

Examinations and Assessments Regulations for Students

Introduction

These Examinations and Assessments Regulations and Procedures for Students relate to formal summative examinations and assessments. Consistent implementation of these regulations is crucial in safeguarding academic standards and ensuring fairness to students. Higher education providers have an obligation to ensure that the awards they make meet nationally agreed standards. The [UK Quality Code for Higher Education](#) requires providers to “operate equitable, valid and reliable processes of assessment” in order to achieve this. This means that assessments must accurately reflect or test the extent to which students have achieved the learning outcomes of their programme

These Regulations and Procedures have been developed in line with the [UK Quality Code for Higher Education](#) and in relation to the QAA’s [UK Quality Code for Higher Education Advice and Guidance – Assessments](#) . They should be read in conjunction with the School’s [Assessment and Classification Framework](#), and its [Academic Misconduct Policy and Procedure](#).

Summative examinations and assessments at the School will take a variety of forms, including written assignments, presentations, groupwork, and skills performance, and may include examinations. Some of these may be under proctored, time-constrained conditions such as an unseen examination, an in-class test or written piece of work, an in-class presentation or a piece of personal reflection. The forms of assessment and their weighting and timing are set out in the School’s module forms and programme specifications.

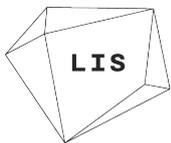
Linked Regulations and Procedures

These Examination and Assessment Regulations and Procedures for Students cover:

- A. Provision of Information for Students
- B. Examinations: Rules for Candidate Conduct
- C. Release of Results

Guidance on Extenuating Circumstances can be found in the School’s [Deferrals, Extensions and Extenuating Policy and Procedure](#). Guidance on reasonable adjustments are set out in the School’s [Disability Policy](#). The [Academic Misconduct Policy and Procedure](#) define good academic practice and academic malpractice (and associated penalties). The [Equality, Diversity and Inclusion Policy](#) sets out the principles for equity and inclusion in assessment. The [Academic Appeals Procedure](#) sets out how a student may appeal an academic result or decision by an academic body.

The School’s [Marking and Moderation Policy](#) sets out how assessments are marked and moderated. The [External Examiners Policy and Procedure](#) covers the recruitment, role and



support provided to External Examiners. The School's [Governance Overview](#) sets out the membership and terms of reference of the Board of Examiners.

A. Provision of Information for Students

An indicative calendar of assessments will be published in the Student Handbook at the beginning of each academic year. The assessment schedule will be published no later than the beginning of each term. The detailed timing and location of each examination will be published on the student Learning Management System (LMS) two weeks in advance of the first examination sitting. The information published will include rules for candidates, and any materials permitted. The Registrar or nominee will ensure the timely provision of information about examinations to candidates on the LMS.

Students will be given constructive feedback on their performance within two weeks of their results being confirmed by the Board of Examiners, to promote learning and assist development; they will also be encouraged to reflect on their own performance. Feedback will be based on clear assessment criteria and will clarify to the student how the mark was derived and the extent to which learning outcomes have been met.

B. Examinations: Rules for Candidate Conduct

Candidates may not enter the examination room after the beginning of the examination or leave during the last 30 minutes. On entering the examination room, candidates must deposit all bags and unauthorised sources of information in a place designated by the invigilator. Candidates may not bring additional materials to their desks in the examination room unless expressly permitted.

Where calculators are permitted, they must be cordless, non-programmable, non-networked, silent and without case or cover.

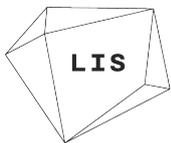
Candidates must switch off their mobile phones and smart watches and leave them in their bags in the place designated by the invigilator.

Candidates must display their School identity card in a prominent position on their desk.

Candidates must behave in an orderly manner in the examination room, taking care not to disturb others. A candidate creating significant disruption may be removed by the chief invigilator and excluded from the examination. In this case the chief invigilator will notify the Registrar or their nominee of the incident, who will determine whether to initiate disciplinary procedures against the candidate.

Candidates must not communicate with any other candidate in the examination room, by any means.

