

St George's, University of London

Rules for the Conduct of Candidates in Supervised 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 Supervised 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own time, the work submitted by the candidate must be his or her own and any quotation from the published or unpublished works of other persons (including information available electronically) must be duly acknowledged.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 a supervised 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. ARRIVAL AND DEPARTURE

- 3.1. Candidates must bring their student ID card to the examination.
- 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 exam and will not be allowed additional time after the stipulated end.
- 3.4. At written examinations candidates may not leave the examination room during the first 30 minutes of the examination, nor in the last 20 minutes of the examination.
- 3.5. A candidate requiring to leave a written examination temporarily should raise his or her hand to attract the attention of the invigilator. Candidates must leave all stationary, exam materials and personal belongings 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 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. Any electronic devices stored in bags, including phones, pagers, bleeps, must be turned off before entering the examination room. Watches must be placed face up on the desk, so that they are visible to invigilators.**
- 4.8 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 exam wearing their chosen clothing.
- 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 at the front of the examination room away from the candidate's desk 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 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.
- 5.3. 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 to illegible scripts.
- 5.8 All work undertaken by the candidate in the examination room must be done in the answer books provided. Rough work should be crossed through. Notes or rough work **MUST NOT** be done 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, in any circumstances, remove from the examination room, nor copy or photograph any answer book or paper, used or unused nor share 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 registrable qualifications (Medicine, Paramedics, 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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