

City St George's, University of London, Tooting

Rules for the Conduct of Candidates in Examinations

1. GENERAL RULES

- 1.1. These rules are issued in accordance with the [General Regulations for Students and Programmes of Study](#), City St George's, University of London, Tooting Campus and apply to all students and programmes of study based at the City St George's Tooting Campus. **Failure by an examination candidate to observe the *Rules for Conduct of Candidates in Examinations* (including cheating and/or disruption to the examination) shall be an examination offence.**
- 1.2. Attendance at all examinations prescribed in the Scheme of Assessment is compulsory. A candidate who is absent from any examination must, without delay, submit their reasons for absence via the mitigating circumstances to request a deferral.
- 1.3. Candidates are required to be available for the entire duration of each of their assessments, as published on the [Exams Calendar](#). The precise days and times of each examination will be communicated to the candidate prior to the exam commencing. In all examinations, whether invigilated or comprised of work undertaken in the candidate's own time, the work submitted by the candidate must be their own and any quotation from published or unpublished works of other persons (including information available electronically) must be duly acknowledged.
- 1.4. All work undertaken by candidates in examinations remains the property of the University and will not be returned to candidates.
- 1.5. All answers to examination questions must be written or otherwise given in English unless instructions are given specifically to the contrary. The use of dictionaries where the object is to help a candidate overcome any deficiency in their command of the English language is not permitted.
- 1.6. All candidates must sit an examination in the same manner as the rest of the cohort. Onsite, invigilated exams must be sat onsite by all candidates. If a student is unable to sit the examination onsite then they may apply for extenuating circumstances to request a deferral to the next available sitting. Under no circumstances may a candidate sit an exam remotely if it is an onsite invigilated examination.
- 1.7. In the case where there is strike action impacting transport services, examinations will not be cancelled. Candidates should make every effort to plan ahead and attend as normal.

2. IRREGULARITIES DURING EXAMINATIONS

- 2.1. Failure to observe the rules in this document or any instruction given by a member of staff or, invigilator, or any other alleged examination offence shall be handled in accordance with the [Academic Integrity Procedure](#). Any unauthorised notes or materials may be retained by the University at its discretion.

3. ARRIVAL AND DEPARTURE

- 3.1. It is the responsibility of the candidate to know the date, time and place of each of the examinations as set out in the relevant timetable or examination invitation notice.
- 3.2. Candidates are not permitted to enter the Clinical Cubicles, SDL rooms or any other rooms where examinations are scheduled to take place, 24 hours prior to the day of the examination, unless specifically authorised by the Head of Examinations or nominee.
- 3.3. Candidates must bring their student ID card to the examination and place it on their desk so that it is visible to the invigilators at all times. ID cards will be checked during the examination.

