



# Examination Rules for Candidates

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These rules apply to all formal examinations conducted by or on behalf of the University, including invigilated exam hall and monitored computer lab assessments, and, where appropriate, other forms of assessment. They must be read in conjunction with the University's Academic Integrity Policy and Procedure.

On-campus exams may take place in one of the following formats:

- **Invigilated Exam Hall:** These may be either *ExamSoft-based* or *traditional paper-based*.
- **Monitored Computer Lab:** Invigilated exams conducted in designated computer labs.

**Any student suspected of breaching these regulations will be the subject of a disciplinary investigation in accordance with the University's Academic Integrity Policy and Procedure or Non-Academic Misconduct Policy and Disciplinary Procedures. Any breach may be taken into account by the examiners**

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## Version History

Version	Approved	Revisions made	Date
1	25.04.25	Section 3	20.10.25

## 1. General Examination Conduct

1. Students may enter an examination room only when instructed to do so by an invigilator. Students are expected to arrive at the examination room not less than 10 minutes before the scheduled examination start time. It is advised that all students are seated 5 minutes before the scheduled start of the examination.
2. Students are under examination conditions as soon as they enter the examination room and must not communicate with anyone but an invigilator while in the examination room, including before and after an examination.
3. Students must not communicate with anyone but an invigilator while the examination is in progress. Students who wish to attract the attention of an invigilator should raise their hand.
4. Students arriving late will be admitted to the examination room up to 15 minutes after the published examination start time. Students arriving more than 15 minutes after the published examination start time will not be allowed entry regardless of the circumstances for the late arrival.
5. Students granted late admission into the examination room will not be entitled to extra time to compensate for time lost due to arriving late.
6. Students are not permitted to leave the examination room in the first 30 minutes or the last 15 minutes of an examination. Students may only leave an examination once the necessary attendance and identification checks have been completed, which may be after the scheduled end time for the examination.
7. Students may not leave their seats without the permission of an invigilator, and must not leave the examination room and re-enter, except with the permission of an invigilator where it has been possible to obtain an escort. Any candidate who leaves the examination room thereby consents to appropriate checks.
8. Students are permitted only the following items at the examination desk:
  - University ID Card to be displayed on the exam desk.
  - Writing implements loose or in a clear plastic pencil case.
  - Drinking water in a transparent bottle.
  - Permitted materials as stated on the examination paper front cover.
  - Permitted items as stated in a candidate's agreed reasonable adjustments.

**All other items and materials are unauthorised and are not permitted at the examination desk or on or about the student's person.**

9. Students are strongly advised to bring only essential items to the examination. All bags, coats, and personal belongings, including any valuables brought at the student's own risk, must be left in the designated belongings area, which may be outside the examination room and is not supervised. The University accepts no responsibility for the loss or damage of any items left in these areas.
10. Students bringing electronic devices into the examination room must ensure that alarms/ other sounds are cancelled and the device is switched off\*. The use of any type of alarm clock is prohibited.

**\*An electronic device which activates in the examination room is considered to be causing a disturbance; the candidate will be fined a minimum of £50.**



