

Examination Regulations and Candidate Guidelines

The following information provides candidate guidelines for University of South Wales examinations and the rules by which candidates should abide.

1. Examination Invigilators

1.1. Each examination venue will have one or more invigilators present; these are members of University staff whose responsibility it is to ensure the smooth running of examination venue. They ensure throughout the examination to ensure that all candidates abide by the university regulations

2. Attendance at the examination venue

2.1. It is the responsibility of the candidate to be aware of the details of the examination timetable if a candidate fails to attend an examination without reasonable cause, this will result in the award of no marks for that examination. If a candidate fails to attend as a result of illness or any other valid reason, should contact their [Campus Advice Zone](#) for guidance.

3. Entering the examination venue

3.1. Candidates must arrive at the examination venue at least fifteen minutes prior to the start of the examination. The examination invigilator will inform candidates when they are able to enter the examination venue.

3.2. In the event that a candidate is unavoidably late, candidates are exceptionally permitted to enter the examination venue up to one hour after the start time of the examination by the examination invigilator. If a candidate arrives more than one hour after the start time, they are not permitted to enter the examination venue. Candidates who attend at this time should report directly to their [Campus Advice Zone](#).

4. Permitted items and materials

4.1. The rubric on the front of the examination paper will specify the exact items that are permitted for use during the examination.

4.2. A candidate may take to their desk only those items and materials that are expressly permitted for the examination they are sitting. It is the responsibility of the module lecturer to provide guidance to candidates about items and materials that are permitted to be taken into the examination, for example calculators, or specific text books. If calculators are permitted, these must be silent and not contain a database facility; their correct functioning is the responsibility of the candidate. If printed books are permitted these must be clean copies with no annotations unless otherwise stated.

- 4.3. Candidates should be aware that where additional materials are allowed (text books, calculators, etc) these will be checked by the Invigilator during the examination.
- 4.4. Dictionaries are not permitted unless specified on the examination paper.
- 4.5. All bags, coats, mobile phones, revision notes and any other electronic devices (including smart phones, smart-watches and similar devices) must not be taken to the examination desk; they must be deposited in the designated space for belongings advised by the Invigilator. Candidates should only have essential writing equipment and their student ID card on the desk, instrument containers and pencil cases are not permitted at the examination desk.
- 4.6. Candidates are only permitted to bring drinks in transparent bottles to the examination desks, foodstuffs are not permitted.
- 4.7. If a candidate chooses to wear a watch in the examination venue, these must be placed on the desk alongside the student ID card. All examination venues will have a clock on display.

5. Examination Question Paper

- 5.1. Once advised to do so by the Invigilator, candidates should check the front sheet of the examination question paper to ensure that it is the paper they are expecting to sit. The front sheet will provide:
- the module information, code and title
 - the duration of the examination
 - details of any additional material that is permitted
 - guidance on how many questions are to be answered (if applicable)
 - instruction on whether the examination paper can be removed from the venue
- 5.2. If candidates have any queries about the information on the front of the question paper they should raise their hand and alert the Invigilator.

6. Examination answer booklet

- 6.1. The front cover of the [answer booklet](#) is the attendance and fit to sit confirmation. ([Regulations for Taught Courses, Section A.2.6.7.5](#)) Candidates are required to complete all of the information on this form and detach for the Invigilator to collect.
- 6.2. The details on page 2 of the answer booklet also need to be fully completed by the candidate. All examinations are marked anonymously, candidates must enter their full name in the top right hand corner of the answer booklet, and seal down the flap to conceal the name and ensure anonymity. The seal will only be broken if there is doubt regarding ownership / illegibility of the

answer booklet and will be done in the presence of the Dean of Faculty or nominee.