- 3.4. Candidates should attend promptly at the time and place notified to them prior to the examination. Candidates will only be admitted to the examination room up to 30 minutes after the start time with the agreement of the Head of Examinations or their nominee, and where the exam format allows. Candidates will never be admitted more than 30 minutes after the start of the examination. Any student starting the examination late will not be allowed additional time after the stipulated end. A record will be kept of the arrival and departure time of candidates who arrive late.
- 3.5. Where the exam format or cohort size requires an exam to be held in more than one sitting, candidates sitting in the later sessions will be required to report to a holding room prior to the start of their exam. This will be stated in the exam invitation. The reporting time for the holding room will be stated clearly in the exam invitation and no admittance after this time will be allowed without the approval of the Head of Examinations or their nominee. Candidates who fail to report to the holding venue and register prior to the time stated in their invitation will receive a mark of zero for the assessment.
- 3.6. For some exam formats, there may be a need to hold candidates for a period of time after sitting their exam and prior to the start of any later sitting. Failure to remain within the holding room following the examination will be considered an examination offence.
- 3.7. Personal belongings, such as bags, books, must be left in the designated area as instructed by a member of staff or invigilator, and should not be with candidates at their desks.
- 3.8. Candidates must not have mobile phones, smart glasses, smart watches, earbuds, personal stereos or any other electronic device or device capable of receiving data on their exam desk or on their person during the examination room, unless previously authorised by the Examinations Office. All electronic devices stored in bags, including mobile phones, pagers and beepers, must be turned off. Candidates should ensure their pockets are empty prior to being admitted to the examination venue.
- 3.9. Any candidate who is wearing a watch may be required to demonstrate that it is not a smartwatch and, in some cases, may be asked to remove the watch and either place it in their bag or hand it in (it will be returned at the end of the exam).
- 3.10. During written examinations candidates may not leave the examination room for any reason, including toilet or rest breaks, during the first 30 minutes or the last 20 minutes of the examination.
- 3.11. Candidates who are approved rest breaks during exams are unable to commence a break during the first 30 minutes or the last 20 minutes of the examination.
- 3.12. Outside of the first 30 minutes and last 20 minutes of the examinations, any candidate needing to leave a written examination temporarily (i.e. for a toilet break) must remain seated and raise their hand to attract the attention of the invigilator. Candidates must leave all stationery and examination materials at their desk. The invigilator may ask the candidate to empty their pockets and the invigilator will always accompany the candidate whilst outside the examination room. Candidates must comply with all instructions given by the invigilator.
- 3.13. Candidates who wish to leave a written examination early, outside of the first 30 minutes and last 20 minutes of the examinations, must remain seated and raise their hand to attract the attention of the invigilator. The invigilator will ensure everything is in order and, if appropriate, allow the candidate to leave. Some exam formats will necessitate the need to hold students for the duration of the examination and therefore, in these instances, candidates are unable to leave the examination early.
- 3.14. Any candidate who leaves the examination room without permission of an invigilator or member of staff shall be deemed to have completed the examinations and shall not be readmitted to the examination room.
- 3.15. Candidates may not use calculators during an examination unless specifically allowed for individual exams. Where candidates are allowed to use their own calculators, these must be standalone calculators and not form part of another device, i.e. mobile phone or tablet. Candidates are not allowed to store formulae in calculators and invigilators may check that all calculators' memories are cleared at the start of the exam. For some exams, the use of an

online calculator integrated into the assessment platform will be allowed and for other formats each candidate may be provided with the required calculator by the Exams Office.

- 3.16. Candidates may bring an un-carbonated drink in a cup/bottle with no sleeve or writing on the outside. All cups/bottles must have secure lids. Invigilators may inspect a candidate's cup/bottle to ensure it contains no prohibited material (notes, etc).
- 3.17. Candidates may also bring a few cold, quiet, unwrapped snacks into the examination.
- 3.18. All drinks and snacks must be consumed quietly and will be removed if, in the opinion of an invigilator, it is considered that they may disturb other candidates. Snacks which can be loud to eat, such as hard-boiled sweets, crisps and apples will not be allowed into the examination.

4. CONDUCT DURING EXAMINATIONS

- 4.1. Conduct of candidates in an examination is subject to the control and direction of the examiners, invigilators and officials appointed by the University. Candidates should observe the examination start and finish times notified to them. Examiners, invigilators and officials may require that a candidate leave the room if, in their opinion, the candidate's conduct is such as to cause disturbance to other candidates or to affect the proper running of the examination.
- 4.2. No candidate may copy from the answers of another, permit their own answers to be copied, receive aid from or give assistance to any other candidate during an examination.
- 4.3. Smoking is not permitted in the examination room or during rest breaks.
- 4.4. A candidate may be required to demonstrate they have no examination aid or electronic device with them during the exam. Candidates maybe be required to remove headwear or outer clothing. This will be done with appropriate discretion and once the check has been conducted, with the agreement of the invigilator, the student may proceed directly to the examination desk. A further check may be conducted if the candidate leaves the examination venue for any reason.
- 4.5. Candidates may not bring into the examination venue or to any practical, oral or similar examination, any books, notes, instruments or other materials except those which have been specifically permitted.
- 4.6. Candidates should, as far as possible, refrain from bringing items such as oversized bags and cases into the examination room. Any bags must be placed in the area designated by the invigilators.
- 4.7. Candidates are not permitted to enter the SDL rooms on the day of a Clinical Competency Assessment (CCA) or Objective Structured Clinical Examination (OSCE), or any other practical exam.

