

## Examination handbook for students 2021-22



This document contains all the information you need to know about your examinations for 2021-22.

You will find information on:

- **ID cards, registering and types of examinations**
- **examination checklists, timetable publication and venues**
- **Personalised Examination Provision (PEP)**
- **essential examination preparation**
- **examination venue DOs and DON'Ts**
- **examination offences**
- **emergency evacuation procedure**
- **absence, mitigating circumstances and adverse weather**
- **a little guide to time management**
- **combatting exam stress**

Please read the information contained in this document carefully and ensure you are prepared for all eventualities throughout your examinations.

If you have any questions that are not answered here, please contact your programme's Registry Officer or the Examinations Office:

Email: [exams@bucks.ac.uk](mailto:exams@bucks.ac.uk)

**Good luck with your exams!**

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## **Version 8**

**Applicable from September 2021**

**Owned by Academic Registry**

**Approved by Quality Enhancement Committee**

**Equality Assessment completed September 2013**

If required this formal document is available in an alternative format eg Braille, tape, disc, email or a larger font size. Please **contact the Academic Registry**.

## ID cards, registering and types of examinations

### 1. ID Cards

**You MUST bring your student ID card to all of your examinations in order to gain entrance to the exam venue.** Students without their ID card will NOT be permitted entry to the venue.

ID cards can be replaced at the **Main gateway reception** for a cost of £10.

**Don't forget you must carry your ID card at all times on campus!**

### 2. Do I need to register?

If you are able to **access the Blackboard™ site** of the module, you are registered for this examination. If you do not have access, contact your programme's Registry Officer or the Registry Office as soon as possible. These details should be located in your programme handbook.

### 3. Types of examinations

Centrally administered examinations are normally held in January, May/June and re-sit examinations in mid-August. Currently, examinations are not normally held on Saturdays, Sundays or Bank Holidays.

Examinations for some programmes are held outside these periods. You should consult your tutor for information about the examination arrangements for your programme.

Some modules have 'time constrained assessments' (TCAs). These are assessments with an examination-type format, but which usually occur within normal class time. Module tutors will provide information about these, but it is your responsibility to ensure you attend when required - you must attend at the time/date published by your tutor.

## Examination checklists, timetable and venues

### 4. Examination dates

The University examination periods for 2021-22 are as follows:

#### High Wycombe

- **Tuesday 25 – Friday 28 January 2022**
- **Monday 16 May - Friday 27 May 2022**

Most examinations take place between the above dates; some examinations may fall outside the main examination periods. If you are unable to attend your exams on the dates above, please contact your programme's Registry Officer immediately for help and guidance.

The University respects and whenever possible will accommodate valid reasons you may have for being unable to sit a scheduled examination; this may include personal and professional commitments and religious observances.

Please seek advice as soon as possible from your programme's Registry Officer if your schedule is affected in this way. Please note that the University reserves the right to hold examinations on such days if no alternative time is possible.

## High Wycombe Campus

Morning examinations normally start at **9.30am**, afternoon examinations at **2pm** and evening examinations at **6.30pm**, unless otherwise indicated on the timetable (please check carefully).

## Uxbridge Campus

Morning examinations normally start at **10am**, afternoon examinations at **2pm**, unless otherwise indicated on the timetable (please check carefully).

## Time Constrained Assessment (TCA)

TCAs that are scheduled outside of the main examination periods are held on campus. Please note that some of these may be run and organised by your academic department rather than by the Examinations Office.

## 5. Venues

### Main examination days

Most University examinations take place in the Events Hall (High Wycombe) and the Park Room (Uxbridge). Please ensure that you always check the location of your examination and plan your journey in order to arrive in good time.

You should arrive at the venue **at least 20 minutes before** your exam is due to start.

You can enter the exam venue **up to 30 minutes after** the start of the examination but **will not** be permitted any extra time.

### Partner Institution Examinations

Partner Institution exams are usually held at the location where the module is taught.

## 6. Timetable publication

The timetables will normally be published on the exams webpage on the following dates:

- For January examinations: **Monday 6 December 2021**
- for May/June examinations: **Monday 1 March 2022.**

## 7. Examination student checklist

### Before the exam:

- Check the location of your exam venue.
- Make sure you know how long it will take to get there.
- Set yourself a reminder/alarm to ensure you will be on time
- All stationery should be in a CLEAR plastic wallet.
- Check that there are no notes written on anything you are taking into the exam.
- Calculators will be checked by the invigilators
- Disciplinary action will normally be taken against anyone found with unauthorised notes.

- **Take your ID card to ALL exams.** If you have lost your card, go to the **Main gateway reception** for a replacement.

