

## Chapter 4

### Regulations for candidates sitting internally set De Montfort University examinations

Please note, there may be some examinations that will be sat online and remotely, in which case these regulations still apply. However, Students are to refer to specific guidance for taking examinations remotely. Exam guidance can be found [on the DMU website](#).

#### 1. Instructions to all candidates who are sitting a face-to-face exam

##### 1.1 Candidates must:

- 1.1.1 Ensure that they know the date, time and location of all examinations which they are required to sit, including keeping track of changes to the published schedule;
- 1.1.2 Arrive at the examination room at least 20 minutes before the start of the examination;
- 1.1.3 Note that if a candidate is absent from an examination a mark of zero will be awarded unless a deferral for that examination has been granted <sup>1</sup>.
- 1.1.4 Read carefully the instructions on the examination paper and the examination answer book;
- 1.1.5 Note that the University reserves the right to schedule examinations and assessments on any day or time of the week, including weekends.

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<sup>1</sup> The procedure for requesting deferral in an examination is explained in Chapter 5 of these Regulations.

- 1.2 Candidates are reminded that it is an academic offence to commit any act which is intended to modify or evade, in an unauthorised manner and by unfair means, the conditions of assessment specified by the University. Chapter 4 of the General Regulations and Procedures Affecting Students deals in detail with academic offences. The regulations relating to examinations prohibit any attempt by a candidate to complete their examination script by unfair means, or to communicate with any other candidate in the examination room (including copying from any other candidate's script, allowing their own script to be copied, and passing material to or receiving material from any other candidate).
- 1.3 No candidate shall attempt to complete their script by unfair means, or communicate with another/others inside or outside the examination room.
- 1.4 Candidates' behaviour should respect other candidates' rights to an examination environment free from unnecessary distraction or disturbance at all times.
- 1.5 Where it has been established in accordance with approved procedures that a candidate has cheated or otherwise committed an academic offence as outlined in Chapter 4, the candidate may be failed for all or part of the assessment and may also be excluded from the University.
- 1.6 Candidates are required to produce their University ID Card at every examination which they take. Candidates should place their cards on their examination desk for inspection by an invigilator.
- 1.7 Candidates must bring their own pens, pencils, including spares and ruler, and may use drawing instruments. These materials may only be brought into the examination room in clear bags/cases. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the rubric of the examination paper. Invigilators do not provide Students with stationery.
- 1.8 Candidates may not bring into the examination room any electronic device unless approved in advance. This includes mobile phones, smart watches, fitness trackers, earphones or ear pods, and any data storage or internet enabled device. All unapproved electronic devices must be switched off and placed in the plastic bag provided on the exam desk and then placed on the floor under the exam desk. For the purposes of this regulation, examinations shall include any formally assessed session, including, for example, assessed laboratory sessions.

- 1.9 The University reserves the right to implement security processes, such as the use of a hand-held metal detector, to confirm the absence of such devices.
- 1.10 Non-compliance with this regulation will be regarded as an academic offence and will be dealt with under the Academic Offences Regulations ([Chapter 4 of these Regulations](#)).
- 1.11 Unless specifically prohibited, a candidate may use an electronic calculator which performs the usual arithmetic functions (addition, division, calculation of percentages, etc).
- 1.12 Except where specifically provided for in the rubric of a particular examination paper, a candidate may not use a programmable calculator which can store textual information or formulae. Where such devices are found invigilators will require the calculator memory to be cleared and reset and the matter will be reported to the Faculty Academic Practice Officer, as per [Chapter 4 of these regulations](#).
- 1.13 As a general rule, invigilators will ask Students to hand in calculators with a full alphabet face unless the rubric specifically allows for their use.
- 1.14 Possession by a candidate of a programmable calculator or any kind of dictionary, where this is not allowed in the rubric, will be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means, and will be dealt with as an academic offence under the University's regulations.
- 1.15 If any candidate brings into the examination room any notes, drawings, tracings or books (including electronically stored information), other than those which may be specifically permitted by the particular rubric of the examination, it is the responsibility of the candidate to give them up to an invigilator, or otherwise remove them from their person (including clothing), desk and/or vicinity of their desk before the commencement of the examination.
- 1.16 Possession by a candidate of any unauthorised material (which is defined as material not expressly permitted within the examination room) during the course of an examination will be dealt with as an academic offence under the University's regulations.

