

Assessment (Masters)

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1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will assess the performance of students with probity, according to transparent procedure, against common criteria, and with measures that ensure parity and fairness in actions taken.
- 1.2 The University will uphold the requirements of the UAE Ministry of Education's Commission for Academic Accreditation.
- 1.3 The University will incorporate the norms set out in the UK Quality Assurance Agency's Code of Practice for Assessment and Collaborative Provision.
- 1.4 The University Senate has final authority in all matters regarding the assessment of student performance.

2.0 Scope

- 2.1 Applies to all Postgraduate Certificates, Postgraduate Diplomas, and Master's programmes.
- 2.2 Applies to all components of assessment that constitute the requirements for the award of the above degrees.
- 2.3 Applies to all components of assessment that contribute to the final grade of a module.

3.0 Definitions

- 3.1 A module is a coherent and identifiable unit of study with defined learning outcomes.
- 3.2 A programme is a sequence of modules whose learning outcomes are aligned to, and contribute in a cumulative manner to the learning outcomes of a degree.
- 3.3 'Assessment component' refers to a variety of methods, such as time-limited examinations, open-book examinations, take-home examinations, coursework, laboratory reports, presentations, dissertations, practical and oral.

4.0 Responsibilities

- 4.1 The Dean of Faculty is responsible for the management of assessment and accountable for compliance with University policy and procedure.
- 4.2 The Dean of Faculty may delegate responsibility for the operation of assessments to Heads of Programmes.
- 4.3 The Dean of Faculty is responsible for the management of an External Examiner's contribution to the assessment of students, to enable their compliance with University policy and to ensure processes maximise an External Examiner's effectiveness.
- 4.4 Assessment in a module will be the overall responsibility of a single member of academic staff who will be accountable to the Dean of Faculty.
- 4.5 Heads of Programmes are responsible for ensuring clear and comprehensive communication to students of all assessment requirements and processes, and providing guidance effective in developing students' knowledge and understanding.
- 4.6 Students are expected to demonstrate reasonable diligence.
- 4.7 Students are responsible for developing knowledge and understanding of assessment requirements, processes and their own obligations; students are responsible for seeking guidance when they are not clear about assessment requirements, processes and obligations.
- 4.8 Students are responsible for reviewing feedback given on performance, and for requesting guidance when they are not clear why grades have been awarded.
- 4.9 Academic staff and students are responsible for voicing concerns over the design and process of module assessment; standard quality assurance processes will ensure these concerns result in a review of a module and are taken into account in a review.

5.0 Policy

General requirements

- 5.1 Assessment requirements must cohere with those set out in the application for accreditation/initial accreditation approved by the Commission for Academic Accreditation.
- 5.2 Students' performance will be judged against the learning outcomes of a programme and the standards of achievement expected for the level of the award.
- 5.3 The award of a degree is made when a student has demonstrated adequate performance on the component modules of a programme.
- 5.4 Standards of performance in modules and programmes will be graded on a scale outline in the relevant University policy. The scale refers to:
 - 5.4.1 A range of criteria for assessment appropriate to different formats of assessed work.
 - 5.4.2 Standards of performance for each criterion, defined to explain standards that are below expectations/requirements, standards that meet minimum expectations/requirements, and standards that exceed minimum expectations/requirements.
- 5.5 Grades awarded for taught modules will be weighted according to the credit value of the module and aggregated, then combined with the grades of research components to form the final grade of the award.
- 5.6 The contribution of module grades to assessment of the overall award will be made known to students in advance.
- 5.7 The design of assessments will take into account:
 - 5.7.1 The timing and sequence of assessments.
 - 5.7.2 Provisions for re-assessment.
 - 5.7.3 The opinion of External Examiners.
 - 5.7.4 The extent to which assessments allow students to gain adequate understanding of their own progress.
 - 5.7.5 The requirement to give students feedback on their performance and progress.
 - 5.7.6 Levels of support that will be required by diverse students if they are all to achieve the learning outcomes and demonstrate adequate performance.
 - 5.7.7 The involvement of UK University partners.
- 5.8 Student entitlement to participate in assessment and progress to the award of a degree is subject to their good conduct and due diligence. Failure to observe regulations and norms governing behaviour, and failure to comply with requirements for attendance and assessment may result in a student being debarred from assessment, not being awarded grades or credit, not being able to progress, and/or being withdrawn from a programme.

- 5.9 The requirements for good conduct relating to academic integrity, punctuality (deadlines), and behaviour in examinations will be made known to students. It will be made known to students what are the consequences of failure to observe these requirements.
- 5.10 All amendments to published assessment requirements will be made known to students.
- 5.11 Students have the right to appeal assessment decisions made by the Board of Examiners.
- 5.12 Students have the right to apply to the Mitigating Circumstances Committee should they experience circumstances that unduly affect their performance in assessments and/or explain failure to comply with requirements for attendance and assessment.