### On the day:

- Have something to eat and drink before your exam.
- Take pens, pencils, calculator, water and tissues with you. Ensure that **all items** are held in a CLEAR plastic wallet.
- Go to the toilet before your exam.
- Leave your phone or smart watch at home, or **switched off** in the plastic wallet under your seat.
- Allow plenty of time to get to venues. You will NOT be allowed into the exam venue if you arrive later than **30 minutes** after the start of the exam, for any reason.
- If you are ill on the day or unable to attend for any reason, notify your school registrar.
- **Take your ID card to ALL exams.** If you have lost your card, go to the **Main gateway reception** for a replacement.

## Personalised Examination Provision (PEP)

### 8. Disability Service guidelines and procedures

We are committed to ensuring that fair and consistent practices are followed in your examinations and Time Constrained Assessments (TCAs) at the University.

If you have dyslexia, physical impairment, medical condition, mental health difficulty or another disability you may be entitled to reasonable adjustments and a Personalised Examination Provision (PEP). This will provide the opportunity for you to demonstrate that you have met the criteria for progression or conferment of an award.

Reasonable adjustments for your PEP will be according to your disability evidence and agreed between you and the disability service and further to the approval of your course leader and academic quality directorate.

The PEP will need to be set up at least 6 weeks before the first examination on the University published timetable. Please note that this may be over 6 weeks before your actual examination.

To receive a PEP you must first **contact the Disability Service** for a registration appointment. You will need to bring up to date medical evidence. **This process can take a significant period of time – do not leave it to the last minute.**

An anonymised timetable for all students with Personalised Examination Provisions will be published on the web at the same time as the main venue. You will be sent an email to alert you to its publication and location.

If you have not received any information regarding your examination, please contact your programme's Registry Officer.

If you have been emailed about your PEP and do not wish to use it, for instance, not take your examination in a separate room as agreed, then it is your responsibility to contact the **Examinations Office** as soon as possible before the start of the exam.

#### Examples of reasonable adjustments:

- a) **Extra time** – you may be entitled to one or more of the following:

- 25% extra time. For example, if you have dyslexia;
- a rest break. For example, if you have a mobility difficulty;
- other amounts of extra time/rest break;
- you will sit the examination in a separate room. This ensures you are not disturbed by others leaving the main examination room.

**b) An amanuensis (scribe):**

- an amanuensis will write legibly and accurately exactly as you dictate;
- an amanuensis will ask you to give spellings of specialist/technical terms;
- the amanuensis must not give factual help, advice on questions to answer, in which order and when to move onto the next one;
- you will sit the examination in a separate room;

**c) A reader:**

- the reader will read the questions as often as you request or read back your answer if you wish them to;
- the reader must not give factual help, advice on questions to answer, in which order and when to move onto the next one;
- you will sit the examination in a separate room;

**You should, wherever possible, be given adequate practice in the use of a reader and/or amanuensis.**

**Exceptional reasonable adjustments**

Please **contact the Disability Service** for advice.

If you have a condition that does not require extra time or any other reasonable adjustment but may affect your exam performance (such as diabetes), you should arrive early and contact the Invigilator prior to when students are filing into the exam venue, to organise for example, agreement for special drinks such as orange juice.

**What to take to Examinations**

**9. Essential list:**

- **You MUST bring your student ID card to all of your examinations in order to gain entrance to the exam venue.** Students without their ID card will NOT be permitted entry to the venue

Please note: if you have lost your ID card, these can be replaced at the **Main gateway reception or Uxbridge floor 2** for the cost of £10.

- You MUST bring pens, pencils, erasers, rulers, sharpeners etc, which must be unmarked and kept in a CLEAR pencil case.

**10. Permitted items:**

- Sealable clear plastic wallet (no larger than A4). **ALL OF THE FOLLOWING ITEMS SHOULD BE PLACED INSIDE THIS WALLET;**
- calculator (only from the Casio **fx-83** or **fx-85** range and only if permitted in that exam);
- non-carbonated water;
- smart watches (**SWITCHED OFF**);

- ONE mobile phone only (**SWITCHED OFF**);
- anything permissible for the particular examination paper;
- small valuable items.
- Epi-Pens and inhalers (you must advise the invigilator that you are bringing them in and you will need to administer them yourself if you need to use them)

## 11. Non-permitted items:

- Revision or course notes, books, statutes (except where approved by the examiner, this will be detailed on the front of the exam paper);
- pencil case (unless clear) - all pens/pencils etc should be held in a clear plastic wallet;
- dictionaries;
- laptops, media devices, iPads, tablets, programmable watches or audio players;
- ear plugs;
- correction fluid;
- paper for rough writing (unless supplied by invigilator);
- headwear (except on religious grounds);
- all liquids except non-carbonated water.

## 12. Valuables

Small valuable items such as one mobile phone, smart watch, wallet/purse, Oyster card etc., must be inside a sealable clear plastic wallet (no larger than A4) and then placed underneath your desk. Plastic wallets will be supplied by the University.