- 1.17 Candidates should note that invigilators do not have to be satisfied that a candidate has used or attempted to use the unauthorised material. The mere possession of that material is sufficient for the candidate to be charged with an academic offence.
- 1.18 Candidates may not bring into the examination room a text or electronic dictionary of any kind, except where specifically provided for in the rubric of a particular examination paper.
- 1.19 Invigilators will have access to a standard, University approved, English dictionary. Candidates are permitted to request sight of that dictionary to check the meaning of a word. Candidates may bring a drink into the examination room in a container with all labels removed. Small items of food are permissible if authorised by the invigilator (i.e. packets of mints/sweets). These must be in a clear container, and must have minimal impact on the examination environment and other examination candidates.
- 1.20 No candidates may enter the examination room until authorised to do so by the principal or senior invigilator.
- 1.21 No candidate is allowed to enter the examination room later than fifteen (15) minutes after the start of the examination. This timescale applies to all examinations, regardless of their duration.
- 1.22 Candidates are allowed five minutes reading time before the start of the examination to read and check their papers. Invigilators will announce when this time starts.
- 1.23 Before the end of the examination, candidates are advised to complete the cover sheet of their answer book with their name (or candidate number if applicable), programme, subject and level of examination, date of the examination and details of the campus and room where the examination is taking place and their own seat numbers. However, candidates may not write notes or write in their answer books until the principal or senior invigilator announces that they may start to do so.

- 1.24 Candidates must use only the approved examination stationery. Rough work must be completed on the approved stationery and handed in with the worked script. Candidates may not bring blank paper into the examination, even if it is classed as an open book examination. Candidates may not remove any examination answer book or any part of any examination answer book from the examination room.
- 1.25 Except where otherwise stated on the question paper, all answers must be written in English. All answers must be legible to the markers; otherwise a fail mark will be recorded. Candidates must carefully follow exam instructions; markers will only consider answers that adhere to the exam rubric and will mark answers in the order they have been written.
- 1.26 If a candidate wishes to ask a question, they must raise a hand and wait until an invigilator is able to attend to them.
- 1.27 A candidate wishing to leave the examination room temporarily must first obtain the permission of the invigilator. Such requests will not normally be prioritised in the first hour of the examination.
- 1.28 No candidate shall withdraw from the examination until it has been in progress for at least one hour, and then only with the permission of the invigilator, to whom the candidate must personally hand their script. This timescale applies to all examinations, regardless of their duration.
- 1.29 Any candidate who leaves the examination room without the permission of an invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room.
- 1.30 To avoid disturbance to others, candidates may not leave the examination room during the last fifteen minutes of the examination.
- 1.31 No candidate shall continue writing after the principal or senior invigilator has announced the completion of the time allowed for the examination, except, with the permission of an invigilator, to complete the information on the cover of the answer book.

- 1.32 At the end of the examination, candidates must remain seated, in silence, until all scripts have been collected by the invigilation team.
- 1.33 Any candidate who is suspected of contravening any of the above regulations will be so advised by the principal or senior invigilator who will endorse their script and inform the candidate whether they may continue with the examination.

## **2. Individual examination conditions**

- 2.1 This provision applies to all Students studying at De Montfort University, Leicester.
- 2.2 Students studying at partner institution's must follow their own institution's procedures and should contact the Higher Education Coordinator for advice in the first instance.
- 2.3 Students taking examinations which are governed by the regulations of professional or external awarding bodies may need to meet different criteria in order to qualify for special examination conditions. The University will comply with any relevant professional requirements or guidelines.
- 2.4 Students who become ill or sustain an injury shortly before the examinations are due to take place are advised to seek a deferral of assessment, [see Chapter 5 of these Regulations](#).
- 2.5 Students requiring individual arrangements for formal written examinations should bring these to the notice of the University as early in each academic year as possible. The application process may involve referrals to third parties and/or the submission of relevant evidence and/or specialised support (refer to section 2.8) so can take some time to complete. Individual arrangements are not automatically transferred to the University from previous institutions. Please contact Disability Advice and Support or the Mental Health Inclusion team.

- 2.6 The deadline for completion of the application process for the May examination period for Students on standard undergraduate programmes is published on the [Examinations webpage](#). For other examination schedules the deadline is six weeks before the date of the examination(s) for which the Student is seeking individual conditions for Students on nonstandard programmes, for example postgraduate, Nursing and Midwifery programmes or some apprenticeships. It is the student's responsibility to complete the application process within the deadlines. The University will not be able to make arrangements for individual conditions where applications are submitted after these stated deadlines.
- 2.7 Students requiring Individual exam arrangements must participate in an assessment of need with Staff in Student Welfare. Recommendations will then be made to Registry Services.
- 2.8 Further advice is available via [The Student Gateway](#).
- 2.9 Individual conditions may be granted for those disabilities as defined by the Equality Act 2010. The University will consider making reasonable adjustments for Students who have a health or medical condition which is likely to be of a shorter duration, and therefore not meet the Equality Act definition of disability.

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