

# Exam Regulations – Instructions for Students

2.3 October 2019

---

## Contents

1 Instructions.....	2
2 Policy on the use of calculators in examinations .....	3
3 Policy on the use of dictionaries in examinations.....	4
4 What to bring and what not to take to an examination.....	4
5 Notice to Candidates.....	5
6 Creation and Revision History.....	6

# 1 Instructions

The purpose of these rules is to both provide suitable working conditions for all candidates, and to prevent any candidate from gaining unfair advantage. Candidates are warned that any attempt to gain such an advantage, either by contravening these rules or by any other means, may carry severe penalties such as the cancellation of the candidate's examination papers.

- 1.1 Candidates for examinations are responsible for noting correctly the times and places of their examinations.
- 1.2 In the event of illness or other personal emergency at the time of the examination, candidates are advised to sit the examination and report the circumstances to their Module Leader or Programme Manager. Candidates too ill to attend the examination must go to the University Medical Centre or, if too ill to do so, inform the Medical Centre. Candidates absent from an examination will need a completed University medical certificate from the Medical Centre.
- 1.3 Under no circumstances may a candidate enter the examination room more than 30 minutes after the examination has begun, or leave it until 30 minutes of the examination period has elapsed. At other times during the course of the examination candidates may leave the examination room only with the prior permission of an invigilator, and under supervision. Candidates must also sign out and in if they visit the toilet during an examination.
- 1.4 Candidates may not leave the examination room in the last 15 minutes of the examination.
- 1.5 If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible.
- 1.6 Personal effects such as briefcases, bags, coats, hats, caps and jackets may not be taken into the examination room.
- 1.7 Candidates are not permitted to have mobile phones, MP3 players, smart watches or any other electronic/audio/digital devices with them during the examination. These items should be left in the designated area. Mobile phones must be switched off and left in the bag handed to the invigilator in the room.
- 1.8 No books or writing paper may be taken into the examination room unless specifically provided for a particular examination paper.
- 1.9 Cheating in an examination, course test or in a coursework assessment is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):
  - Communicating with another/others in an examination or course test.
  - Commissioning or otherwise allowing another person to pass himself/herself off as the candidate.
  - Impersonating another candidate.
  - Possession of, access to and/or use of any unauthorised materials in examinations and course tests such as, but not restricted to, notes, texts, mobile phones, visual or audio material.
  - Continuing to write in examinations and course tests after candidates have been instructed to stop.
- 1.10 Cheating is a serious offence. Where there is reasonable suspicion of cheating in a course test or examination, the invigilator(s) may ask the candidate one or more of the following:
  - Empty pockets of all contents and turn pockets inside out.
  - Remove outer items of clothing.
  - Pull back long hair to reveal ears and/or neck.
  - Roll up sleeves or trousers.

- Remove socks and shoes.
- 1.11 If a student is suspected of cheating or fails to comply with a requirement as set out above, invigilators will immediately inform the Academic Support Team of the fact, confiscate any unauthorised materials and mark the answer booklet with the time at which the suspension occurred.
  - 1.12 All cases of suspected cheating will be referred to the UEA Assessment Office.
  - 1.13 Candidates are forbidden to communicate with anyone except an invigilator during the examination.
  - 1.14 Whilst completing the slip and front of the answer booklets, it is very important that the student listens to the lead invigilators announcements. There may be specific instructions about the way the exam answers need to be written.
  - 1.15 The lead invigilator is in charge of the exam and will offer a final chance for students to check they do not have anything in their possession that they should not (e.g. mobile phone, MP3, notes, smart watch, any other electronic device).
  - 1.16 Answers to questions must be written legibly, in ink, unless otherwise specified. The examiners may award a mark of zero for any answers deemed to be illegible.
  - 1.17 Candidates who do not wish to hand in an answer book at the end of the examination must report this to the head invigilator.

