

# **ARCHIVED VERSION - Regulation**

## **VII. Regulations for University Examinations**

*(Version effective from 1 August 2001 until 3 October 2004)*

### **Rules for the Conduct of Written Examinations**

#### **1. ADMINISTRATION**

- i. A schedule of examinations which shall show the time of each examination, the place where it will be held, the names of the Invigilators, and any special circumstances, e.g. that notes may be taken into an examination, shall be published at least two weeks before the date of any examination shown in any such schedule. A list of candidates shall be published showing the examination number for each candidate at each examination.
- ii. Examinations may be held in any room in the University or elsewhere, designated by the Academic Registrar as an Examination Hall.
- iii. Requests for Invigilators shall be made by the Academic Registrar to Heads of Departments who shall be responsible for the apportionment of invigilation duties in their Departments.
- iv. All members of the Academic Staff, research staff and research students of the University shall be eligible for appointment as Invigilators of University Examinations. The Academic Registrar may designate as Invigilators members of the staff of other institutions in which University Examinations may be held and other appropriately experienced individuals nominated by Heads of Departments.
- v. It is the responsibility of any Department whose Examiners have set an examination paper, or any question in an examination paper, to ensure that expert advice is available during the course of any such examination to assist Invigilators in dealing with queries arising from those examination papers.
- vi. The Academic Registrar shall appoint an Invigilator-in-Charge for each Examination Hall.

#### **2. THE RESPONSIBILITIES OF INVIGILATORS**

- i. The Invigilator-in-Charge is responsible for announcing the start of the examination, for the arrangement of periods of relief for Invigilators, and for the overall conduct of the examination. Invigilators are responsible for ensuring that all Rules for the Conduct of Examinations are observed, and they shall satisfy themselves before the commencement of each examination that proper provision has been made for its conduct.
- ii. All Invigilators must be present in the Examination Hall to which they have been appointed from fifteen minutes before the commencement of the examination and during the first and last fifteen minutes of the examination. Any infringement of the Rules should be reported to the Academic Registrar. Entry of candidates to the examination hall should be permitted in time for candidates to locate their seats prior to the start of the examination. As soon as the examination has commenced, an attendance check must be made, and the name of any candidate absent from the examination must be notified to the candidate's Head of Department immediately.

- iii. The Invigilators are empowered to curtail activities in the environs of the Examination Hall which they consider detrimental to the performance of candidates.
- iv. Invigilators are responsible for the distribution of question papers face down on desks before candidates enter the examination hall, for the collection of answer books from each candidate before he/she leaves the Examination Hall and for checking and entering on the Examination Register the number of answer books collected. Invigilators are also responsible for ensuring that all answer books have been deposited with the Examinations Officer or his/her representative.
- v. If the Invigilators suspend any candidate for misconduct or dismisses him/her from the Examination Hall the circumstances must be reported immediately to the Academic Registrar.
- vi. The Invigilators will seek expert advice from the appropriate Department if any candidate queries the wording of an examination paper. If it is decided that a correction or clarification is required then the Invigilators will ensure that all candidates are informed of the amendment.

### **3. RULES FOR CANDIDATES**

- i. Candidates will not be permitted to start their examination until formally instructed to do so by the Invigilator-In-Charge.
- ii. Candidates will not be admitted to an Examination Hall after the examination has been in progress for thirty minutes. Candidates will not be permitted to leave during the first thirty minutes and the last fifteen minutes of their examinations.
- iii. Any candidate who may be permitted to leave an Examination Hall temporarily must be accompanied by an Invigilator or a person deputed by an Invigilator.
- iv. Candidates may only take printed materials or manuscripts into an Examination Hall when it has previously been advertised in the Examination Timetable and when it is stated in the rubric to the question paper that such material may be used.
- v. All brief cases and other objects must be deposited where the Invigilators direct. Candidates may use their own slide-rules, mathematical instruments and such other aids to drawing as the Invigilators permit.
  - a. Complete examination papers shall prohibit calculators or allow those as specified under 3(v) (b).
  - b. When calculators are permitted they should be hand-held, quiet, self-powered and portable. Examination papers shall state whether programmable calculators and/or information storage devices shall be allowed.
  - c. No calculator instruction manuals will be allowed in examination rooms in any circumstances.
  - d. Candidates are responsible for the performance of their own calculators.
- vi. Candidates must sit at the desks where their examination numbers are placed.
- vii. Candidates must sign the Examination Register when it is presented to them by the Invigilators at the commencement of each examination.
- viii. Candidates who are guilty of any misconduct including copying from or communicating with any other candidate during an examination may be suspended or dismissed from the examination by the Invigilators.
- ix. Candidates must not leave the Examination Hall until their written work has been handed to an Invigilator. At the end of an examination, the Invigilators will

request all candidates then present to remain in their places until all written work has been collected.

- x. Mathematical tables and other data provided for use in examinations must not be removed from the Examination Hall.
- xi. Smoking is not permitted in Examination Halls.
- xii. All questions in a written examination must be answered in English unless instructions on the question paper indicate otherwise.
- xiii. Candidates may refer to English/native tongue dictionaries when permitted by their Departments to do so. Such dictionaries must be presented to an Invigilator for inspection prior to examination.
- xiv. Candidates may query the wording of an examination paper by asking an Invigilator to check the wording with the relevant examiners. However, candidates may not seek advice or help from an Invigilator concerning any other aspect of a paper.

(remade June 2001)