Components of assessment

- 5.13 Overall assessment on a module will comprise more than a single component.
- 5.14 The contribution of assessment components to judgements of overall performance on a module will be made known to students. This includes whether a module can be passed based on cumulative or average marks or whether a pass for one or more assessment components is mandatory.
- 5.15 Judgements of performance in components of assessment will be made against criteria (not norms). The criteria for judgements of performance in an assessment component will be made known to students and examiners.
- 5.16 All students will take the same assessment components.
- 5.17 Assessment components shall be appropriate to the programme, its structure, its outcomes, and the level of the award.
- 5.18 Assessment components shall make demands that make reasonable demands of students and staff.

Examiners

- 5.19 The University appoints internal and external examiners.
- 5.20 The appointment of examiners falls under the jurisdiction of the University's policy on conflict of interest.
- 5.21 University policy for the role and appointment of External Examiners is set out in relevant University policy.
- 5.22 Internal examiners are appointed by the Dean of Faculty and serve on the Board of Examiners.

Board of Examiners

- 5.23 The composition and general terms of reference of the Board of Examiners is set out in University policy on Statutory Bodies.

Assessment components

- 5.24 The weighting of each assessment component and any requirement to pass a single assessment component in a module must be stated in the module descriptor.

Examinations

- 5.25 University policy on examinations is expressed as procedures at section 6 of this document.

Oral examinations

- 5.26 Oral examinations are used when the learning outcomes of the module can only be demonstrated through these means, or when the oral examination is an integral sub-component of another assessment component. Occasionally, and subject to the approval of the Board of Examiners, oral examinations may form part of a professional validation process.
- 5.27 Exceptionally, a student may be asked to undertake an extraordinary oral examination in order to verify their authorship of a second assessment component, so long as this extraordinary oral examination does not interfere with any other investigation of irregularity or mitigation of poor performance.
- 5.28 Criteria for the grading of performance in planned or extraordinary oral examinations must be made known to the student in advance.

Written assignments: submission

- 5.29 Submission procedures should be communicated to students in writing at the beginning of each academic year, and again at the start of each module. They should also be made known to the Head of Student Administration.
- 5.30 Students will be issued with a receipt for submitted work that shows the submission deadline and the date/time of the submission by the student whether made in person, electronically, or by post.
- 5.31 Students are responsible for ensuring that submissions made electronically are 'print-ready' at the time of submission.
- 5.32 Students are required to submit a soft copy of the assignment/project report via Plagiarism Detection Software through Blackboard. The soft copy submission is considered to be the primary method of submission of assignments/project reports, unless specifically requested otherwise by the Module Tutor on the assignment/project brief.
- 5.33 Electronic submissions should be supplemented by a physical copy within 2 days of the electronic submission. The physical copy should contain a declaration that no alterations have been made to the submission since it was first made electronically.

- 5.34 Students must supply evidence that a submission has been made by post, whether the submission was made as primary or supplementary submission.
- 5.35 Primary submissions made physically, electronically, or by post are understood to be the final copy that is ready for grading. Retractions of the primary submission by the student can only be made through application to the Mitigating Circumstances Committee.
- 5.36 Extensions to submission deadlines made by academics for all students must be notified to the Head of Student Administration.
- 5.37 Late submissions are graded normally, and then subject to the following:
 - 5.37.1 If no extension has been granted to all students, or if there is no sufficient cause for the late submission, 2% of any pass grade awarded to the assessment component will be deducted for each working day that the assignment was late, until the minimum pass rate (50%) is reached.
 - 5.37.2 If no extension has been granted to all students, or if there is no sufficient cause for the late submission, and the final grade awarded is in the range of 40 - 49%, 2% will be deducted for each working day that the assignment was late, until 40% is reached.
 - 5.37.3 Submissions made later than 5 working days are not acceptable and receive a 0% grade.
 - 5.37.4 The original grade and the penalty applied will be indicated to the Board of Examiners.
 - 5.37.5 The University does not guarantee that late submissions will be considered by the Board of Examiners at the meeting immediately subsequent to the original submission deadline.

Dissertations

- 5.38 Available in University policy on dissertations.

Grading

- 5.39 University policy for grading work adopts a system of common criteria and standards.
- 5.40 All academic staff, adjunct, and visiting staff involved in assessment will receive guidance, training, and professional development in grading policy and practice.
- 5.41 New staff and new external examiners will assess work in collaboration with an experienced member of the University's academic staff (sometimes referred to as a mentor).
- 5.42 The grading process will be anonymous throughout first, second, and external examiners, for all types of assessment components excepting those where anonymity is not possible (e.g. practical/practice components, projects, presentations).
- 5.43 An assessment component may be graded by more than one member of staff; a single member of staff will be responsible for assigning the overall grade. Technical checks should be carried out to avoid errors of calculation.