## 2 Policy on the use of calculators in examinations

- 2.1 For some examination papers electronic calculators may be used under the following conditions:
  - The calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities.
  - The calculators shall be subject to checking by the examination invigilators.
  - Candidates are entirely responsible for the working order of their calculators.
  - Candidates must show on each answer book the type of calculator, if any, used in answering the questions.
- 2.2 List of University approved scientific electronic calculators:

- Sharp EL-531 Range – any version
- Casio fx-83GTX
- Casio fx-85GTX
- Casio fx-83ES
- Casio fx-83MS
- Casio fx-83WA
- Casio fx-85ES
- Casio fx-85MS
- Casio fx-85WA
- Casio fx-83GTPLUS
- Casio fx-85GTPLUS



### 3 Policy on the use of dictionaries in examinations

3.1 Candidates may use a dictionary in any examination except:

- In an English language test/exam.
- When the use of dictionaries has been prohibited.

3.2 Permitted dictionaries:

- Paper-based (no electronic dictionaries).
- Simple translations (from English to a foreign language, foreign language to English).
- Without definitions.
- Without notes or annotations.

3.3 List of University approved simple translation dictionaries:

- Berlitz Compact
- Berlitz Pocket
- Collins Gem
- Collins Pocket
- Langenscheidt Universal
- Oxford Pocket
- Oxford Mini
- Oxford Compact



3.4 All dictionaries will be checked in each examination and only those on the approved list will be permitted for use.

### 4 What to bring and what not to take to an examination

4.1 What to bring to an examination:

- ID Card  
Invigilators will verify your identification against your student ID card or other form of official identification which includes your photographic image.
- Pen  
Bring blue or black pens only. Do not use different coloured pens or pencils for writing. Do not use pencils.
- Calculator  
Bring a calculator, but it must be an approved electronic, hand-held, battery-powered, with numeric (number) display only. Calculators with graphic or alphabetical (letter) displays are not permitted.
- Dictionary  
Bring an approved small paper dictionary that provides single word translations (must not be an electronic dictionary or a paper dictionary that provides explanations/definitions).
- Drink  
Bring water or a soft drink. Must be in clear/transparent bottles. No food permitted.

## 4.2 What NOT to bring to an examination

- No mobile phones, smart watches or other digital devices.
- No eraser materials.
- No correction tapes.
- No non-see through pencil cases.
- No paper or notes.
- Any student who cheats or breaks rules will risk receiving 0% for the exam.

## 5 Notice to Candidates

This notice is intended to help you. Please read it carefully and do what you are asked. Make sure you know the examination rules. All points contained in this notice comply with the regulations for INTO UEA examinations and you must follow them.

### 5.1 Before the examination

- Make sure you know the dates and times of your examinations.
- Make sure you know your 'unique student exam number'. You will need to write it down on the cover of your answer book.
- Arrive outside the examination room no later than 15 minutes before the start of the exam.
- Wait outside the examination room until an invigilator/examiner invites you in.
- When entering the examination room:
- Do not talk.
- Do not take in bags and large jackets/coats, mobile phones, MP3 players, smart watches or any other electronic or audio devices.
- Sit only at the desk which has your unique student exam number.
- Listen to the invigilator instructions. Invigilators will tell you when to start.

### 5.2 During the examination

- You may ask general questions relating to the exam if necessary by raising your hand, but invigilators will not help you with specific questions contained in the question paper.
- To leave the exam early, you must put your hand up and ask for permission. If granted you must leave the room quietly.
- You are not allowed to leave the exam in the first 30 minutes and the last 15 minutes.

## 6 Creation and Revision History

To be reviewed annually by Academic Support Manager.

Next review due September 2020.

Version	Owner	Purpose/Change	Date
2.0	Natalia Ponomareva, Academic Support Manager	Review and Rebranding	August 2017
2.1	Natalia Ponomareva, Academic Support Manager	Annual review – no amendments required	August 2018
2.2	Natalia Ponomareva, Academic Support Manager	Update about dictionaries	June 2019
2.3	Natalia Ponomareva, Academic Support Manager	Update about calculators	October 2019