

St George's, University of London

Rules for the Conduct of Candidates in Examinations

1. GENERAL RULES

1.1. These rules are issued in accordance with St George's, University of London *General Regulations for Students and Programmes of Study*. **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 In all examinations, whether supervised or made up of work undertaken in the candidate's own time, the work submitted by the candidate must be their own and any quotation from the published or unpublished works of other persons (including information available electronically) must be duly acknowledged.

1.3 All work undertaken by candidates in examination remains the property of St George's, University of London and will not be returned to candidates.

1.4 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.

2. IRREGULARITIES AT EXAMINATIONS

2.1 Failure to observe the rules in this document or any instruction from an invigilator or any other alleged examination offence shall be handled in accordance with the *Procedure for considering allegations of Assessment Irregularity*. Any unauthorised notes or materials may be retained by St George's, University of London at its discretion.

3. On Site Examinations

ARRIVAL AND DEPARTURE

3.1 Candidates must bring their student ID card to the examination and place it so that it is visible to the invigilators at all times.

3.2 It is the responsibility of the candidate to know the date, time and place of each of the examinations to be taken as set out in the relevant timetable or admission 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 Assistant Registrar (Examinations).

3.3 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 after the start time with the agreement of the Academic Registrar or their nominee. Candidates will never be admitted more than 30 minutes after the start of the examination and 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. Personal belongings should be left in a designated space and should not be with candidates at their desks.

3.4 At written examinations candidates may not leave the examination room for any reason during the first 30 minutes of the examination or the last 20 minutes of the examination.

3.5 At all other times, any candidate requiring to leave a written examination temporarily should raise their hand to attract the attention of the invigilator. Candidates must leave all stationary, examination materials at their desk, the invigilator may ask the candidate to empty their pockets. The invigilator will accompany the candidate at all times while outside the examination room and the candidate must comply with all instructions given by the invigilator.

3.6 Candidates who wish to leave a written examination early must raise their hand to attract the attention of the invigilator.

3.7 Candidates may bring an un-carbonated drink in a transparent cup/bottle with no label or sleeve. Candidates may also bring a few cold, unwrapped snacks into the examination. Drinks and snacks must be consumed quietly and will be removed if the invigilator considers 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 St George's, University of London. 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, or permit their own answers to be copied, or receive aid from or give assistance to any other candidate during an examination.

4.3 Smoking is not permitted in the examination room.

4.4 Candidates may not bring mobile phones, smart glasses, smart watches, earbuds, personal stereos or any other electronic device or device capable of receiving data into the examination room. All electronic devices stored in bags, including mobile phones, pagers and bleeps, must be turned off before entering the examination room. Candidates should ensure their pockets are empty prior to being admitted to the examination venue. A non-digital watch may be placed face up on the examination desk, so that it is visible to invigilators.

4.8 Invigilators may require a candidate to demonstrate that they have no examination aid or electronic device. Candidates will 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 hall for any reason.

4.5 Candidates may not bring into the examination hall 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 bags and briefcases into the examination room. Any such items should be placed in a secure area designated by the Assistant Registrar (Examinations) or their nominee away from the candidates' desks during the examination.

4.7 Candidates are not permitted to enter the SDL rooms on the day of an Objective Structured Clinical Examination.

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 If sitting an online examination on campus, candidates must know their St George's login details in advance of entering the computer rooms.

5.3 It will be assumed that candidates have read the instructions at the head of the question paper and 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 are followed carefully.

5.4 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.

5.3. Candidates may not turn over the question paper until instructed to do so by the invigilator.

5.4 For questions where answers are marked on automated mark-sheets (e.g. MCQs) candidates should use a pencil only. **Candidates should provide their own pencil (HB or other medium-weight lead) and eraser.** Candidates should write their details in the boxes provided, including their candidate number.

5.5 For questions where answers are written in the question booklet (e.g. Short Answer Questions) candidates should write their candidate number in ink in the space indicated on each page of the question booklet.

5.6. For essay questions candidates must complete the front sheet of each answer book to show:

- (a) the candidate's number (but NOT name);
- (b) the title of each paper (e.g. Part One Term 1);
- (c) the date of the examination;
- (d) the question number answered in that book.