Moderation

- 5.44 The grading process will be moderated. Moderation is an independent verification of the grade awarded.
- 5.45 The extent of moderation will vary according to the nature of the assessment component and its significance to the module and to the programme.
- 5.46 Moderation may depend on random or purposive sampling. Purposive sampling may involve extreme cases on the grading scale across students, or extreme disparity in the case of individual students.
- 5.47 The process of moderation has several forms, including re-grading (second marking) and analysis of cohorts (grade distribution).
- 5.48 In the case of second marking the original grade and comments may be made known to the second examiner (non-blind second marking) or may be withheld (blind second marking).
- 5.49 The decision to withhold the initial grade and comments will depend on the purpose of the second marking exercise.
- 5.50 The initial grade and comments must be withheld for the grading of dissertations. The second marker will be assigned by the Dissertation Coordinator for the programme unless the Dissertation Coordinator is also the first examiner in which case the Head of Programme will make the assignment, unless the Head of Programme is also both first examiner and Dissertation Coordinator.
- 5.51 Second marking is required for the following:
 - 5.51.1 Samples of work initially graded at A, B or C
 - 5.51.2 For major assessment components, all borderline cases (e.g. 59%)
 - 5.51.3 For major assessment components, all cases of failure.
- 5.52 The second marking process may generate two different grades. A final grade may be negotiated between the two examiners, or generated by averaging. Averages should not be given if there is an extreme difference between the two grades. Disagreements or failure to negotiate will require a third examiner appointed by the Dean or Vice Chancellor.
- 5.53 The Board of Examiners will receive the first, second and negotiated final grade, and has the authority to agree or vary the negotiated final grade.

Grading records

- 5.54 Grades for individual assessment components are combined to generate a single whole number percentage grade.
- 5.55 Prior to meetings of the Board of Examiners grading records are discussed by those who have assigned grades to determine if there is a need to modify borderline cases.
- 5.56 In the case of repeat module:

- 5.56.1 both failing grades and passing grades will be recorded on a transcript; or
- 5.56.2 the higher of any two failing grades will be recorded.
- 5.57 In the case of repeat module via substitution, the grades for both modules will be recorded on the transcript.
- 5.58 In the case a student fails to complete requirements for re-examination or reassessment the grade given for the assessment element will be 0%.

Progression

- 5.59 The Board of Examiners has authority to confirm grades, progression to a subsequent stage of the award, or recommend to University Senate the conferment of an award (including conferment of a sub-award and exit from the higher level programme of study).
- 5.60 The Mitigating Circumstances Committee recommends to the Board of Examiners whether special consideration should be given to a student, as specified in relevant University policy.
- 5.61 Students are required to pass modules in the order of progression indicated by pre-requisites (if any).
- 5.62 Students are required to complete the taught components of a Master's degree satisfactorily before progressing to the dissertation unless:
 - 5.62.1 Proven mitigating circumstances have interfered with progression. In this case the student may complete a dissertation provided they eventually complete the taught components satisfactorily. Failure to complete the taught components will result in the dissertation being set aside.
- 5.63 No student may progress to the dissertation if they have failed at first attempt three or more modules. In such cases:
 - 5.63.1 if a student has met the requirements of a sub-award they may be granted that award and exit the programme.
 - 5.63.2 A student may opt for an alternative route to graduation at Master's level, via a research-project (where available within the requirements for a given Master's degree).
- 5.64 The Board of Examiners may condone grades of 40 – 49% for single assessment components if the learning outcomes are demonstrated in other components of assessment, all other assessment components have achieved a grade of 50% or above, and if this action allows the student to pass the modules.
- 5.65 The Board of Examiners may condone grades below 40%, if:
 - 5.65.1 The student has demonstrated they have met the learning outcomes for the module; or,

- 5.65.2 There are no developmental or skill acquisition issues which require to be addressed; or,
- 5.65.3 The work graded at less than 40% is atypical of the student's performance in other parts of the programme.

Otherwise the Board of Examiners would require the student to repeat the assessment or repeat the module.

- 5.66 Condonement of grades is not routine, and may only take place if it is clear that the student has met the learning outcomes of the module.
- 5.67 Where a student is prevented by illness or other cause from attending all or part of the final assessments for an award, the Board of Examiners may either:
 - 5.67.1 where sufficient evidence of achievement exists, recommend the award of the degree.
 - 5.67.2 where insufficient evidence of achievement exists, recommend that the student be provided with a further opportunity to complete the requirements for the qualification concerned.
 - 5.67.3 Sufficiency is defined as a requirement to demonstrate that the essential learning outcomes of the programme have been achieved, and reference to the majority of assessed work.

Reassessments

- 5.68 The Board of Examiners has authority to decide if a student is required or entitled to repeat modules or re-take one or more of their assessment components.
- 5.69 The Board of Examiners has the authority to require students to complete supplementary assessments in order to demonstrate the learning outcomes.
- 5.70 Any requirement to retake an assessment will be notified within ten working days of the meeting of the Board of Examiners;
 - 5.70.1 Reassessment via coursework will be completed within the next four weeks.
 - 5.70.2 Reassessment via examination will be completed before the subsequent examination period.
- 5.71 The following norms apply:
 - 5.71.1 The award of distinction is not allowed if a student repeats a module or re-takes an assessment component.
 - 5.71.2 A module may be attempted twice; failure may be condoned if a student repeats the module and passes the assessment components at a second attempt.
 - 5.71.3 Failure of a module at the first attempt for reason of proven mitigating circumstances will result in the repeat being considered a 'first attempt'.
 - 5.71.4 A student may attempt assessment components twice; failure may be condoned if a student repeats the assessment component and passes at a second attempt. However, the maximum grade following reassessment is 50%. A transcript will be amended to show that the module was passed following reassessment of at least one of the assessment elements.