- 6.3. All answers must be written clearly in black or blue ink.
- 6.4. Examiners have the right to ignore a script which is deemed not legible.
- 6.5. Both sides of the paper are to be used, and no part of the answer booklet must be torn off (with the exception of the front cover). Any candidate requiring paper to continue to write should request this from an Invigilator.
- 6.6. Candidates must ensure that all submitted paperwork is appropriately marked with their student ID number.
- 6.7. Candidates should ensure they start a new question on a new page.
- 6.8. Any rough workings must be entered in the answer books provided and be crossed through to show clearly that it is not intended as a submitted answer.
- 6.9. All answer booklets and any official continuation paper must be handed in, both used and unused. Under no circumstances should such paperwork be removed from the examination venue.

7. Candidate identity in the examination venue

- 7.1. Candidates must bring their student ID card to the examination venue. The card should be placed on the top right hand corner of the desk, face up, where the invigilators can clearly see the photograph.
- 7.2. If a candidate attends without their student ID card they should bring this to the attention of the Invigilator, and not seal down the flap until advised to do so. In this scenario the candidate will be unable to leave the examination venue until the end of the examination, and will be escorted to the Assessment and Awards Office to verify their identity.

8. Candidate conduct in the examination venue

- 8.1. During the examination candidates must act in accordance with any instructions provided by the Invigilator. Candidates must not:
 - Communicate with anyone except the Invigilator during the examination
 - Open the examination question paper until told to do so by the Invigilator
 - Share any information with any other candidate during the examination
 - Use notes unless expressed told that this is possible
 - Continue writing when the Invigilator tells candidates not to do so
 - Behave in a way that is distracting to other candidates
 - Ignore a request from an Invigilator not to behave disruptively

8.2. If you fail to follow these guidelines you will be in breach of the Examination Regulations and will be asked to leave the venue by the Invigilator. This information will be reported to the [Academic Misconduct](#) panel.

9. Supervised absence from the examination venue

9.1. If a candidate requires attention they must raise their hand and wait until the Invigilator comes to them. A candidate is only able to leave the examination venue during an examination if they are escorted by an Invigilator; this includes visits to the toilet.

10. Leaving the examination venue

10.1. Candidates cannot leave the examination venue during the first hour or the last fifteen minutes of the examination. There is no re-admittance to the examination venue, candidates may leave and be re-admitted provided it is agreed and they are escorted by an Invigilator.

10.2. If a candidate leaves an examination due to illness they should contact their [Campus Advice Zone](#) as soon as reasonably practicable for the appropriate guidance.

10.3. If a candidate wishes to leave the examination early, they must raise their hand to alert the Invigilator and remain seated until the answer booklet has been collected by the Invigilator. Candidates should leave as quietly as possible, especially where there are other candidates still working.

10.4. At the end of the examination candidates will be asked to remain seated and silent for further announcements and until all answer booklets are collected. You must not remove any answer booklets from the examination venue.

11. Academic misconduct

11.1. Candidates suspected of engaging in academic misconduct will have their answer booklets annotated accordingly by the Invigilator and any materials will be removed from their possession (if appropriate). The Invigilator will detail the suspected academic misconduct, which will then be considered under the [Academic Integrity regulations](#).

11.2. Some examples of academic misconduct include:

- Candidates having unauthorised items or texts at their desk during the examination
- Candidates making use of unauthorised items or texts during the examination
- Candidates copying from another candidate during the examination
- Candidates providing help to another candidate during the examination
- Candidates acting dishonestly in any way, whether it is before, during or after the examination, so as to obtain an unfair advantage in the examination

- Candidates acting dishonestly in any way, whether it is before, during or after the examination, so as to assist another candidate to obtain unfair advantage in the examination

12. Fire alarms and emergency evacuation

- 12.1. If the fire alarm sounds during an examination, follow the Invigilators' instructions. Candidates will be under examination conditions, therefore there must be no communicating with other candidates, use mobile phones or any other electronic devices. It is likely that the examination will continue once candidates have returned to the building.

13. Lost property

- 13.1. Any item of lost property that this found in an examination venue, will in the first instance be taken to the Assessment and Awards Office for examinations taken on the Treforest Campus, or to the [Campus Advice Zone](#) for examinations taken at all other campuses. Please allow at least two hours after your examination has finished before enquiring.