Candidates requiring a Supplementary Answer Book should raise their hand and the invigilator will supply this, together with a piece of string. The Supplementary Answer Book must be tied securely INSIDE the back cover of the relevant Answer Book with the string. Supplementary Answer Books will only be issued when a candidate has filled up, or nearly filled up, a main Answer Book.

5.7 All answers to essay questions must be written legibly. It is at the discretion of the examiners to deduct marks or award zero marks for illegible scripts.

5.8 All work undertaken by the candidate in the examination room must be completed in the answer books provided. Rough work 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.

5.9 At the end of the examination candidates must remain in their seats until the question paper, any answer sheets and answer books have been collected, and they are informed by the invigilator that they may leave the examination room.

5.10 All examination materials not collected by the invigilator (e.g. pencils) must be left on the desk at the end of the examination.

5.11 No candidate may, under any circumstances, remove from the examination room, or 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 least six weeks prior to 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 the Registry 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 registerable 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.

Remote Examinations

7. START AND END OF EXAMINATION

7.1 Candidates must ensure their location is conducive to sitting an exam, that their internet connection is strong, that their device is fully charged and updated and that they are in a room on their own. If a candidate is unable to guarantee they will be able to sit a remote examination due to their location, technology or internet connection not being sufficiently conducive to sitting an examination, they must contact examonsite@squil.ac.uk as soon as possible and no later than 4 weeks before the examination. In such cases, the University will provide a quiet, private location on-site to sit the examination or loan the candidate the necessary technology to complete the assessment.

7.2 Candidates must ensure they are using the optimum internet browser for the examination. This will be suggested by the Examinations Team.

7.3 It is the responsibility of the candidate to know the date and time of each of the examinations to be taken as set out in the relevant timetable or admission notice and are logged into the examination portal in sufficient time ahead of the start of the exam.

7.4 Candidates should be logged in promptly at the time and place notified to them prior to the examination. Candidates will only be admitted to the examination after the start time with the agreement of the Academic Registrar or their nominee. Candidates will never be admitted more than 30 minutes after the start of the examination and will not be allowed additional time after the stipulated end.

7.5 A candidate who requires to leave a remote examination temporarily must leave all stationary, examination materials and personal belongings at their desk and must not communicate with anyone else while still under examination conditions. A candidate who leaves a remote examination temporarily should make a note of the time they left and returned to the desk and the purpose of their break. This should be emailed to their exam contact after the examination. The examination clock will continue to countdown whilst the candidate is away from the desk.

8 CONDUCT DURING EXAMINATIONS

8.1 Conduct of candidates in an examination is subject to the control and direction of the examiners, invigilators and officials appointed by St George's, University of London. Candidates should observe the examination start and finish times notified to them. Examiners, invigilators and officials may require that a candidate exit the examination 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.

8.2 All candidates are required to sign the St George's Statement of Academic Integrity before starting each online examination and to abide by the General Regulations for Students and Programmes of Study.

8.2 No candidate may contact other candidates or anyone else during the examination nor should candidates receive aid from or give assistance to any other candidate during an examination. This includes contacting another candidate or other person or using an electronic device. Candidates must not make any attempt to copy down examination material or to duplicate any part of the examination paper.

8.3 Candidates may not bring mobile phones, smart glasses, smart watches, earbuds, personal stereos or any other electronic device or device capable of receiving data into the examination room environment other than the device on which they are taking the examination. All other devices should be switched off (not on silent) and left outside the room.

8.4 During remote invigilation, invigilators may require a candidate to demonstrate that they have no examination aid or electronic device. Candidates may 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 sit the examination wearing their chosen clothing. Should a candidate leave the examination room, a further check may be conducted,

8.5 Candidates may not bring into the examination environment any books, notes, instruments or other materials except those which have been specifically permitted.

9 GENERAL INSTRUCTIONS TO BE OBSERVED DURING REMOTE EXAMINATIONS

9.1 It will be assumed that candidates should know their St George's login details in advance of logging onto the examination portal and that candidates have read the instructions once they have logged into the exam platform.

9.2 All submissions are subject to scrutiny for assessment irregularity using appropriate software.

9.3 No candidate may, under any circumstances, remove from the examination room, or 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.

10 DISABILITIES, SPECIFIC LEARNING DIFFICULTIES OR ILLNESS

10.1 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 least six weeks prior to the examination.

10.2 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 registerable 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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