- 5.71.5 Failure of an assessment component at the first attempt for reason of proven mitigating circumstances will result in the reassessment being considered a 'first attempt'.
- 5.71.6 A student may be required to demonstrate the learning outcomes of an assessment component by re-taking it in a changed format and/or supplementary process.
- 5.71.7 When an assessment component is process based (e.g. laboratory, group work, project) failure may only be retrieved by repeating the whole module.
- 5.71.8 A student who has failed a module at the early stages of a degree programme will be required to repeat the module rather than any individual assessment. The rationale is to secure the development of knowledge and skills that are essential to latter stages of the programme.
- 5.71.9 A student will be required to repeat a module if they fail to meet the requirements of two or more of its assessment components at 50% or above.
- 5.71.10 Students repeating modules are required to satisfy all attendance and assessment requirements.
- 5.71.11 If a module is not available within the next academic year, the Board of Examiners may grant opportunity to take a substitute.
- 5.71.12 Repeated modules incur the regular module fees.

Debarment

- 5.72 Students will be excluded from assessment components of a module should they not show due diligence. The process will commence prior to the end of the fifth week of a term. The process of debarment is the responsibility of the student's home Faculty, irrespective of the module in question, and follows this sequence:
 - 5.72.1 Interview with the Dean of Faculty.
 - 5.72.2 Written warning sent to the student.
 - 5.72.3 Written notification of recommendation to the Board of Examiners for the student's programme of the debarment of the student from assessment components of a module.
 - 5.72.4 Student right to appeal.
 - 5.72.5 No assessment component will be graded nor script submitted to the Board of Examiners.
- 5.73 Students debarred from an assessment at first attempt will have 0% recorded on their transcript for the attempt at the module, but are permitted to repeat the module once with the subsequent grade also appearing on their transcript.
- 5.74 If a Faculty wishes to debar a student from a module when that student is registered on a programme offered by another Faculty, the Faculty offering the module must inform the student's home Faculty immediately concerns with student conduct arise.

Academic failure

5.75 A student whose progress is unsatisfactory will be counselled by the Personal Tutor and the Head of Programme. The student may be allowed to suspend their studies, or to repeat a period of study. Alternatively, they may be advised to withdraw directly.

5.75.1 Students must apply to suspend their studies, and agree the terms for returning to study.

5.75.2 Students may return to a different programme.

5.76 Students will be required to withdraw from a programme should they fail to meet the requirements for progression. The process of withdrawal follows this sequence:

5.76.1 Failing students are interviewed by the Personal Tutor and the Head of Programme.

5.76.2 Written notice is sent to the Board of Examiners.

5.76.3 Approval to withdraw the student.

5.76.4 Written notice sent to the student of the requirement to withdraw and the right to appeal.

5.76.5 Debarment of the student from all further classes and assessment components.

Standardisation of adjustment of grades

5.77 Boards of Examiners may approve adjustment of all grades awarded to an instance of assessment providing:

5.77.1 The rank order of affected students is maintained.

5.77.2 Distribution of grades is preserved.

5.77.3 Grades that accurately reflect the standards of achievement are not changed.

5.77.4 All adjustments are recorded.

Feedback to students and responses from students

5.78 Students should receive feedback and clarifications on all assessed work within fifteen days of the submission date of written assignments.

5.79 Students have five working days after publication of final examination results to request formal discussion of performance in assessments with the relevant academic staff; academic staff then have ten further days to respond to the student.

5.80 An examination script may be shown but not returned to the student.

Release of grades to students

5.81 Grades, progress decisions, and final awards will be released following their confirmation by a Board of Examiners. Any announcement of results prior to this confirmation will be labelled provisional and it will be made clear that these are subject to change.

5.82 Grading records for components of assessment in a module are confidential to the Board of Examiners, and to the student's personal tutor.

- 5.83 The release to a student of grades awarded for individual components of assessment is at the discretion of a Faculty, and so long as the grades awarded by individual assessors are not made available.
- 5.84 Grades awarded for a module will be communicated to the individual student concerned.
- 5.85 Grades form part of the student record.

Awards

- 5.86 Awards of degrees are recommended to Senate by the Board of Examiners when a student has fulfilled the published requirements for graduation. The generic requirements for graduation are set out in relevant University policy.
- 5.87 Decisions made by a Board of Examiners, once certified in writing, may only be revoked if:
 - 5.87.1 Information bearing on the decision comes to light at a later stage.
 - 5.87.2 Error with material bearing on the decision or in written certification of that decision is revealed.
 - 5.87.3 The student/graduate is found to have committed acts of academic dishonesty and/or fraud in meeting the requirements of the programme.
- 5.88 Where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result whether or not the result has been published or otherwise notified to the student. The University shall notify the student of the corrected result as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the student or to a third party. Having been notified of the corrected result the student shall return to the University any documentation which may have been issued to the student notifying the original result which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.
- 5.89 Students have rights to appeal decisions taken by the Board of Examiners.