Candidates may bring a water bottle (with the label removed) into the examination room, but no other drinks and no food.



Any candidate who wishes to attract the invigilator's attention must raise their hand.

Where a candidate wishes to temporarily leave the examination room for a bathroom break, they must seek permission from an invigilator, and must be accompanied by an invigilator.

Candidates must not remove any question papers, answer scripts, other paper used or unused or any aids provided by the School from the examination room.

A candidate whose script is deemed illegible by the module leader concerned, in consultation with the Registrar or nominee, may be required to contribute to the costs of having the script professionally transcribed.

A candidate suspected of academic misconduct in an examination will be reported and dealt with under the [Academic Misconduct Policy and Procedure](#).

C. Release of Results

Provisional Results

On the authority of the Registrar, provisional results of programme awards, including classifications and results on the completion of designated stages in the programme, may be published to candidate prior to the meetings of the Board(s) of Examiners, provided that it is made clear that the recommendations for awards are subject to confirmation by the Board(s) of Examiners and approval by the Academic Council.

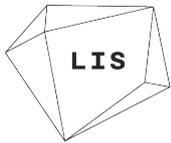
Provisional results on individual module summative assessments may be released to students on the authority of the Director of Teaching and Learning, once these results have been internally moderated.

Final Results

Progression and award results will only be published to students as confirmed results when they have been approved by the respective Board of Examiners and ratified by the Academic Council. When results of awards have been approved by the Academic Council, the results shall be final.

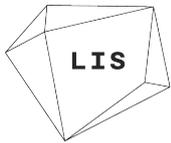
Monitoring and Review

These Examinations and Assessments Regulations and Procedures will be reviewed annually by the Director of Teaching and Learning, drawing on input from the Programme Monitoring Review Procedure and External Examiner reports, with changes authorised by the Academic Council.



Name of policy/procedure:	Examinations and Assessments Regulations and Procedures for Students
Document owner:	Hannah Kohler, Director of Admissions and Student Support
Date Originally Created:	01/2019
Last reviewed:	12/2019
Reviewed by:	Edward Fidoe (Chief Executive), Prof. Carl Gombrich (Director of Teaching and Learning), Prof. Chris Maguire (Registrar), Academic Council
Audited by:	Academic Council
Date of Audit:	11/2019, 03/2020 - approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Academic Framework Assessment and Classification Framework Academic Misconduct Policy and Procedure Disability Policy Equality, Diversity and Inclusion Policy

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Wellbeing)	13/01/2019	Original draft
2	Prof. Carl Gombrich (Director of Teaching and Learning)	10/03/2019	Max 2-week window for feedback
3	Prof. Chris Maguire (Registrar)	20/06/2019	Clarification of language.
4	Hannah Kohler (Director of Admissions and Student Support)	23/06/2019	Included Invigilation Guidelines. Removal of criteria for External Examiners and tenure, etc. Included contents page for clarity and greater ease of



			navigation by staff and students, and separated additional regulations and procedures into those for students and those for staff
5	Hannah Kohler (Director of Admissions and Student Support)	24/06/2019	Added section on release of results. Alteration of reasonable adjustments section to align with Disability Policy and to clarify link to Academic Appeals Procedure.
6	Prof. Chris Maguire (Registrar)	28/06/2019	Updated notes on invigilators
7	Hannah Kohler (Director of Admissions and Student Support)	14/08/2019	Separated out into student facing document
8	Hannah Kohler (Director of Admissions and Student Support)	14/08/2019	Ensuring consistency with Examinations and Assessments Regulations and Procedures for Staff
9	Hannah Kohler (Director of Admissions and Student Support)	25/10/2019	Clarified that results of awards and progression can only be published to students ratification
10	Hannah Kohler (Director of Admissions and Student Support)	11/11/2019	Contextualised policy relative to Quality Code guidance.
11	Academic Council	18/12/2019	Requires update as part of update of all general academic regulations in light of decision to pursue NDAPs
12	Hannah Kohler (Director of Admissions and Student Support)	20/12/2019	Minor typo fixes, no major changes
13	Academic Council	16/03/2020	Approved