

EXAMINATION RULES FOR CANDIDATES

References in these rules to examinations shall also include, where appropriate, any other form of assessment.

1. Each candidate should be at the examination room by the time when the examination is due to start. To avoid undue disturbance to other candidates, the invigilators are empowered to require all candidates who arrive late to remain outside the examination room until 15 minutes after the start of the examination.
2. No candidate will be admitted to the examination room more than 15 minutes after the start of the examination without the permission of the Chief Invigilator.
3. Candidates are expected to supply their own writing instruments, but unless the official notice of the examination states otherwise must not bring into the examination room any book, paper or calculator. Where a container is used for carrying writing instruments, it can only be of a clear plastic form. Candidate ID cards should be brought.
4. Wallets and keys may be placed on the floor under the desk. Pencil cases or any other material, including mobile phones/electronic equipment (unless authorised), are not permitted. Candidates may hand in mobile telephones/electronic equipment or any other unauthorised materials to a member of staff for safe keeping, prior to the commencement of the examination. However, this is done at their own risk and the University cannot take responsibility for loss or damage of such items. Any candidate who is found to have a mobile telephone/unauthorised electronic equipment/unauthorised materials in their possession after the start of the examination is committing a disciplinary offence.
5. Calculators with more than a one-line display or with an alphanumeric display are not permitted in the examination room unless specified in advance. If an invigilator reasonably believes a candidate is using a calculator which does not conform to this rule he shall have the absolute discretion to replace the calculator. A report on the matter will be made on the invigilator's declaration form.
6. Overcoats and other surplus clothing must not be brought into the examination room.
7. Plastic bottles of water are permitted up to a maximum size of 330ml. Under no circumstances may food or any alternative drink be brought into the examination room, unless prior permission has been obtained because of a medical condition.
8. Complete silence must be maintained in the examination room at all times. The use of any type of alarm clock is prohibited.
9. Smoking in the examination room is prohibited.
10. Candidates may neither turn over the question paper nor start writing until told that they may do so.
11. A candidate who requires further paper or other assistance should attract the attention of an invigilator by raising a hand.
12. No candidate may leave his seat without the express permission of an invigilator. No candidate will be permitted to leave the examination in the first 30 minutes or the last 15 minutes of the examination. Any candidate who leaves the examination room thereby consents to appropriate checks before being allowed to return to his or her seat.
13. All writing must be done in ink in the answer book provided and rough work should be crossed out. Under no circumstances should pages be removed from the answer book.
14. **Cheating and Unfair Practice**

This section of the Rules for Examination Candidates to be read in conjunction with the following section on Academic Misconduct (including Unfair Practice, Cheating and Plagiarism: Policy, Procedures and Sanctions).

- 14.1 In an examination conducted by or on behalf of the University, a candidate shall not cheat nor attempt to cheat.
- 14.2 Without detracting from the generality of 14.1, a candidate who at any time in the course of such an examination has in his possession material, which is not authorised by or on behalf of the University for use by him in that examination, shall be deemed to be in breach of Rule 14.1,

save in the case of a candidate who proves that he never intended to use the relevant material for cheating.

- 14.3 In addition to or in substitution for any other penalty applicable to a breach of the University's statutes, regulations or rules, a candidate's breach of Rule 14.1 shall cause every script submitted by him in the Diet, of which the relevant examination forms the whole or a part, to be disregarded by the examiners and shall render him liable to be expelled from the University.
 - 14.4 A candidate shall not bring, nor cause to be brought, into a room in which an examination is to be, or is being conducted, material which has not been authorised.
 - 14.5 The terms of Rules 14.1, 14.2, 14.3 and 14.4 shall not give rise to any implication, which would not otherwise occur, nor inhibit the finding of any implication, which would otherwise be found, in other provisions of the University's Statutes, Regulations and Rules.
15. Where the examiners require a script to be transcribed as a result of illegibility, the University is unable to guarantee that transcription of an illegible script can be performed at or by a particular time. This may mean that the script will not be considered at the next Examiners' Meeting. The full economic cost of transcription will be charged to the candidate who will be required to be present in Buckingham at the time prescribed by the University for transcription.
 16. At the end of the examination, candidates should remain in their seats in silence until all scripts have been collected. No answer book, used or blank, or any part thereof, may be taken from the examination room.
 17. Any breach of the rules will be taken into account by the examiners, and may also be the subject of disciplinary action.