

# HIGHER EDUCATION

Examinations - A Guide for Students



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## INTRODUCTION

Students have an important role to play in the smooth running of Higher Education (HE) examinations. To ensure students are prepared and well informed of the examinations process students should familiarise themselves with this guide and the Code of Practice HE09 Assessment of students <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

## EXAM PERIODS

Examination periods normally take place at the end of each semester/trimester along with a resit week taking place in August; all dates can be found on the website.

Please note: holidays taken during any of the exam periods, including the resit week, will not be accepted as mitigating circumstances for the failure to attend an examination. For more information, see 'HE10 Mitigating Circumstances and Short Extension' guidance <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

## EXAM TIMETABLES

It is the student's responsibility to know the date, time and location of your exams and to be at the designated room at least 10 minutes prior to the start of the examination.

### Email

Exam details including dates, times and additional arrangements will be sent to the student email account prior to examinations. Any queries must be raised with Student Records HE urgently.

### Plasma TV / UCG Reception

Your exam dates, times, and rooms will be displayed on the plasma TV in the University Centre's reception area during the examination assessment periods. A hard copy will also be available at the UCG reception. All rooms are subject to change; you must check the TV screens/reception desk the day of your examination.

## ADDITIONAL ARRANGEMENTS

Students may have additional arrangements, for example, authorised; extra time, a reader, writer or use of a word processor. The HE Exams Office will confirm specific additional arrangements when sending exam detail emails.

**URGENT** – Any queries regarding additional arrangements must be directed to Student Records HE in order to allow as much time as possible to resolve with the Disability Officers. Any requests to change additional arrangements at short notice cannot be guaranteed and no access arrangements can be changed on the day of the examination.

## EXAMINATION MATERIALS

### Unauthorised Material

All items brought into an examination room are at the sole risk of that student and therefore, students are advised not to bring valuable items; the Grimsby Institute of Further & Higher Education (GIFHE) does not accept liability for any losses. All items must be left in a designated area of the examination room.

Unauthorised items include (but are not limited to):

- Any watches including fitness trackers
- Outer coats, hats, caps and bags
- Note paper
- Dictionaries – If permitted, they will be provided
- Calculator – If permitted, they will be provided
- Mobile phones

*Mobile phones must be switched off completely. It may be necessary to immobilise the alarm programme by removing the SIM card and/or battery from the mobile phone as an extra precaution to avoid the possibility of an alarm ringing. If a mobile phone sounds during an examination, it may be deemed a suspected malpractice. All incidences will be recorded by the Invigilator.*

- Food/sweets
- Drinks – No drinks permitted other than clear bottles of water

The judgement of the Invigilator on what constitutes unauthorised material is final, subject to any special instructions on the question paper or from the Exams Officer.

### Permitted Items

- Students must bring their Student ID card; this is the only form of identity accepted
- Essential stationery items needed to complete the examination. All items must be contained in a transparent pencil case/plastic bag (Invigilators will randomly check pencil cases for any unauthorised items)
- Water – One bottle of water with all labels removed
- All permitted equipment must be placed on the desk
- Open book examinations only – Additional items e.g. note paper, text books and printed resources may be allowed. Details are confirmed in the exam details email and the exam script

**Any unauthorised material is regarded as possible academic misconduct**

## NON-ATTENDANCE

All non-attendance should be reported as soon as possible, prior to the examination, to Student Records HE and the Module Tutor.

For absence you may be able to apply for mitigating circumstances, see 'HE10 Mitigating Circumstances and Short Extension' guidance <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

## EXAM DAY

### Location

Always check at the UCG reception or UCG TV screen for accurate room information. Examinations can be split into multiple rooms; all students will be in the main group unless their unique student number is listed.

### Arrival Time

You should be at the exam room at least 10 minutes before the scheduled exam start time (earlier if you are in the main hall as a larger number of students may need to be admitted).

### Arriving Late

You will be permitted to enter the examination within the first 30 minutes. If you arrive after this time you will not be permitted to enter; the Invigilator will give you a late slip with advice on what you need to do next.

### Identification Verification

The Invigilator will check your Student ID Card. If you do not have your Student ID Card, you must visit the Student Records desk (located near the main building reception area) to obtain a new card.

### Examination Conditions

The Invigilator(s) will give instructions before, during and after the examination; these must be followed at all times.

If students have any queries or need to attract the attention of the Invigilator(s) during the examination, they must raise their hand but remain seated and silent.

### Malpractice/Academic Misconduct

Academic misconduct may be defined as; 'Engaging in any action which results in an unfair advantage over other students taking the same assessment'. This may include the following;

- Cheating to gain an unfair advantage

- Exchanging, obtaining, receiving, passing on information (or the attempt to) by means of talking, electronic, written or non-verbal communication
- Taking any written, printed materials or electronically stored information into the examination room, unless expressly written on the examination paper
- Failing to abide by the instructions or advice of an Invigilator, Exams Officer or awarding body
- Gaining access to unauthorised material relating to the examination before or during the examination
- Obtaining a copy of an 'unseen' examination question paper in advance of the date and time authorised for its release
- Personation: The legal term for impersonating another person with the intention to deceive or gain unfair advantage
- Having unauthorised items that have not been placed in the designated area
- Attempting to challenge the decision of the Invigilator in the examination room regarding what constitutes an unauthorised or contraband item
- Any breach of the instructions issued by the Invigilator
- Attempting to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders

Any such suspected breaches will be reported. For more information see 'HE11 Academic Misconduct' guidance <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

### **Temporarily Leaving the Examination**

Students are permitted to leave the examination room temporarily if feeling unwell or for a toilet break. They will remain under exam conditions during the absence and must be accompanied at all times.

If students are unaccompanied at any time they will not be permitted to return to the examination.

No additional time will be allowed for the absence.

### **Finishing Early**

No students will be permitted to leave the examination room during the first 30 minutes or the last 15 minutes of an examination.

Permission must be obtained from an Invigilator if requesting to leave early. Once a student has left the examination room they will not be allowed to return.

## Impaired Performance

If you believe that you have justifiable reasons that caused impaired performance see 'HE10 Mitigating Circumstances and Short Extension' guidance <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

## COMPUTER EXAMINATIONS

Candidates who are given permission to use a PC will be using a specific examination login.

All PC equipment and instructions will be provided unless prior arrangements have been authorised with the disability and HE Exams Officer.

## CONTACTS

HE Exams Office	01472 311222 Ext 1132 <a href="mailto:StudentRecordsHEExams@grimsby.ac.uk">StudentRecordsHEExams@grimsby.ac.uk</a>
UCG Reception Desk	01472 311222 Ext 1147
HE Quality & Standards Office	01472 311222 Ext 1446 <a href="mailto:hega@grimsby.ac.uk">hega@grimsby.ac.uk</a>
Disability Advisers (HE)	01472 311222 Ext 1116 / 1285 <a href="mailto:DO@grimsby.ac.uk">DO@grimsby.ac.uk</a>