11. Any item suspected of being an electronic or smart device—or an accessory to one—may be inspected and, if necessary, confiscated by an invigilator. This includes, but is not limited to, watches, Fitbits, pens, glasses, wristbands, and other wearable items.
12. Language dictionaries are not allowed in an examination room.
13. Students must switch off and hand in mobile phones and other unauthorised electronic devices, to a member of staff upon entering the examination room. These items will be stored in a container at the front of the room for the duration of the examination. Alternatively, mobile phones other unauthorised electronic devices may be left in the candidate's bag, which must be placed in the designated belongings area and will remain unsupervised. In either case, items are left entirely at the students own risk, and the University accepts no responsibility for any loss or damage.
14. Where examinations require the use of electronic calculators, stated as permitted on the examination paper, students must bring a university approved calculator with single line display as advised by their School. Smart calculators with alphanumeric displays or data storage, watches, mobile phones or other devices capable of operating as a calculator are unauthorised material.
15. Students are not permitted to wear outerwear, such as coats or hooded garments, at their examination desk or on their chair. Invigilators will request the removal of such clothing, and candidates are expected to dress appropriately for the examination environment. Headwear is not permitted unless worn for religious reasons. The use of earphones, iPods or earplugs is strictly prohibited during the examination.
16. Only materials explicitly stated as permitted on the examination paper may be brought into the examination room. Loose or scrap paper and similar materials are not allowed under any circumstances. Additionally, writing on any part of the body is strictly prohibited, regardless of intent. Any breach of these rules may be treated as academic misconduct.
17. Any unauthorised items or materials found after the commencement of the examination may be retained by the University at its discretion. A report on the matter will be made on the invigilator's declaration form.
18. Cheating or attempting to cheat in any examination conducted by or on behalf of the University is strictly prohibited. Any candidate found in violation may have all scripts from that examination period disregarded and may face expulsion from the University.
19. Students must complete and submit their examination answers within the specified time frame. Failure to submit by the deadline may result in a mark of zero.



## 2 Paper-based Examinations

20. Students are not permitted to open or turn over the examination paper or make any notes until instructed to do so by an invigilator.
21. Students must write their student name and number and any other information requested on every answer book. At the end of the examination, before handing the answer book(s) to the invigilator, students must fold and seal the section containing their name and number.
22. Students should write in black or blue ink or ballpoint pen, other than when the instructions state otherwise. All rough work should be written in the answer book and crossed through.
23. Under no circumstances should pages be removed from an answer book. No examination question paper or answer book, used or blank, may be taken from the examination room. Students must not damage, or deface any paper or material supplied. All supplementary sheets and materials must be submitted.
24. A student who requires an additional answer book or other assistance should attract the attention of an invigilator by raising a hand. Under no circumstances may loose paper be brought into the examination hall or used in the answer books.

## 3. ExamSoft-based examinations

25. Students are solely responsible for ensuring their device is compatible and fully functional for the examination – [Minimum System Requirements](#)
26. Students must download and install Exemplify and test it in advance to confirm that it operates correctly on their device. Any technical or compatibility issues must be reported to their School of study no later than three weeks before the start of the examination period. It is the student's responsibility to ensure they are technically prepared to sit the examination
27. Students must download the relevant examination file before the scheduled examination day. Any student who enters the examination room without having successfully downloaded the file in advance will be removed by the invigilator.
28. Students must ensure that their device's internal date and time settings are accurate.
29. Devices must be fully charged prior to the examination, and students must bring an appropriate power cable or charger. The University will not provide power cables or chargers to students during the examination.
30. The Invigilator(s) will display the password required to unlock the examination file shortly before the scheduled start time. This password is case sensitive and must be entered exactly as shown. Students must not begin the examination until explicitly instructed to do so by the Chief Invigilator. Any student who begins an examination before being instructed to do so may be subject to investigation under the University's Academic Integrity Policy.



31. Examination answers must be typed unless prior written approval has been granted for an alternative format. Where handwritten calculations or workings are required—or where non-text responses are specified—this will be clearly stated on the examination coversheet. In such cases, students must submit a hard copy exam booklet containing the handwritten work to the invigilator at the conclusion of the examination.

#### **4. Monitored Computer Lab Examinations**

32. All students with a University of Buckingham e-mail address will have access to Moodle and any required MS Office software as part of their Office 365 subscription. Students are responsible for testing their access and resolving any issues with IT Helpdesk in advance of the examination period.
33. Students are responsible for notifying their School of study of any access or technical difficulties, no later than one week before the commencement of the examination period. Failure to do so, may not be accommodated on the day of the examination.
34. Students must sit at their allocated computer, which will have been locked into examination mode in order to restrict access. No attempts should be made to use the device or interact with the exam software until instructed to do so by the Chief Invigilator.
35. Internet connection will be disabled throughout the examination. Materials provided by the paper setter can be accessed via the Moodle platform.
36. Rule 31 also applies here.