Any items that do not fit in a plastic wallet (e.g. laptops) must be left in the cloakroom which is unsupervised. Therefore, you are strongly advised NOT to bring items of value with you to your examinations as the University cannot accept any liability for any items lost or stolen from the venue.

## 13. Coats and bags

**You will be required to leave your coats, jackets and bags in a designated cloakroom area as you are not permitted to wear/take them into the examination hall itself.** This area will be unsupervised so you are strongly advised not to bring valuable coats or bags to your examinations as the University cannot accept any liability for any items lost or stolen from the venue.

Where the area provided is a room this will be locked but unsupervised. The room will be open at set times during examination days for you to collect items you have left there. These times will be displayed outside the room; there will be no access at other times.

## 14. Revision or course notes

You are not permitted to bring ANY revision or course notes into the exam hall, unless they are specifically permitted for the particular examination. It is an examination offence to have unauthorised notes either on your person or under your desk during an exam.

## 15. Calculators and dictionaries

No form of dictionary, English or foreign language, is allowed in the examination venue.

Calculators and drug calculation cards are only permitted in some examinations. Your module leader or department should make you aware of whether they are allowed prior to the exam period but if you are unsure then please check.



Please note that you are required to purchase your own calculator or drug calculation cards, you will not be provided with one at the examination. Only non-programmable calculators are allowed in the exam venue. Mobile devices **cannot** be used as calculators.

## 16. Open book examinations

If the examination is classified as 'open book' you are permitted to bring written/printed materials into the examination, including written notes and textbooks that are relevant to the exam and have been approved by the module tutor.

Depending on the exam, your textbooks may be marked with written notes or highlighting, ensure you have checked the instructions for your exam. The majority of University examinations are closed book which means that you are not permitted to bring any written/printed material into the examination.

## Examination venue DOs and DON'Ts

### 17. Before the exam


#### YOU MUST

- arrive at the examination venue 20 minutes before the start of the exam;
- sit at the desk directed by the invigilator;
- place your ID card on your desk. this will be checked by invigilators during the exam so should be clearly visible and placed face-up;
- check the front cover of the exam paper to make sure that you are taking the correct examination;
- mobile phones and/or electronic Devices (such as smart watches) must be switched off prior to entering the hall and placed in your plastic wallet; they must NOT be in your pockets. It is an exam offence to touch/look at a phone/smart watch in the exam hall or for a phone/smart watch to make any noise at all;
- add your personal details to answer/question paper (ID Number etc) as directed on question paper

#### YOU MUST NOT

speak to other candidates once you have entered the examination venue. It is an examination offence to talk to other candidates once you are in the

exam hall. This includes before the exam has started

 open the question paper until told to do so. You may read the front cover of the exam paper to check the module code, title and details;

**If you have any queries then you should raise your hand and wait for an invigilator**

## 18. During the exam

### YOU MUST

- ✔ write clearly and in English (unless another language is specified for the exam). You must write using a pen with blue or black ink. You may also use a pencil for any diagrams, charts or graphs;
- ✔ you will only be permitted one answer book per examination;
- ✔ do all rough work in the answer booklets provided and cross through if you do not want it marked;

### YOU MUST NOT:



- ✘ For examinations that are **90 minutes long or less** you may not leave the exam venue.
- ✘ You will not be permitted to go to the toilet in the **first 60 minutes** and/or the **last 15 minutes** of your examination, except in exceptional circumstances. If you do, you must take your student ID card with you as your details will be logged. You will be escorted by an invigilator and you may be asked to empty your pockets;


- ✔ raise your hand if you have a query, feel unwell or require more stationery;
- ✔ ensure all details have been completed and then raise your hand and an invigilator will collect your script if you wish to leave early.
- ✔ for exams longer than **90 minutes** only. If you decide to leave your exam early (**after 60 minutes and before the last 15 minutes only**) then you must ensure all details have been completed, then raise your hand and an invigilator will collect your script.

- ✘ for examinations that are **more than 90 mins** you are allowed to leave the examination venue for use of the toilet. If you need to visit the toilet (**after 60 minutes** and before the **last 15 minutes** only) then you must take your student ID card with you as your details will be logged. You will be escorted by an invigilator and you may be asked to empty your pockets;
- ✘ use correction fluid, tape or pens to erase work, just put a line or a cross through it;


## 19. At the end of the exam


### YOU MUST


-  ensure that you have completed the front page of the answer book;
-  remain at your desk until your script has been collected by an invigilator and you have been told that you may leave;


-  leave the examination venue quickly and quietly and remember to take your personal belongings with you.

