

# conduct in exams

## rules and procedures for exams

### Conduct in exams

When you sit an exam or a course test, you are subject to University regulations covering conduct in exams, and it is important that you know what these are, because breaches of these regulations can have serious consequences for you.

This information sheet:

- summarises the main rules applying to UEA students; and
- explains what will happen if a rule is broken by a student, including the possible penalties.

It also explains what you can do if events outside your control which affect your performance happen just before or during a test or exam. The full regulations on conduct in exams can be found at: [uea.ac.uk/learningandteaching/documents/assessment/](http://uea.ac.uk/learningandteaching/documents/assessment/)

Breaking the rules can lead to investigation for alleged cheating, which is a serious offence defined as “an attempt to gain an advantage by unfair means”. If a student is suspected of cheating, (for example by colluding with another candidate or consulting notes) they will be interviewed before they leave the exam venue, by a member of assessments staff.

The assessments office will consider the evidence, including the explanation offered by the student in their interview. If it is decided that there is a case to answer, the incident will be reported to the Senate Student Disciplinary Committee. In serious cases there will be a full disciplinary hearing, but minor offences may be dealt with on paper. Penalties range from a warning, through reductions in marks, to expulsion from the university, depending on the seriousness of the offence, including the degree of intention and whether a student has a previous disciplinary record for similar offences.

### Things you must not take into a test or exam

The following are not allowed in exams and must be left outside the room, or as directed by the member of staff supervising the exam;

- Phones
- MP3 devices or other audio equipment
- Electronic dictionaries unless you have specific permission because of a recognised educational need
- Other electronic devices (except calculators – see below for the rules on these)

- Written notes in any format
- Books or other texts
- Coats, bags and jackets, unless there is nowhere else provided to store them

You can be asked to empty your pockets, or take off outer clothing or your shoes or socks if it is suspected that you have unauthorised notes or items with you in an exam room. If anything is found, they will be taken away, the time they were detected will be logged and you will be allowed to continue with the exam.

If you find that you have accidentally taken something into the exam room you shouldn't have - tell the invigilator as soon as you realise, and hand them the item. It's better than getting caught...

## Dictionaries and calculators

Simple translation (English to a foreign language, foreign language to English and foreign language to foreign language) dictionaries are permitted for students whose first language is not English but must

- be an approved edition; and
- not contain any technical information; and
- not have any notes written in them.

Any dictionary taken into an exam room will be checked and will be taken away if it is not an approved type or has notes in it. If your dictionary has notes in it, it will be assumed that you intended to use them to cheat in the exam.

Calculators are permitted if they are:

- non-programmable;
- without graphical or text capabilities; and
- one of a list of approved models

More sophisticated calculators are permitted only as specified on the front of the question paper for the exam.

## Entering and leaving the exam room

You are not allowed to go into the exam room until told you may do so by a member of assessments staff. If you arrive late, you will be allowed to go into the room during the first 30 minutes after the start of the exam. You will not be allowed any extra time at the end.

You are allowed to take toilet breaks during the exam, but not during the first 30 or last 15 minutes of an exam. If you know this will cause you problems, you should request special arrangements on an Extenuating Circumstances report form. If you take a toilet break you must sign in and out of the room on a list kept by the person invigilating the exam, who will note the time you leave and return.

## Behaviour in the exam room

If you need to leave or enter the room, be considerate of others who are taking the exam and be as quiet as you can.

You are not allowed to communicate with anyone other than the invigilator during the exam.

You must not continue to write after the invigilator has told candidates to stop writing.

Communicating with another candidate during an exam or carrying on writing after the exam has ended are considered forms of cheating.

## Things you must not take out of the exam room

You are not allowed to take any answer booklets out of an exam room. You will be told whether or not you are allowed to take your exam/test paper away at the end of the exam.

## Help! I'm in trouble!

If you have had problems in an exam, or been interviewed for an alleged disciplinary offence, come and see an Advice Worker. We can tell you what is likely to happen next and advise you about what best to do.

## If you are ill on the day of an exam

You should see your GP or the university Medical Centre on the day of the exam, or if you are too ill to see them, inform them that you are unwell. You must complete an Extenuating Circumstances form within 48 hours of the exam you missed, and provide medical evidence.

If something else goes wrong on the day of an exam which prevents you getting there, notify your Hub immediately on an Extenuating Circumstances form, providing supporting evidence.

## Special arrangements

If you have a disability, or a temporary health issue which affects your ability to sit exams make sure you request any special arrangements you may need such as extra time, rest breaks, or a scribe/reader in plenty of time before the exam. You can do this by completing an Extenuating Circumstances report form and sending it to your Hub, with any relevant medical evidence. The Advice Service can help you with advice and help completing the form.

**And finally...**on the day of the exam, make sure you have your Campus Card with you!

**find us in the gateway in  
union house  
open 10-4  
every weekday**

**01603 593463  
advicecentre@uea.ac.uk  
uea.su/advice**

**we've got your back**

**advice** The logo for adviceSU, featuring the word 'advice' in white lowercase letters, followed by 'SU' in white uppercase letters inside a white circle, all set against a blue background.