Records

- 5.90 Faculties maintain archives of Board of Examiner meetings to ensure attendance, matters of discussion, and decisions are recorded.
- 5.91 Records of meetings are used for the purposes of accountability:
 - 5.91.1 To evidence compliance with University policy.
 - 5.91.2 To meet the requirements of academic audit.
- 5.92 All examination answer books, written assignments, and other scripts submitted for assessment are confidential to the Board of Examiners, except for the dissertation.

- 5.93 Assessment materials are normally retained for a period of four months following the Board of Examiners meeting at which the grades were approved unless there is reason to prolong this period, such as in cases of appeal, reassessment or accreditation.

6.0 Procedures

Organisation of examinations

- 6.1 A module is normally examined at the end of the term or terms in which it is taught.
- 6.2 The Examinations Office is responsible for coordinating the organization of examinations across the University. The Examinations Office will arrange the examination venue and facilities, copy papers, and arrange for invigilation and other practical arrangements.
- 6.3 Faculties should produce a timetable for the production of examination papers (plus provisions for reassessment) that ensures these have been drafted and approved by the External Examiner before the end of the sixth week of the term.
- 6.4 Names of students enrolled on a module and individuals taking the examination as a re-sit should be sent to Examination Office at least six weeks before the proposed exam period for preparation of the Examination time table.
- 6.5 All students are required to register for the examination.

Preparation of examinations

- 6.6 Examination questions must be set by appointed examiners, coordinated by the module coordinator. Where a module is taught by a single member of academic staff, a second member of academic staff will be appointed to moderate the examination paper.
- 6.7 Examination papers are supported by indicative or model answers and grading schemes.
- 6.8 Examination materials must be kept secure (locked) and not disclosed.
- 6.9 Sequence:
- 6.9.1 Agreement of a distribution of questions reflecting the syllabus.
 - 6.9.2 Allocation of grades to questions and breakdown of how marks will be credited within a question.
 - 6.9.3 Preparation of front cover:
 - 6.9.3.1 Date and time.
 - 6.9.3.2 Titles of all programmes for which the paper is an examination.
 - 6.9.3.3 Module name and code.
 - 6.9.3.4 Maximum time duration for completion of the examination.
 - 6.9.3.5 Supplementary data and materials are appended.
 - 6.9.3.6 Specification of materials the candidate may bring into the examination hall and any requirement to use answer books.

Approval of examinations

- 6.10 Papers should normally be circulated by hand and not post, however papers may be couriered to External Examiners. Email or other electronic transfer may only be used if the transaction link is secured and files made accessibly by password only.
- 6.11 If papers are lost then new ones must be prepared.
- 6.12 All examination questions and model/indicative answers and grading schemes must be reviewed by a second examiner. Numerical and problem questions should be checked by a second examiner.
- 6.13 Finalised questions, grading schemes and model/indicative answers are then scrutinized by the External Examiner.
- 6.14 Papers sent to the External Examiner must be complete and in type-written form. Comments sent by the External Examiner must be responded to under procedure of the Board of Examiners. Amendments will be verified by the module coordinator.
- 6.15 The Dean of Faculty approves the examination paper. Further revisions must be checked by the module coordinator prior to submission to the Examinations Office.
- 6.16 Final copies of question papers must be submitted to the Examinations Office no less than five days prior to the examination. The Examinations Office is then responsible for the secure storage of the examination papers.

Examination timetable

- 6.17 Timetables for examinations are proposed by the Exams Officer, agreed by academic staff, and published to students by the end of the seventh week of a term. Examinations may be timed outside the normal University hours, and will avoid prayer times.
- 6.18 In exceptional circumstances or if there appears to be an unavoidable overlapping of examination times, an individual student's examination schedule may only be varied with the express approval of the relevant Dean of Faculty.
- 6.19 A student who is permitted such variation of his/her exam timetable may be required at the discretion of their Dean of Faculty (or nominee) to be assessed in a manner or with questions specially prepared for the purpose.
- 6.20 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations or be assessed. Such students should discuss their requirements and/or difficulties with their Personal Tutor at the earliest opportunity.
- 6.21 Any decisions relating to the approval of specific adjustments will be made by the relevant Dean of Faculty, in liaison with the Head of Student Administration. Prior to the approval of any adjustments, the Dean of Faculty (or nominee) must see and accept a medical certificate or similar documentation relating to the student.
- 6.22 More than one examination may be scheduled at the same time in the same Hall.

Examination hall regulations

- 6.23 Each examination venue has appointed to it one Chief Invigilator.
- 6.24 Invigilators for all written examinations will be selected a trained staffing pool.
- 6.25 Examiners (or nominees notified to the Head of Programme) must be available at the University at a location known to the Examinations Office for the first fifteen minutes of the reading time and also when/if the paper is being sat at a time extraordinary to the time and date set.
- 6.26 Oral and practice based examinations will be invigilated by members of academic staff.
- 6.27 No member of staff may be appointed as invigilator for any examination where their relationship with a student provides a possible conflict of interest.
- 6.28 Students must appear for degree examination at the time and place prescribed, save for exceptional circumstances relating to serious illness, injury or disability, or on substantial religious grounds.
- 6.29 A record of students in attendance, late arrivals, absences and early departures including any explanations offered, will be made by the Chief Invigilator.
- 6.30 Examination Hall Protocol is found at Appendix B

Collection of examination papers

- 6.31 The module coordinator is responsible for collecting the completed examination scripts from the Examinations Office. The Examinations Office will note the numbers of scripts taken, by whom, when returned, and numbers returned.