### YOU MUST NOT:

-  continue to write after the exam has finished. It is an examination offence to continue to work after the announcement has been made, you must stop writing immediately;

-  take the exam paper, any used or unused answer booklets with you

-  disturb other students who are still working. It is an academic offence to talk inside the exam venue

-  talk until you are well away from the examination venue - you should be aware that other exams may be continuing.

## Examination offences

### 20. Examination offences

Examples of examination misconduct include the following:

- having unauthorised items either on your person, underneath your desk, in the examination hall or in the toilets;
- cheating, attempting to cheat or assisting another candidate to cheat;
- opening the exam paper before the exam has started;
- writing anything on the examination stationery other than the information requested (i.e. candidate number, module code, exam title etc) before the exam has started;
- having writing on any part of your body or added to your clothes;
- talking or attempting to communicate with any other students whilst in the exam hall (including after your exam paper has been collected);
- removing any used or unused answer books, exam papers or any other examination stationery from the examination venue, even temporarily;
- having a mobile phone or a smart watch that makes any noise at all during the exam or that is not switched off when in the examination venue, or having a mobile phone/ smart watch on your person at any time during the examination, including when in the toilets;
- leaving the venue during the first 60 minutes of the examination or during the last 15 minutes of the examination (unless instructed to do so);
- continuing to write after the examination has ended;
- ignoring or disobeying any other instructions given by an invigilator or member of the Examinations Office.

### 21. Penalties for committing offences during examinations

Examination offences are taken very seriously. Penalties for offences committed during examinations include (but are not restricted to) the following:

- expulsion from the University;
- failure of the examination or of the whole module with capped marks for any permitted referral attempts;
- proven misconduct may lead to loss of accreditation from professional bodies;

**All examination offences will be reported to the Academic Registry for further investigation.**

## 22. Academic Misconduct regulations

Please read the following for more information concerning the Academic Misconduct regulations relating to examinations:

<https://www.bucks.ac.uk/sites/default/files/2021-07/academic-integrity-policy.pdf>.

\* If this PDF document will not open in your browser, right click and save to your desktop.

## Emergency Evacuation Procedure

### 23. What to do in the case of an emergency

In the event of a fire alarm or other emergency situation, you must stop writing, remain in your seat and await instructions from the invigilators. You should remain silent in order that all instructions can be clearly heard by all candidates.

### 24. Recommencing the examination

Wherever possible, examinations will recommence after an emergency evacuation and you should therefore be prepared for this situation.

On re-entering the examination hall, you will be instructed to draw a line under your work in order to indicate to the examiners the point at which the examination was disturbed. If at all possible, the full remaining examination time will be given but this will depend on the length of the disruption. Further information regarding this will be announced prior to the recommencing of the examination.

Examination scripts will be marked according to the standard procedures although examiners will be fully informed of the nature, length and severity of the disruption. Please note that these circumstances will also automatically be taken into account by the Board of Examiners so you do not need to take any further action.

## Absence, Mitigating Circumstances & Adverse Weather

### 25. Absence from examination

If you are unable to sit your examination for any reason, contact your programme's Registry Officer who will be able to advise you regarding mitigating circumstances.

The University respects and whenever possible will accommodate valid reasons you may have for being unable to sit a scheduled examination. This may include unavoidable personal and professional commitments and religious observances (but not holidays). Please seek advice as soon as possible from your programme's Registry Officer if you are affected in this way. Please note that the University reserves the right to hold examinations on such days if no alternative time is possible.

### During an examination

If you start an examination but are unable to complete it due to illness or other good cause then you should notify the invigilator who can then record this for any potential mitigating circumstances claim. You should then get an official medical certificate that covers the day of the examination. Contact your programme's Registry Officer who will be able to advise you regarding mitigating circumstances.

### After an examination

If you believe that your examination performance has been adversely affected by circumstances beyond your control, then you should contact your programme's Registry Officer who will be able to advise you regarding mitigating circumstances.

## 26. Mitigating Circumstances

If you believe you have mitigating circumstances that will affect your examination, please review procedure and then complete the form below.

Please ensure that you read the notes on the reverse of the form and follow the instructions, paying particular attention to the deadlines. For further advice, please contact either your programme's Registry Officer or the **Students' Union Advice Centre**.

## 27. Adverse Weather

If the University is closed due to adverse weather conditions, examinations will be cancelled. The closure will be notified via the home page of the University's corporate website, **bucks.ac.uk**, the **Facebook** page and the home page of **Blackboard**. The decision will be posted on the site at **6.30am** on weekdays and **8.30am** weekends.

If the University is open, examinations will continue as normal. If the University is open but you personally are affected by adverse weather conditions, please contact your programme's Registry Officer who will advise you regarding mitigating circumstances.

If you have any questions that are not answered here, please contact the Examinations Office:

Email: **exams@bucks.ac.uk**