a request for a deferral of the assessment as normal via the form on the StudentHub according to the Academic Regulations: Exceptional Circumstances. Per the regulations, you will receive an answer from the Exceptional Circumstances Panel within 5 working days. If your request is upheld, the assessment will be deferred to the resit submission opportunity to ensure fairness in the exam conditions.
- 10.2. If you experience Exceptional Circumstances on the day of the exam or during the exam, you will need to make an Exceptional Circumstances request at the earliest opportunity and provide proof as to why you were unable to make your request earlier.
- 10.3. If you feel unwell during an exam and cannot continue, you must inform one of the invigilators so this can be included in their invigilation report. The report

can then be used as third party evidence to support your Exceptional Circumstances request.

- 10.4. If there are unforeseen widespread circumstances before the exam that are independently verifiable and seriously impact transport routes to the exam e.g. adverse weather conditions or travel route closures, you may be granted an automatic deferral by the Casework Team without having to make an Exceptional Circumstances request. In such circumstances we may postpone the exam and circulate notices as set out in the assessment brief e.g. Blackboard notice, website update, or an email to your student email address. Your module leader will inform you of the next opportunity to take the postponed exam in such circumstances.
- 10.5. If there are circumstances that occur during the exam that delay or interrupt the exam e.g. the building is evacuated due to a fire alarm, or a medical emergency occurs, extra time will be added on to the end of the exam to compensate for the delay. If the exam is delayed by longer than one hour, the exam may be stopped. In these circumstances all students will be granted an automatic deferral.
- 10.6. If the exam space needs to be evacuated during the allotted exam time, exam conditions e.g. remaining in silence must remain in place for the duration of the evacuation. The invigilators will be expected to remain with and monitor the group of students during the evacuation to ensure continued compliance with the exam conditions.
- 10.7. Personal technical difficulties are not considered exceptional (Academic Regulations: Exceptional Circumstances) unless caused by faulty equipment/software provided by the University.

11. Schedule A

This Policy (set out above) applies to Regent's University London provision delivered directly at Regent's University London. This Policy does not apply to students studying with the University's collaborative partners. Students should refer to the collaborative partner's regulations or policies for the applicable equivalent regulations.