Grading of examination papers

- 6.32 Completed scripts should be graded on the University premises. Scripts may only leave the University premises when copied to the External Examiner (the originals are not sent).
- 6.33 Grades are provided to the Board of Examiners.

APPENDIX A: Guidelines on Reassessment

At its meeting on 20 November 2011, the Academic Board approved the following (revised) guidelines for reassessment.

1	Any major assessment component* under 30% irrespective of total mark	RM
2	If one of the major components is 60% or over and only 1 major component is 30-39**	RA/RE
3	If total grade is 50% or over and only 1 major component is 40-49%	RE/RA /Condone
4	If total grade is 45%-49% ** ***	RM or RA/RE

*A major assessment component is one which contributes 30% or more to the final grade of a Module

** Guideline 2 and 4 will only be applicable if after the successful re-assessment and capping of the re-assessed component, the overall mark of 50 can be achieved.

*** Applies if the student has a reasonable chance of achieving the learning outcomes through reassessment alone and the student's progress across the programme has been satisfactory to date. Such discretion may particularly be deemed appropriate by the BOE for the final two modules of a programme

The nature of the reassessment should demonstrate that all relevant learning outcomes have been met.

For RA and RE subsequent pass results are capped at 50% and the original failing grade is overwritten on the transcript.

APPENDIX B: Examination Hall Protocol

HALL SET UP

Desk: Each candidate should have their own desk of a reasonable standard and size, with a minimum of two feet (70 cm) between the edge of each desk.

Lighting: In all parts of the hall the lighting should be suitable for reading and writing.

Heating and Ventilation: The temperature in the exam hall should be comfortable. Invigilators should be alert to any issues relating to the use of air conditioning (i.e. where this creates draughts for individual students).

Noise: Candidates should not be disturbed by too much noise from inside or outside the building. If an exam is disturbed this must be reported to the Examinations Office. Candidates should be informed of this.

Security: There should be an area in the examination hall for bags, books, notes and all the candidates' personal belongings during the exam. Candidates should not be asked to leave their belongings in any room that the public have access to.

Clock: There should be a clock, showing the correct local time, positioned where all candidates can see it.

First aid equipment: The nearest first aid is kept in the University Office.

Stationery: Spare pens, pencils, rulers and erasers should be available.

White/blackboard: There should be a white/blackboard (or other similar mechanism) which is visibly by all students. This should detail the examinations being held and the times for the examination/s.

BEFORE THE EXAMINATION BEGINS

Invigilators must be present in the examination venue fifteen minutes before the session is due to commence.

The role of invigilators is to assist the Chief Invigilator in the examination paper lay-out and any other preparatory duties. If there are any issues in relation to the Examination Hall these should be reported to the Examinations Office immediately.

A seating plan will have been prepared and provided by the Examinations Office. The seating plan will allocate desks by Student ID Number. The Chief Invigilator should ensure that the numbering of the desks corresponds with the plan. A copy of the plan will have been displayed outside the Examination Hall.

The Examinations Office will ensure that each candidate has the following on their desk, when they sit down:

- one question paper (placed face down on the desk)
- one answer book
- a numbered card with a Student ID Number. (This should match the number shown on the seating plan)
- a blank attendance slip

The Examination Hall should be opened to candidates up to fifteen minutes before the start of each exam.

As candidates enter the room they should be instructed to turn off any mobile phones and to leave all personal belongings in the appropriate part of the Examination Hall. They should also be instructed not to look at the question paper until they are given permission to do so.

No candidate should read the question paper until they are told that they can. However, candidates can fill in the front cover of their answer book as soon as they reach their desk.

The doors to the exam room will close 30 minutes after the start of the exam. You may not enter the exam room after this time unless you have the permission of an Invigilator.

If you arrive after the first 30 minutes of an exam, and are permitted to sit the exam, our Invigilator will report your details to the Examinations Office. This Office will decide whether to accept your answer book.

PERMITTED MATERIALS

Candidates can use electronic calculators if this is allowed for the examination being held. If calculators are allowed then candidates may use the following types of calculator:

- scientific calculators, including those with basic programming functions
- those with standard memory functions and STO (store) keys
- calculators with a formula memory
- solar powered (at their own risk).

The following types of calculator are not allowed:

- those with alpha-numeric keyboards (an alphanumeric display of stored data – including text-equations or alphanumeric formulae)
- business calculators
- those that make a noise
- those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
- those that feature graphical displays (can often be identified by model types that end in the letter 'G' and typically have larger screens)
- those that do not have their own internal power supply
- calculator functions on watches or mobile phones
- those with symbolic algebraic capability
- personal organisers or PDAs

Candidates can use slide rules and templates (for example, a protractor).

Candidates may not use dictionaries or notebooks unless it is specified in the examination rubric.

