

Student Conduct in an Examination

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Changes and Reason for Changes – alignment with university definition of academic integrity and the Senate Regulatory Framework Style Guide



STUDENT CONDUCT IN AN EXAMINATION

This document outlines the requirements for student conduct in an examination, applied to all University examinations, including those for the purposes of continuous assessment and those held outwith a UWS campus. This document supplements the expectations set out in the University Code of Discipline for Students (Chapter 5 of the [Regulatory Framework](#)).

- i. Students must act in accordance with any instruction issued by an Invigilator. Students who wish to attract the attention of an Invigilator should do so using the method prescribed by the Invigilators. Students should not leave their seats without permission.
- ii. Articles of clothing not being worn, bags etc. should be left in the area designated by the Invigilators. Students are not permitted to have any electronic devices, notebooks, textbooks, loose pages, tables or similar items on or near their desks unless specifically permitted in writing by the Examiner or as specified in instructions issued by the Invigilators. Any such items may be confiscated by an Invigilator. All draft or rough workings must be made in Examination Answer booklets or electronic equivalent where provided.
- iii. Students sitting examinations should not have sight of the question paper until the time scheduled for the exams to commence. Students may not begin to provide their answers before an Invigilator announces the start of the examination and must cease writing when an Invigilator announces the end of the examination.
- iv. Mobile telephones and other electronic devices such as personal music players and wearable technology e.g. smartwatches, should be switched off and left in the area designated by the Invigilators.
- v. No pages may be torn out of the Examination Answer books and no Examination Answer books, under any circumstances whatever, be removed from an examination room - either before, during, after or between examinations.
- vi. When authorised by the Examiners, students may use certain electronic devices provided that they are portable, silent, battery operated, and not pre-programmed with any applications that would be considered to provide an unfair advantage (apart from the standard scientific functions built into the device). An electronic device not meeting the specification set by the examiner may be deemed to be unauthorised and may be confiscated by an Invigilator. A random check of electronic devices may be undertaken during the examination.
- vii. Students using electronic devices are responsible for ensuring that they have spare batteries etc.
- viii. The use of printed English/first language dictionaries may be permitted in formal examinations for international students whose first language is not English, except where the Module Co-ordinator for the module has previously indicated in writing that dictionaries will not be permitted. Dictionaries will not be permitted in language examinations. Where used, dictionaries may be inspected by Invigilators. Electronic dictionaries are not permitted in any examination.
- ix. Students are required to place their student cards on their examination desks in such a manner that Invigilators may verify each candidate's identity. Any student who is unable to display a valid student ID card is required to complete a "student identification form", which will be provided by an Invigilator.
- x. In online examinations, students' online actions may be monitored for any activity not prescribed by the Module Co-ordinator. Accessing any resources outwith those prescribed may be considered as providing an unfair advantage and result in disciplinary action.
- xi. Students will not normally be allowed to enter the examination room after the first hour has expired

or to leave within the first hour or last half hour. Students who wish to leave the room should attract the attention of an Invigilator and seek permission to leave. Any student leaving the examination before the last half hour is required to leave both examination paper and written scripts with the Invigilators.

- xii. No eating (with the exception of small sweets) is allowed during an examination.
- xiii. When a Senior Invigilator identifies a student whose conduct is disturbing to other students and who persists in this conduct after receiving a warning, the student shall be required to withdraw from the examination room.
- xiv. At the end of a paper-based examination all students must remain seated until the examination scripts have been collected. Students are responsible for ensuring that scripts and other material which form part of the examination are appropriately secured together as per the instructions given by the Senior Invigilator.
- xv. Where the examination has been undertaken using a computer/ laptop, students are responsible for ensuring that the answers are saved, printed and secured together as per the instructions given by the Senior Invigilator.
- xvi. At the end of an online examination all students must log out of the system as directed.
- xvii. There should be no communication/ talking between students in the examination room, even before or after the formal start or finish of the examination.
- xviii. A student who requires to be absent temporarily from the examination room will be accompanied by an Invigilator or another member of staff.
- xix. Students who are in doubt as to the meaning of an examination question should write on their scripts their interpretation of the question or flag the question in an online system. Students who believe they have identified a possible error in the examination paper should raise the matter with an Invigilator, who will in turn seek clarification from the Examiner.
- xx. Any student who falls ill during an examination must inform an Invigilator.
- xxi. Any student whose performance may have been adversely affected by illness or other circumstances prior to or during the examination or who is prevented from attending an examination because of sickness or other valid circumstances should complete an [Extenuating Circumstances Submission](#). The form must be submitted up to 48 hours after the examination. The Extenuating Circumstances Submission is not valid if submitted more than 48 hours after the examination.
- xxii. Students are bound by the University's expectations on academic integrity as outlined in Chapter 5 of the [Regulatory Framework](#).