5. GENERAL INSTRUCTIONS TO BE OBSERVED DURING WRITTEN EXAMINATIONS

- 5.1. Candidates are sent a candidate number prior to the examinations. When admitted to the examination room, candidates should sit at the desk bearing their candidate number.
- 5.2. For online written examinations on campus, candidates must know their University login details in advance of entering the exam room.
- 5.3. All candidates are required to agree to the [Statement of Academic Integrity](#) before starting each online examination and to abide by the [General Regulations for Students and Programmes of Study](#).
- 5.4. It will be assumed that candidates have read the instructions at the head of the question paper, on the front of the answer book(s) and on automated answer-sheets. It is important that instructions concerning the number of questions to be answered and the use of separate answer books/pages are followed carefully.
- 5.5. For online examinations taking place on campus, it will be assumed that candidates have read the instructions once they have logged into the examination platform. It is important that instructions concerning the number of questions to be answered are followed carefully.

- 5.6. Candidates may not start an exam until instructed to do so by the invigilator.
- 5.7. For questions where answers are written in the question booklet (e.g. some Long Answer Questions) candidates should write their candidate number in ink in the space indicated on each page of the question booklet.
- 5.8. All answers to hand-written essay questions must be written legibly. It is at the discretion of the examiners to deduct marks or award zero marks for illegible scripts or typing errors.
- 5.9. For examinations where candidates are given a choice of questions (e.g. answer 2 out of 3), candidates must only answer the number of questions required. If a candidate answers more questions than required (e.g. 3 out of the 3, not 2), only the first answers numerically will be marked (up to the required number). For example, if a candidate is required to answer 2 out of 4 questions and answers questions 1, 3 and 4, only the answers for the first 2 questions numerically will be taken, questions 1 and 3.
- 5.10. For examination questions where candidates are required to give a certain number of answers (e.g. list 5 causes of X, or list the 3 main principles of Y), only the required number should be given. If more answers are listed, only the first answers numerically will be taken, regardless of whether subsequent answers are correct. For example, a candidate required to give 5 answers but lists 7, only the first 5 will be taken regardless of whether answers 6 or 7 are correct.
- 5.11. All work undertaken by the candidate in the examination room must be completed within the online assessment platform or in the answer books provided. Rough work and notes should be completed on the note paper provided for online exams. If writing in an answer booklet, the rough work and notes should be completed within the booklet and should be crossed through. Notes or rough work must not be made on other pieces of paper, as these could be interpreted as illicit notes prepared before the examination.
- 5.12. At the end of the examination candidates must stop writing their answers when instructed to do so, remain in their seats until all assessment materials have been collected, and only leave when instructed to do so.
- 5.13. All examination materials not collected by the invigilator must be left on the desk at the end of the examination.
- 5.14. No candidate may, under any circumstances, remove from the examination room, copy or photograph any answer sheet, book or paper, used or unused or distribute or publish the questions to other students or with the wider public.

6. DISABILITIES, SPECIFIC LEARNING DIFFICULTIES OR ILLNESS

- 6.1. If you have a disability or specific learning difficulty that may require additional arrangements to be made for your examinations, you should contact the Disability Advisor in the Registry at the earliest opportunity. In order for additional arrangements to be made approved for exams, the Exams Office must have formal notification of a candidate's Statement of Support Needs (SOSN) from the Disability Advisor at least six weeks in advance of the examination.
- 6.2. If you have any illness or other circumstance which you believe will affect your performance in an examination, this should be notified to your exams contact as soon as possible, ideally before the date of the examination, and no later than the date of the Board of Examiners meeting. Candidates for registrable qualifications (Medicine, Paramedic Science, Physiotherapy, Radiography, Occupational Therapy), however, should note that the regulations do not permit the examiners to adjust marks to take account of such circumstances.

Academic Registrar

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