ANNOUNCEMENTS AT THE START OF THE EXAMINATIONS

At the start of the examination the Chief Invigilator should read out the following:

I am now going to make a number of announcements concerning the conduct of the examination session which is about to begin. Please do not commence writing until I instruct you to do so.

You must switch off your mobile phone and leave all personal belongings in the area provided.

Please fill in and sign your attendance slip. Leave the attendance slip on the side of your desk for us to collect. Please check that the number on your desk is the same your Student ID Number and place your BUiD Student ID on your desk.

If you are using a calculator, please show your workings in your answer book.

You cannot use rough paper, so you should cross out any markings in your answer book that you don't want the examiners to mark.

Supplementary books are available but we will only hand these out when you have completed your original answer book.

Please read the instructions on the front cover of your question paper carefully.

You cannot leave the Examination Hall without an invigilator's permission, and no one can leave during the first thirty minutes of the written exam or the last 15 minutes of an exam.

You must raise your hand to attract our attention during the exam. Please do not stand up at any point until given permission is given to do so.

If the fire alarms sound please follow the instructions of the invigilators.

During the reading time you may:

- **read the question paper**
- **make notes on or highlight the question paper.**

However you may not:

- **open the answer book**
- **starting writing in the answer book**
- **use a calculator**
- **add any loose sheets/supplements to your answer book.**

The module tutor will answer module specific questions during the reading time. After this period no module specific questions can be answered by invigilators.

The reading time starts now.

Once the Chief Invigilator has completed this announcement the whiteboard/blackboard etc should be annotated to show the start and end times of the reading time and the start and end times of the examination.

Shortly after the start of the examination invigilators must check each exam desk in use to ensure that no unauthorised material has been brought into the examination.

During the reading time candidates may raise queries on the examination paper with the relevant member of academic staff, if present. If the member of academic staff is not present and there are any questions the Chief Invigilator may contact a relevant member of staff for advice. If a candidate has a query after the reading time has elapsed the candidate must be told to make a note on the answer book and work to the paper. Invigilators must not attempt to comment on or interpret any queries on any question.

Once the reading time has elapsed the Chief Invigilator should make the following announcement:-

The reading time has now elapsed and you may now begin the examination. Please remember not to write your answers in pencil. Please also write legibly.

If any candidate attempts to write in pencil then they should be reminded about the rules and told to use a pen. If they persist in using a pencil then the candidate should be told that their examination script might not be marked. No further action should be taken.

DURING THE EXAMINATION

Late Arrivals No candidate should be permitted to enter the examination room after the lapse of half an hour from the commencement of the written examination unless you are satisfied that the lateness of the candidate's arrival was unavoidable. Normally, no additional time will be granted under these circumstances. A candidate should not be permitted to join the examination if one or more other candidates have already left the Examination Hall permanently.

Completing attendance lists The Examination Office will provide an attendance list for each paper of the exams. The Chief Invigilator should mark the attendance list for each paper during each session. The Chief Invigilator should carry out unobtrusive ID checks and collect the attendance slips at the same time.

If there are any problems arising from these checks this should be taken up with the relevant candidate at the end of the exam.

Invigilators will assist the Chief Invigilator in the orderly running of the Session and in particular will:

- ensure through regular patrolling that each examination is being conducted in accordance with the specific rubric governing that paper.
- ensure that no student leaves the examination room during the first half-hour of the written examination, nor during the final fifteen minutes.
- distribute additional answer books as requested. Invigilators should make sure that these candidates have completed their original answer book.
- accompany any student who wishes to use the toilet.
- monitor the use of calculators. In general, these are permissible provided that they are silent and non-programmable. If in doubt please consult a member of staff from the Faculty concerned. Question paper rubrics may also provide guidance.
- collect the script(s) of any candidate who wishes to leave the examination before the advertised finishing time for his/her paper. If there are particular circumstances surrounding the departure of the candidates please detail these on the Invigilator's report. Do not annotate the candidate's answer book.

Invigilators may take reasonable measures to ensure that female students are not using earphones.

Behaviour of invigilators Invigilators must not disturb candidates during the exam by:

- walking about unnecessarily
- talking to each other
- whispering and chatting
- reading newspapers or books
- working on lap-tops
- writing papers
- marking other examinations or assignments
- smoking
- eating or drinking
- wearing hard soled shoes (soft-soled shoes only please)
- having a mobile phone turned on.

Invigilators are expected to follow the highest possible standards of behaviour at all times, and be aware of the needs of all candidates. If there are sufficient invigilators, it is permissible to allow them mid-morning and midafternoon breaks from the Examination Hall.

Announcements during the exam The Chief Invigilator should warn the candidates when they have fifteen minutes left before the end of each exam.

Candidates who want to leave the Examination Hall

Candidates who do not want to return:

- candidates should not be allowed to leave the Examination Hall until thirty minutes after the start of the written exam
- after thirty minutes, any candidate who wants to leave the Examination Hall and not return is not allowed to remove their exam stationery or the exam question paper
- any such candidates must not be allowed back into the Examination Hall
- no candidate can leave the Examination Hall during the last 15 minutes of an exam.

Candidates who want to leave the Examination Hall temporarily:

- a candidate who wants to leave the Examination Hall temporarily must have an invigilator with them
- the invigilator should also check the toilets for any unauthorised material immediately before and after the candidate returns to the Examination Hall.

The Chief Invigilator must make sure that at least one invigilator is present in the exam hall at all times.

Removing a candidate from the Examination Hall If a candidate is causing a disturbance it may be necessary for the Chief Invigilator to tell the candidate that they can no longer continue to take the exam, and ask them to leave the Examination Hall. The Chief Invigilator must then make a report, giving details of the incident, and send it to Examinations Office for consideration.

Mistakes in papers or tables If any candidates believe there is a mistake in a question, table or formulae, the Chief Invigilator should seek urgent advice from the relevant module co-ordinator. If this is not possible the Invigilator should tell the candidates/s to answer the question using the printed information as given. Candidates should show in their answer that they think there is a mistake and that they have answered using the printed information. If an error is confirmed the

Chief Invigilator or module co-ordinator will make an appropriate announcement to the candidates. Any such incidents must be reported to the Examinations Office.

Examination Irregularities Any examination irregularity which may occur must be properly reported. It may, for example, involve the discovery of a crib sheet or some other reference material not permitted under the specific rubric governing the paper in question. If an Invigilator considers that an irregularity has taken place they must:

1. Confiscate any material which may constitute evidence of an irregularity. Crib notes must be confiscated immediately
2. Mark the candidate's script at the appropriate point to indicate that an irregularity has been reported and note the time of discovery.
3. Advise the candidate that the alleged irregularity will be reported to the Examinations Office and that the University will write to the candidate as soon as possible regarding his/her situation.
4. Decide whether to allow the student to continue with the examination. Technically invigilators have the right to instruct him/her to withdraw from the examination, but this would be appropriate only in extreme circumstances - for instance, if the student's continuing presence would disrupt the session. The student should therefore normally be permitted to complete the paper.
5. Contact the Examinations Office immediately after the examination to record the irregularity and the name and/or registration number of the student concerned.
6. A full written report must be produced and delivered to the Examinations Office within 24 hours.
7. At the conclusion of the examination, separate the student's scripts from the rest and lodge them, by hand, with the Examinations Office, along with any other evidence.
8. All alleged irregularities, including cases of writing after time, must be reported to the Examinations Office.

Student Illness If a student becomes ill during an examination the Invigilator should ascertain whether the student feels able to continue the examination. A short spell outside the Examination Hall may enable the candidate to re-enter the Hall to complete the examination. If the student does not feel able to continue with the examination the Invigilator should inform the student that a report will be made and that further information will be provided to them. The Invigilator should report the incident in the Invigilator's Report form including the name and Student ID number of the student concerned and the time that the student left the examination. The student's examination script should be returned to the Examinations Office at the end of the examination in the normal way.

Fire or Emergency If the fire alarm is activated during the examination the following procedure should be followed:-

1. The Chief Invigilator should stop the examination.
2. Candidates should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials should be left in the examination venue.
3. The examination should not subsequently be resumed but the scripts should be collected if practicable. No comment should be offered to candidates concerning the status of their uncompleted scripts.

AT THE END OF THE EXAMINATION

At the end of the examination the Chief Invigilator should read out the following:-

The examination time has elapsed. Please stop writing now. Do not leave your desk until we have given you permission to do so.

If you have not written your candidate number on your script please do so now.

If appropriate, make sure that all the question numbers attempted are entered on the front sheet of the answer book.

If you have answered more than the stipulated number of questions indicated in the rubric of the examination paper the extra ones will not be marked. You should, therefore, strike through any which you would prefer not to count, as the examiners will ignore the additional answers coming last in the book.

Please leave your completed answer booklet on the right hand side of the desk, away from any unused stationery. If you use more than one book you must attach the whole script together.

You cannot take any stationery including the question paper from the Examination Hall, whether you used it or not.

You must hand in everything you want to be marked.

If there are any students who attempt to continue to write they should be dealt with immediately.

Following the announcement at the end of the examination the invigilators are responsible for collecting the completed scripts and question papers before students are allowed to leave the Examination Hall. Once all of the scripts and question papers have been collected the Chief Invigilator should announce to the students that they have permission to leave the Examination Hall.

Once the students have left the Examination Hall the Chief Invigilator should make sure that the exam scripts are:

- counted and checked against number of attendees
- checked against the attendance slips
- attached together using rubber bands, with the attendance list on the top.

Once collated the examination materials should be returned to the Examinations Office together with the attendance sheet which should be signed by the Chief Invigilator.

Invigilator's Report The Invigilator's Report should mention any difficulties under which candidates may have taken the exams.

These difficulties could include:

- candidates using unfair methods (for example, cheating)
- late arrivals
- noise issues
- illness during the exams
- anything else of relevance.

Should the report identify any student found to be using unfair methods, then the Invigilators should be aware that their reports may be used in disciplinary proceedings, and that they may be identified.

Spare exam question papers No used or spare question papers should be left in the Examination Hall after the examination.

APPENDIX C: Invigilator Report Form

Date:		From:	To:
Module:			
Exam Venue			
Chief Invigilator			
Invigilator			
Invigilator			
Invigilator			

Any incidents to report:

Signature: