EXAMINATIONS INFORMATION HANDBOOK

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FACULTY AND PROFESSIONAL SERVICES CONTACTS

1. Introduction

The Exams Information Handbook provides information for those members of staff within the University who are involved with the management and administration of examinations.

Whilst every effort has been made to provide a concise and comprehensive guide, staff may wish to seek further guidance on some aspects by contacting the Student Life Directorate, Academic Registry and Timetabling directly.

Further information including ‘Frequently Asked Questions’ can also be found on the portal.

2. University exam timetabling and rooming

Examination staff within the Student Life Directorate, are responsible for constructing the University's Exam Timetable.

The University calendar identifies standard exam periods in:

- January
- April/May
- July (resit period)

Examination dates are defined and approved annually by Academic Council.

Faculty examination staff administer, and timetable, examinations held outside of the three standard exam periods.

The start times for written exams are:

Morning sessions:	0930 hrs
Afternoon sessions:	1400 hrs

Academic Council exceptionally permit the scheduling of exams on Saturdays and during the evening, where these do not adversely affect existing evening teaching.

All suitable classrooms and halls will be reserved for exam purposes throughout the three exam periods.

Finalised personal examination timetables will be available for students to view on the Portal approximately 6 weeks prior to the January and May exam periods and as early as possible for the July resit period. Students will be notified via a portal announcement when timetables are published. Faculty and professional services staff can access faculty module timetables via the portal.

Staff are requested to advise students to check the portal for the dates and times of their exams and not to advise students themselves until timetables are confirmed and published. Students are advised to check their timetables regularly and on the day of their exam, for any unavoidable amendments.

Every effort will be made to ensure that the following standards are maintained for all exams:

- where possible and suitable, the largest halls and rooms will be utilised for exam purposes;
- desks will be arranged in rows with at least 1.25msq allotted, centre desk to centre desk;
- prominent examination signage will be displayed on building entrances, corridors and exam rooms;
- toilet/washroom facilities will be available and within easy reach of exam rooms;
- lighting, heating and ventilation will be adequate for examination purposes and evacuation instructions present in all exam rooms;
- noise in the vicinity of exam rooms will be kept to a minimum and any non-essential campus works will cease during exam periods.

3. Guidance notes for the preparation of question papers

3.1 General Presentation

Unless otherwise specified, exam question papers will conform to the University format (Arial/Cooper Hewitt, pt 12). All exam papers are to be produced on standard A4 white paper unless a different size is specified and include the following standard headings:

The Front Sheet/Title Page

Question paper headings:

- Header: University of Greenwich logo top right corner
- EXAMINATION PAPER: **ACADEMIC SESSION 20_ _/20_** (Arial/Cooper Hewitt pt 14, bold, uppercase)
- Campus
- Faculty
- Department
- Level e.g. 0, 4, 5, 6 or 7
- Exam session e.g. January 20_ _/ May 20_ _/ Resit July 20_ _
- MODULE CODE (Cooper Hewitt/Arial Medium, pt 12, upper case) no gap between letters and no's e.g. ABCD1234)
- MODULE TITLE (Cooper Hewitt/Arial Medium, pt 12, upper case)
- Examination Type
- Duration of the exam e.g. 1 hour 30 minutes, 2 hours and any reading time allowed must be clearly indicated e.g. plus 15 minutes reading time
- List of appendices e.g. case studies, formulae sheets, statutes

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A horizontal border should be inserted below the exam paper headings, followed by the text "Instructions to Candidates" (Arial/Cooper Hewitt Medium, pt 24)

It is essential that clear guidance and instructions (Arial/Cooper Hewitt, pt 12) be provided within the Instructions to Candidates section. As a general guide the following information should be included.

- The number of questions to be answered and any constraints on number of questions from individual sections e.g.
  Answer **FOUR** questions: **TWO** from section **A**, **TWO** from section **B**
- A sub-heading to include details of any 'permitted materials' e.g. "Case Study 'X': You may use in this exam the copy of the case study issued to you in advance", calculators, permitted text in the case of 'open book' exams
- Details of any additional stationery to be provided e.g. graph paper
- Grading criteria, e.g. each question will be marked out of 100%
- Students are required to achieve an overall grade of xx% to achieve a pass grad

Header and Footer

The exam paper must include the following header and footer details:

- Header: every page must carry the header APPROVED at the top left to indicate that all internal checking processes have taken place and that the paper has been passed by the internal/external examiner as approved, correct and ready for printing.
- Footer: every page must carry a footer detailing the page number in the following format: 1 of 5; 2 of 5 etc.

Other information

- The main body of the question paper must begin on a separate page to the title page.
- If the question paper is split into sections, please use "A, B, C" rather than "1, 2, 3," to avoid confusion with question numbers.
- Number the questions continuously through the exam paper.
- Avoid splitting questions over pages. If it is essential to split a question (e.g. if it is very long) ensure that the question is clearly labelled 'question (number) continues on the next page'
- Diagrams, charts or tables included in the question paper should be clearly labelled and referred to explicitly in the appropriate question, e.g. "as shown in table 3", "as attached in appendix 1"

3.2 Procedures for Case Studies

Case studies that are part of the exam paper and are **not** issued in advance should be attached to the question paper.

Where a case study is issued in advance the following procedures apply:

- The faculty is responsible for printing and issuing advanced copies and for ensuring students are informed of the issue date and where the document can be obtained. It is advisable for Faculties to use a signing sheet for receipt.
- The front of the exam paper must clearly state whether a fresh copy of the case study is to be provided to the candidates with the question paper.
- Where students are permitted to use an advanced annotated copy in the exam, both the front of the exam paper and the advance copy must clearly specify “Case Study 'X': You may use in the exam the copy of the case study issued to you in advance”
- Where students are not permitted to use previously issued copies in the exam, both the front of the exam paper and the advance copy must clearly specify “Case Study ‘X’: You may not take into the exam the copy of the case study issued to you in advance; any student found in possession of it in the exam may be suspected of committing an examination offence".
- Any student found to have brought into the exam room a copy is liable to be investigated under the Assessment Misconduct Procedure.

3.3 Seen Exam papers

All 'Seen' exam papers will be identified on the exam timetable and either accessible on the first day of the assessment period or on a date pre-arranged by the Programme Leader. The faculty is responsible for printing and issuing advance copies or uploading to Moodle and for ensuring students are advised of the start date and where the paper can be obtained. There should be no consultation between staff and students regarding the contents of the paper, except in the case of a possible inaccuracy. Further copies of the seen exam paper - on COLOURED paper – will be available during the scheduled exam.

3.4 Open Book Exam papers

All authorised texts permitted for use during an exam must be detailed on the front cover of the exam paper, to assist invigilators in ensuring students have access to the correct material. The faculty is responsible for advising students which texts to take to an exam.

3.5 Online Exam Papers

Online papers will be released on the module Moodle page at the scheduled start time. The set start and finish time will be detailed on the front of the exam question paper. One additional hour to enable sufficient download time and accommodate any IT issues will be added, where appropriate, to the defined duration of the exam and displayed as the exam duration on the timetable.

3.6 Checking of exam paper drafts

The faculty is responsible for preparing, producing and checking the accuracy of the exam paper and for arranging internal/external examiners.

3.7 Final approved copies

The Faculty is responsible for the printing, packing and delivery of approved exam question papers and the inclusion of attachments, for example graph paper.

3.8 Exams scheduled outside of the host faculty campus

Exam packs will be stored within a designated secure area where exams are taking place on a different campus to the location of the faculty exams office. Prior to the examination, the Faculty Exams Officer; member of Faculty academic staff or Senior Invigilator will collect the exams package from the designated store. Faculty staff will oversee the transportation of exam papers, answer booklets and related materials to and from the faculty exams office.

3.9 Application for sitting exam(s) overseas or at an alternate venue

On occasion it may not be possible for attending non-UK resident students to resit exams in the UK. Faculties may, exceptionally, grant permission for these students to sit an exam overseas. It is the student's responsibility, in liaison with the Faculty Exams Officer, to make the necessary arrangements with the local British Council or an authorised local provider. Examinations must, as far as reasonably possible, start at exactly the same time as the scheduled UK published timetable.

4. Exam Packs – information and contents

The faculty will prepare “exam packs” for every exam scheduled in a timely manner. Each faculty will identify a secure storage area and staff member responsible for overseeing the security of exam packs. See 3.8 for exams taking place on a different campus to the location of the Faculty exams office.

Exam Packs comprise the following:

1. Exam Question Paper(s)
2. Invigilator Report identifying the names and ID numbers of all candidates expected to sit the exam. The Invigilator Report also identifies candidate(s) who have been allocated approved exam adjustments e.g. extra time, rest breaks etc. The amended exam duration for students entitled to extra time will be shown on the Invigilator Report. Rest breaks are not shown in the Invigilator Report and must be calculated and recorded by an invigilator.
3. Conduct of Exams Report Form (pink) for Senior Invigilators to formally report any issues e.g. rooming; external noise disturbance; incidents such as candidate illness; fire alarm activation etc. to the Faculty Exams Officer.
4. Reporting a Suspected Offence (CP1) Form for Senior Invigilators to report where it is believed a candidate has committed an exams offence. Academic misconduct includes but is not limited to:
    - Accessing unauthorised material or an electronic device during an examination, including material programmed into a calculator, mobile phone, smart device
    - communicating with other persons during an examination
    - obtaining a copy of the examination paper in advance
    - persuading another person to sit the examination in one’s place
    - attempting to complete an exam by any other unfair means
    - copying another student’s results
    - falsifying the results of practical activities

    Please refer to the Assessment Misconduct Procedure) for further information.
5. **Attendance slips (yellow)** to be completed by every candidate for cross-referencing to the Invigilator Report.
6. **Treasury tags** for candidates to secure exam answer booklets together for marking purposes.
7. Senior Invigilator Exam Announcements for each exam venue ensuring consistency of information to invigilators and candidates on University exam procedures.
8. Incident Report Form for Senior Invigilators to inform the Faculty Exams Officer of any incidences of student behaviour (excluding an exam offence), which infringe expected exam standards and conditions.
9. Invigilator Checklist
10. Guidance Instructions for Candidates for information
11. Supervised Rest Break Record (for candidates with EX05 service code on Invigilator’s Report)

A copy of the front cover of the exam question paper detailing the Faculty/Module Code/Title to be used as a label and placed securely on the front of each exam pack, identifying the date/start time/building and room number. The faculty exams team will ensure any additional information required for the exam such as statistical booklets, statutes etc. are available to the Senior Invigilator.

11. Colour Coded Answer Booklets

Student Life Directorate exams staff provide faculty exams teams with sufficient number of answer booklets for inclusion in exam packs and/or storage in a secure location.

At the end of the exam, the senior invigilator will return the exam packs containing the completed answer booklets; attendance slips (yellow); invigilator report(s); conduct of exams report form (pink); reporting a suspected offence (CP1) form and incident report form to the designated Faculty exams office exams. All unused pack components must also be returned to the faculty office for use in subsequent exams. Spare, unused exam answer booklets **must not** be left in the exam room.

The completed question booklets, Invigilator Report, yellow attendance slips, and pink conduct of exam report forms will be retained within the faculty for audit and archiving in line with the faculty retention policy schedule.

5. Invigilation – Information and Guidance

Each faculty is responsible for appointing and training invigilators for their examinations. It is the invigilators' duty to ensure that examinations are conducted at all times in accordance with university regulations. Please refer to the Regulations Governing the Conduct of Examinations. As a guideline, Faculties are advised to arrange for at least 1 invigilator for every 30 candidates with a minimum of 2 for each exam room. Exceptions to this ratio may apply for students with additional exam arrangements in place.

5.1 Senior Invigilator Duties

The Senior Invigilator is responsible for the overall running of the exam.

Before the exam

Exam packs and stationery should be collected from the faculty exams office or other designated store at least **45 minutes** prior to the start. Where exams are taking place in larger venues it is advisable to arrive no less than **1 hour prior** to the start time of the exam.

If there is a problem with the room, furniture or facilities you should contact the faculty exams office immediately and record any problems on the Conduct of Exams Report Form.

All invigilators should be present at least **45 minutes** before the exam begins. The faculty exams office must be notified immediately if an invigilator fails to attend. Record invigilator non-attendance and/or lateness on the Conduct of Exams Report Form.

Ensure that all desks are prepared with an attendance slip (yellow), question paper and answer booklet and any additional resources as directed on the exam question paper.

Where more than one clock is located within an exam room the Senior Invigilator must check that times are consistent.

Details of fire exits, and assembly point notices will be available in all rooms and the Senior Invigilator should identify fire exits and external muster point and note desk numbers of candidates who may require assistance during a fire evacuation. Candidates requiring assistance may be identifiable from the Invigilator Report however Senior Invigilators are advised to make an announcement prior to the start of the exam to alert candidates who will require assistance during any evacuation to make themselves known to an invigilator.

Identify a suitable area for invigilators to instruct candidates to deposit their bags and belongings.

Identify a suitable private area for invigilators to request the temporary removal of a candidate's religious facial covering for identification purposes.

Instruct invigilators to check nearby toilet cubicles before, during and after the exam for any unauthorised material.

Check that preparations are complete before admitting candidates. Candidates should be admitted between 5 and 15 minutes prior to the start of the exam, dependent on the venue size. Senior

Invigilators should exercise discretion when admitting candidates to large venues as it is likely to take longer for candidates to be seated.

Direct invigilators to restrict exam room access to candidates in possession of a valid University of Greenwich Student ID Card. Candidates failing to produce a valid ID card are not to be permitted access to the exam hall but advised to obtain a replacement card from the nearest Student Centre. Candidates will not be entitled to extra exam time to procure a replacement card and will not be admitted to the exam room after the first 30 minutes of the start of the exam.

Direct invigilators that the wearing of jackets or coats is not permitted in the exam venue and candidates are to be instructed to remove these and place in the designated area.

The wearing of headgear is not permitted in the exam room except on religious or medical grounds (the faculty will inform Senior Invigilators of prior approval for the latter). Invigilators may privately and discretely request a candidate of the same sex to temporarily remove facial covering to check for headsets and/or verify identity.

Ensure that invigilators clearly instruct candidates to **switch off** all electronic devices including mobile phones, smartwatches, headphones, and Bluetooth headsets and smart technology and store in their bag or coat in the designated area. Remind candidates that unless there is a documented accessibility requirement, smart glasses, including Meta/Ray-Ban glasses and any other wearable smart devices, are not permitted to be worn during the examination.

Where candidates do not have a bag or coat to store electronic devices/smart devices invigilators are to be directed to remove the device from the candidate and place on the invigilator's desk, ensuring the candidate's desk number is noted alongside the device. Candidates are to be advised to collect devices from an invigilator on completion of the examination.

Do not allow candidates to leave belongings where they may cause hazard to other candidates and invigilators.

Starting the exam

The Senior Invigilator is responsible for making announcements at the start and finish of the exam.

During the exam

The Senior Invigilator will admit late comers arriving up to 30 minutes before the exam commences. Latecomers will not be given extra time at the end of the exam. **Candidates will not be admitted to the exam room after the first 30 minutes of the start of the exam.**

Direct invigilators to check candidates University ID Cards for identification purposes and ensure that the attendance slips are completed and collected in order for the Invigilation Report to be completed.

To enable full attention to be given to invigilation:

- an invigilator should always be present in the room;
- ensure invigilators walk around the room at regular intervals;
- ensure that conversation between invigilators is kept to a minimum;

- encourage invigilators to be alert at all times;
- ensure invigilators have switched off their mobile phones/devices.

If unauthorised material is found:

- remove it quietly and call witness to this;
- allow the candidate to continue (anything that may prevent a candidate from completing the exam legitimately should not be impounded until the exam has been completed);
- endorse the exam booklet at the end of the exam;
- complete the Reporting a Suspected Offence form (CP1); the CP1 must be completed and signed by the invigilator who discovered the offence;
- inform the candidate the incident will be reported, and an investigative interview will take place when the exam period has ended;
- the Senior Invigilator is responsible for submitting the Assessment Misconduct Procedure CP1 form together with any unauthorised material, answer booklet(s) and other paperwork seized to the Faculty Examination Officer . (Please note: a copy of this form will be made available to the candidate as part of the investigation process).

If an assessment offence occurs:

- inform the candidate that the incident will be reported, and an investigative interview will take place when the exam period has ended;
- allow the candidate to continue, however, if there is a resulting disturbance remove the candidate from the exam room. Disruptive behaviour within the exam room will be dealt with under the Student Disciplinary Procedure

Exam offences include but are not limited to:

- taking unauthorised material, electronic devices and smart technology into an exam
- communicating with other persons during an exam
- obtaining a copy of the exam paper in advance
- persuading another person to sit the exam in one's place
- attempting to complete an exam by any other unfair means
- copying another candidate's work
- falsifying the results of practical activities
- causing unnecessary disturbance

Fire alarms

If the fire alarm sounds during an exam candidates should be advised of the following:

- Everyone must leave the building by the nearest Safe Exit and go to the Fire Assembly Point
- Do Not Stop to collect belongings
- Do Not Use Lifts

- The Exam will Not Continue
- Do Not Re-enter the Building until told it is safe to do so by a Fire Officer or Security Officer
- Any candidates requiring assistance should identify themselves to an invigilator.

The Senior Invigilator will ensure that candidates requiring assistance exiting the building receive the required assistance. When the exam room is empty the Senior Invigilator will report to the Fire Assembly Point Co-ordinator that all candidates and invigilators have evacuated.

At the end of the exam

The Senior Invigilator will make announcements as directed on the Senior Invigilator – Examination Announcements.

The Senior Invigilator will co-ordinate the collation of completed papers and ensure that all papers are counted and recorded on the Invigilator Report. Invigilators are required to ensure that candidates remain silent and seated during the collection and recording process.

When the Senior Invigilator is satisfied that all papers are collected and recorded, they will announce that candidates may leave the exam room.

It is the responsibility of invigilators to ensure that candidates leave the exam room in a quiet and orderly manner.

Where candidates are continuing with an exam the Senior Invigilator may exercise discretion in allowing additional time due to noise disturbance.

At the end of the exam the Senior Invigilator or the attending Faculty Examination Officer will take responsibility for the safe delivery of the completed exam booklets, invigilator report; attendance slips; conduct of exam report form; incident report form; unused answer booklets and any unused components of the exam packs back to the faculty exams office.

5.2 Invigilator Duties

Before the exam

All invigilators are to arrive at the exam room at least **45 minutes** before the exam start time in order to prepare for the exam. If you are scheduled to invigilate and are unable to do so, please notify the Faculty Exams Officer immediately so that alternative arrangements can be considered.

Invigilation duties will be carried out under the direction of the Senior Invigilator. All invigilators are required to assist in laying exam desks with an attendance slip; question paper, answer booklet and any other required stationery.

Invigilators are responsible for checking the identity of the candidates attending the exam. Access to the exam room is restricted to candidates in possession of a valid University of Greenwich ID Card. Any candidate failing to produce a valid ID card is to be advised to obtain a replacement card from the nearest Student Centre.

Invigilators must instruct candidates to remove jackets and/or coats and place in the designated area.

The wearing of headgear is not permitted in the exam room except on religious or medical grounds (prior approval is required for the latter). Invigilators may privately and discretely request a candidate of the same sex to temporarily remove facial covering to check for headsets and/or verify identity. The Senior Invigilator will identify a private area for this to take place.

Invigilators must clearly instruct candidates to **switch off** all electronic devices including mobile phones and place them together with smartwatches, headphones, Bluetooth headsets and smart technology in their bag or coat in the designated area. Where candidates do not have a bag or coat to store electronic devices remove the device from the candidate and place on the invigilator's desk, ensuring the candidate's desk number is noted alongside the device. Candidates are to be advised to collect devices from an invigilator on completion of the examination.

Invigilators are to circulate the room and remind candidates to:

- **place** their University of Greenwich ID Card on the left-hand side of the exam desk for identification checks;
- **complete** an attendance slip;
- **identify** their answer booklet by writing student ID number in space provided;
- **complete** in full 'personal details' section on the right-hand side of the answer booklet, which is to be folded and sealed after the exam has finished;
- **check** they have the correct question paper;
- **read** all instructions and questions.

During the exam

Late comers can be admitted to the exam up to 30 minutes before the exam commences. Please ensure that any latecomers are seated quickly and quietly. **Do not permit candidates to enter the exam room after the first 30 minutes of the start of the exam.**

Accompany same sex candidate(s) to the toilet, seek confirmation that the candidate is not in possession of any electronic devices or unauthorised material; check the toilet cubicle for any unauthorised material before candidate enters.

To enable full attention to be given to invigilation and to remove opportunities for cheating

- walk around the room at regular intervals;
- remain vigilant during the examination;
- keep conversation to a minimum;
- be alert, report or act on any suspicious activities.

If unauthorised material is found:

- remove it quietly and call witness to this;
- allow the candidate to continue (anything that may prevent a candidate from completing the exam legitimately should not be impounded until the exam has been completed);
- endorse the answer booklet at the end of the exam;
- complete the Reporting a Suspected Offence form (CP1);
- inform the candidate the incident will be reported and an investigative interview will take place when the exam period has ended;
- submit the CP1 form with any unauthorised material seized to the Senior Invigilator.

If an assessment offence occurs:

- inform the candidate that the incident will be reported and an investigative interview will take place when the exam period has ended;
- allow the candidate to continue; report any resulting disturbance to the Senior Invigilator. Disruptive behaviour within the exam room will be dealt with under the University Student Disciplinary Procedure,

Exam offences include but are not limited to:

- taking unauthorised material, electronic devices or smart technology into an exam;
- communicating with other persons during an exam;
- obtaining a copy of the exam paper in advance;
- persuading another person to sit the exam in one's place;
- attempting to complete an exam by any other unfair means;
- copying another candidate's work;
- falsifying the results of practical activities.
- causing unnecessary disturbance.

At the end of the exam

The Senior Invigilator will announce that the exam has ended please ensure that candidates stop writing immediately, except those candidates who may have been given extra time allowances. Candidates may only write further where they need to complete any information on the front sheet of their answer booklets.

Invigilators are to collect the completed answer booklets under the direction of the Senior Invigilator and ensure that all candidates remain silent and seated until all the answer booklets are collected and recorded.

Before collecting completed answer booklets invigilators must check that candidates have:

- completed all required information on the front of the answer booklets;
- completed the 'personal details' section on the right-hand side of the answer booklet, to then be folded and sealed.

It is the responsibility of invigilators to ensure that candidates leave the exam room in a quiet and orderly manner and that the room is returned to a tidy and orderly condition before vacating.

5.3 Invigilation Forms

Invigilator Report

For each scheduled examination an Invigilator Report will be generated. Each Invigilator Report identifies the number of candidates, full name, university identification number/candidate number and registration status.

The report requires the Senior Invigilator to complete several sections, confirming attendance; desk number; submission of completed answer booklet and any other remarks e.g. late arrivals, early leavers.

The Invigilator Report identifies where a candidate has any confirmed exam adjustments such as extra time. A code will indicate the adjustment(s) that has been approved. A complete list of adjustments will be included with the Invigilator Report.

Conduct of Examination Report Form

The (pink) Conduct of Examination Report Form is designed to provide the Faculty Examinations Officer with specific feedback concerning the operation of the exam itself. The Senior Invigilator is required to complete this form and detail any issues e.g. rooming problems, disturbances, mistakes on the exam paper, illness etc.

Reporting a Suspected Offence (CP1) Form

A CP1 form is to be completed where an invigilator suspects an exams offence has occurred. The form must be completed and signed by the invigilator who discovered the offence. The completed form, together with any impounded material should be handed to the Senior Invigilator along with the completed answer booklet(s) and other paperwork. (Please note a copy of this form will be made available to the candidate as part of the investigation process).

Incident Report Form

To report to the Faculty Examinations Officer incidences of candidate behaviour which infringe expected exam standards and conditions (excluding a Suspected Offence).

Supervised Rest Break Record (for candidates with EX05 service code on Invigilator's Report)

6. Exam Access Arrangements

Exam access arrangements (EAA) allow candidates with specific needs such as disabilities, specific learning difficulties, and medical conditions including anxiety or temporary injuries to access the exam and show what they know and can do without changing the demands. The intention behind an EAA is to meet the needs of an individual candidate without affecting the integrity of the exam.

EAAs are in compliance with the duty under the Equality Act 2010 to make 'reasonable adjustments'. EAAs are agreed prior to an exam period; candidates must liaise with a member the Student Wellbeing Service: Disability and Dyslexia for an assessment prior to EAAs being agreed. For further information please refer to the Examinations & Assessments Regulations for Students with Disabilities, Specific Learning Disabilities & Long Term Medical Conditions.

Candidates for whom EAAs have been assessed and agreed will be identified on the Invigilator Report as service codes. Invigilators will need to be aware of how to interpret the codes used to indicate different EAAs on Invigilator Reports.

Faculties are responsible for notifying the Student Wellbeing Service of any students who fail to use EAAs. The Student Wellbeing Service will invite these students to a meeting to discuss possible amendments to their arrangements. If students fail to respond to invitations to discuss special arrangements or persist in not using them, the arrangement may be withdrawn.

6.1 Extra Time

Extra time is determined on an individual basis and is recommended based on assessment evidence and normal way of working. The Student Wellbeing Service: Disability and Dyslexia team will conduct and collate all necessary evidence for an application to be made.

Extra time is calculated as a percentage of the total duration of the exam.

For example:

- 2-hour exam with 25% extra time will be calculated as 25% divided by 100 * 120 minutes = 30 minutes, therefore the candidate will receive a total of 30 minutes extra for the exam.
  OR
- 2-hour exam with 50% extra time will be calculated as 50% divided by 100 * 120 minutes = 60 minutes, therefore the candidate will receive a total of 60 minutes extra for the exam.

Extra time is calculated and added to the exam duration. The 'End Time' displayed in the Invigilator Report includes extra time allowance.

6.2 Supervised Rest Breaks

Supervised rest breaks are determined on an individual basis and based on assessment evidence and normal way of working. The Student Wellbeing Service: Disability and Dyslexia team conduct and collate all necessary evidence for an application.

Supervised rest break timings will NOT be included or displayed on Invigilator Reports however timings will be recorded on Greenwich Inclusion Plans (GIPs). Where detailed rest break calculations have not been provided within exam packs invigilators must check the Invigilator Report to identify eligible candidates (service code EX05) and calculate allocated time as below:

- 1 hour exam: 10 minutes (not including extra time, if applicable)
- 1.5 hours exam: 15 minutes (not including extra time, if applicable)
- 2 hour exam: 20 minutes (not including extra time, if applicable)
- 2.5 hours exam: 25 minutes (not including extra time, if applicable)
- 3 hour exam: 30 minutes (not including extra time, if applicable)

During the exam:

- candidates are not permitted to leave the exam room, unless otherwise agreed, and then only if accompanied by an invigilator.
- only candidates with the service code EX06 may move about the exam room; candidates without service code EX06 must remain at the desk.
- candidates may choose when to take breaks although they **must not** write, type, dictate during the duration of a rest break period.
- candidates must raise their hand to indicate to invigilators when they want to take their rest break(s). The timing of the examination for the candidate will then be paused and the question paper/answer booklet taken away.
- Minutes are cumulative, meaning that a candidate can take the total number of rest break minutes in any way across the duration of the exam, ie if a candidate is sitting an exam for 3 hours and has been allocated 10 minutes rest break, they will have 30 minutes to rest. After 5 minutes, the invigilator will check if the candidate is ready to re-start the exam. If so, then the question paper/answer booklet will be returned, and they may start re-start. If not, then the candidate may continue with their rest break and the invigilator will check again after a further 5 minutes.
- It is the responsibility of the invigilator to note times of each rest break on the Supervised Rest Break Record form and to inform candidates how much time they have remaining but **not** to advise candidates when to take their breaks.
- Rest breaks for candidates sitting remote online exams are to be taken in the additional 1 hour scheduled for technical issue.

Note that candidates may choose **NOT** to take supervised rest breaks during the exam. This is the candidate's decision,

6.3 Guidance notes on the use of desk top computers or laptops in exams

Candidates who are allowed this adjustment are expected to have adequate keyboard skills and to have practised using a computer/laptop to produce answers under exam conditions. This includes knowing how to access software, question papers and save work to a designated area or external device and how to use all the programmes and functions needed to complete the examination paper.

Wherever possible, candidates are to be provided with university equipment. Where it is essential for a student to use their own laptop, the hard drive must be checked before the exam. In some cases, it may be necessary to temporarily remove document files or software applications, preferably by a technician. Care should be taken in this process to ensure that any specialist software (e.g. voice recognition) is not removed.

Where a candidate is answering an examination paper over two or more sessions, the invigilator must hold any external devices on which the examination answers are recorded between sessions. The device must be clearly marked with the candidate's name and number and dates and times of the examination.

Candidates who are permitted these arrangements are to be cautioned that attempting to use unfair means during an exam or assessment will render them liable to penalties under the Regulations Governing the Conduct of Examinations.

The invigilator must ensure that candidates use only those facilities and allowances that have been approved, following an evaluation by the Student Wellbeing Service and as identified on the invigilator report.

Time is to be allowed at the end of the examination period for printing the examination answer paper and checking print quality.

These tasks must be carried out under supervision and the candidate must sign the printed examination answer paper.

Answers saved onto external devices are to be returned with the printed examination answer paper to the invigilator.

The candidate and invigilator are to be provided with copies of these guidelines prior to the examination.

6.4 Guidance for Readers and Scribes

A reader or scribe would be recommended where this is the candidate's normal method of working. It is recommended that where candidates are using a scribe or reader solely for the purpose of an examination, they practice this way of working beforehand.

6.5 Scribes

A scribe must be able to produce an accurate record of the candidate's answer, write legibly and at speed, and ideally have a working knowledge of the subject being examined.

The Scribe:

- writes down verbatim what is dictated;
- is **not** responsible for organising the candidate's thoughts into a final draft;
- can ask the candidate to clarify spellings of names of specialist and technical terms used in their answer at the end of the examination;
- **cannot** give any factual help to the candidate;
- **cannot** give any advice regarding which questions to answer and in which order.

6.6 Readers

A reader should be able to read accurately, at a reasonable rate and ideally have a working knowledge of the subject being examined.

The Reader:

- reads accurately the question and the rubric;
- can be requested to read questions as often as the candidate requires, along with the answer already recorded;
- is permitted to give the spelling of a word which occurs in the question paper, otherwise spellings must not be given;
- **cannot** give any factual help to the candidate;
- **cannot** give any advice regarding which questions to answer and in which order;
- **cannot** explain the meaning of words.

7. Candidate's declaration for a student sitting an exam paper at a different time to the main cohort

On rare occasions it may be necessary for a candidate to sit an exam paper at a different time to that published on the timetable and from the main cohort of students. This may be due to personal circumstances or an exam 'clash' and where it is not feasible or practical to move an exam to an alternative date or time.

Only the faculty may take the decision to allow a student to sit an exam at an alternative time and the faculty will be fully responsible for any necessary quarantining of the student and for preserving the integrity and security of the question paper.

The candidate will be required to complete and sign a declaration stating that they will not attempt to gain an unfair advantage by finding out the contents of the examination paper before their examination or give other students an unfair advantage by disclosing the contents of the paper before their examination.

Candidates must be reminded that any attempt to gain an unfair advantage or by giving other students an unfair advantage constitutes an exam offence. Exam Offences shall be investigated under the Assessment Misconduct Procedure

8. Delaying or postponement of an exam

In exceptional circumstances, it may be necessary to delay or postpone an exam. These circumstances could be the result of exam related issues; severe weather conditions or emergency situations. Where faculty staff are not present at the exam venue, the Senior Invigilator must immediately report the problem (i.e. insufficient invigilators) to the Faculty exams office by phone, in order that a swift decision can be reached and communicated to students.

A portal announcement will be made where unforeseen circumstances prevent examinations taking place. Senior university staff will consider the implementation of alternative assessment arrangements i.e. on-line exams, postponement or cancellation. Late change in assessment method will be urgently communicated to students and staff through the appropriate channels.

APPENDIX I EXAM PAPER - FRONT COVER SHEET

APPROVED

EXAMINATION PAPER: **ACADEMIC SESSION 20_ _/20_ _**

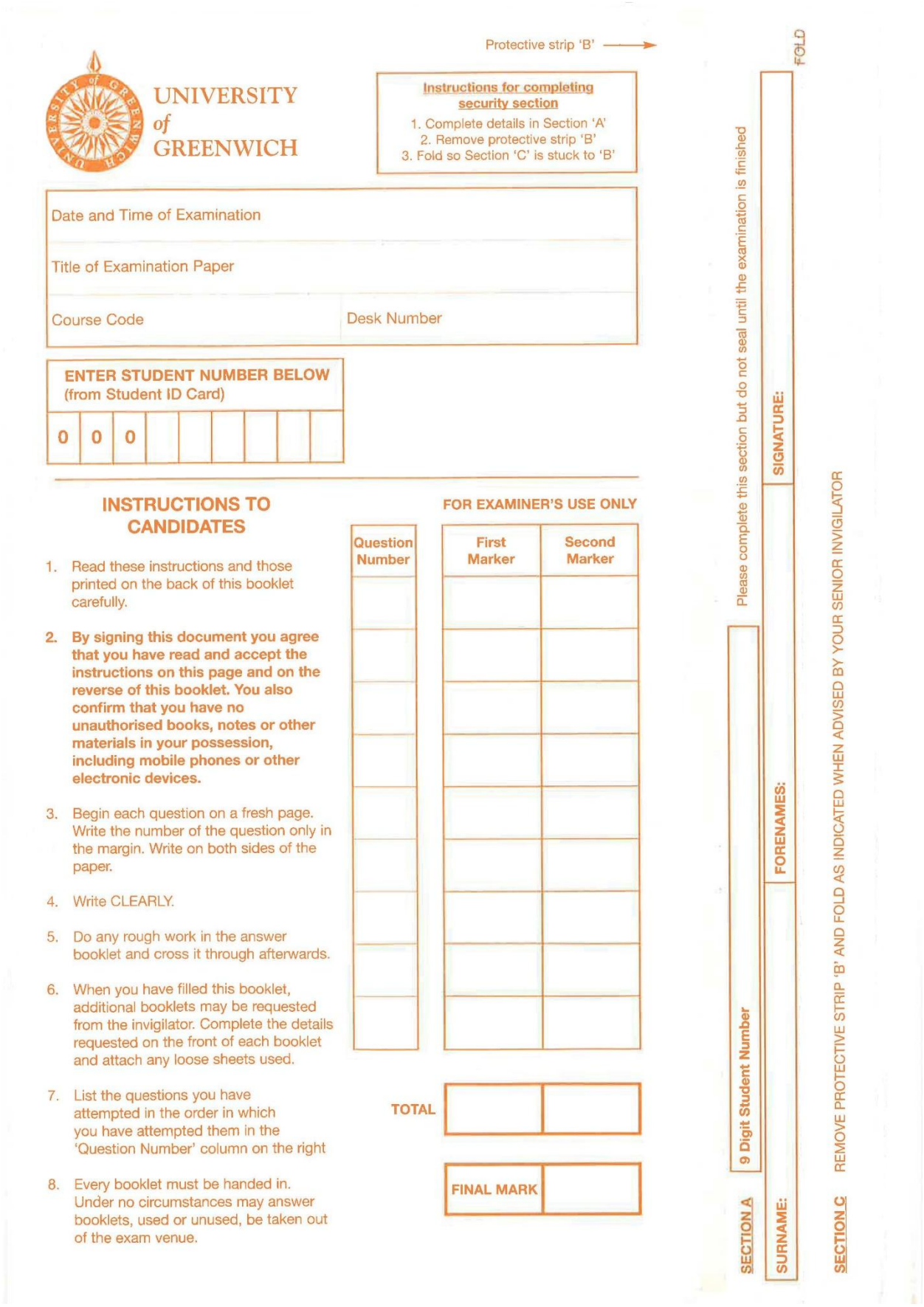
Campus
Faculty
Department
Level
Exam Session
MODULE CODE
MODULE TITLE
Examination Type
Duration of examination
List of appendices

Instructions to Candidates

Answer **FOUR** questions: **TWO** from section **A** and **TWO** from section **B**
You may use in this exam the copy of the case studies issued to you in advance.
Each scenario will be marked out of 100%.

Students will be required to achieve an overall grade of 40% to achieve a pass grade.

APPENDIX II EXAM ANSWER BOOKLET – FRONT/BACK COVER



Protective strip 'B' →

UNIVERSITY of GREENWICH

Instructions for completing security section

1. Complete details in Section 'A'
2. Remove protective strip 'B'
3. Fold so Section 'C' is stuck to 'B'

Date and Time of Examination

Title of Examination Paper

Course Code | Desk Number

ENTER STUDENT NUMBER BELOW (from Student ID Card)

0	0	0						

INSTRUCTIONS TO CANDIDATES

1. Read these instructions and those printed on the back of this booklet carefully.
2. **By signing this document you agree that you have read and accept the instructions on this page and on the reverse of this booklet. You also confirm that you have no unauthorised books, notes or other materials in your possession, including mobile phones or other electronic devices.**
3. Begin each question on a fresh page. Write the number of the question only in the margin. Write on both sides of the paper.
4. Write CLEARLY.
5. Do any rough work in the answer booklet and cross it through afterwards.
6. When you have filled this booklet, additional booklets may be requested from the invigilator. Complete the details requested on the front of each booklet and attach any loose sheets used.
7. List the questions you have attempted in the order in which you have attempted them in the 'Question Number' column on the right
8. Every booklet must be handed in. Under no circumstances may answer booklets, used or unused, be taken out of the exam venue.

FOR EXAMINER'S USE ONLY

Question Number	First Marker	Second Marker

TOTAL

FINAL MARK

FOLD

Please complete this section but do not seal until the examination is finished

SECTION A

9 Digit Student Number

SURNAME:

FORENAMES:

SIGNATURE:

SECTION C REMOVE PROTECTIVE STRIP 'B' AND FOLD AS INDICATED WHEN ADVISED BY YOUR SENIOR INVIGILATOR

Examination Instructions

1. Students must not communicate with, or copy from, another student, or introduce information from written, printed or electronic sources into the examination venue unless this is approved as part of the rubric of the examination. Cases where students are suspected of an examination offence will be treated under the university's Regulations Governing Suspected Plagiarism and Examination Offences.

2. Any misconduct during an examination may be the subject of a disciplinary hearing. You are reminded that the examination will be conducted in strict silence.

3. Mobile phones must be turned off and left in the designated areas.

4. Please check that you have the correct examination paper and that your copy is complete.

5. Please read the instructions on the paper and ensure that you understand and follow them.

6. If you have a query or need the assistance of an invigilator in any way, please raise your hand. Do not leave your seat unless absolutely necessary.

7. You may not leave the examination within the first 30 minutes, nor the last 15 minutes of the examination session, of which you will be advised.

8. If you finish the examination early and wish to leave, raise your hand and remain seated in silence at your desk. You may leave the examination venue in silence once your answer booklet has been collected by the invigilator.

9. At the conclusion of the examination, you must remain seated until all exam booklets have been collected and you have been released by an invigilator.

10. A student wishing to report an incident which they may consider to be an irregularity experienced during the examination must inform the Senior Invigilator before leaving the examination venue.

Updated June 2013 D8684-13

APPENDIX III INVIGILATORS REPORT

Invigilators Report

Faculty: Education & Health
Department: ACH
Module Subject & No: ANAT1084
Master CRN: 10506
Date & Start Time: 11/01/2023 09:30 End Time: 12:00

Site: AVERY HILL
Module Name: Udrstdg Pathophys of III-H(L6)
Assessment CRN: 15592 **Level: LEV6 PG**
Location: AH Sports Hall

N	Banner ID	Student Name	Programme Of Study	Part of Term	Service Codes	End Time	Present	Desk No	Script Subm	Remarks
1	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
2	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
3	000000000	AA.N.Other	MSc NURSING(CHILDREN'S)(HEFCE)/P13807/01/1/SEP	A						
4	000000000	A.N.Other	MSc NURSING(MENTAL HTH)(HEFCE)/P13808/01/1/SEP	A						
5	000000000	A.N.Other	MSc NURSING(CHILDREN'S)(HEFCE)/P13807/01/1/SEP	A						
6	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
7	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
8	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
9	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
10	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
11	000000000	A.N.Other	MSc NURSING (ADULT)(HEFCE)/P13809/01/1/SEP	A						
12	000000000	A.N.Other	MSc NURSING (MENTAL HEALTH)/P13510/01/1/SEP	A	EX01[CO],EX26[CO]	12:38				
13	000000000	A.N.Other	MSc NURSING(CHILDREN'S)(HEFCE)/P13807/01/1/SEP	A	EX01[CO]	12:38				

Service Codes

Signature of Invigilator: _____ Date: _____

APPENDIX IV SENIOR INVIGILATOR – EXAMINATION ANNOUNCEMENTS

Before the exam begins the following announcements are to be made

1. You must remain silent **at all times** throughout the examination, communicating with other candidates whilst under exam conditions is considered an examination offence.
2. If you need to leave the room for any reason or require any assistance, please raise your hand and an invigilator will see you.
3. All bags, coats and other materials not permitted at your desk should be placed (*at the side/front/back*) …of the examination room.
4. All electronic devices, Mobile Phones; Smartwatches, Headphones, Bluetooth headsets, Smart Technology must be **switched off** and deposited (*at the side/front/back*). Candidates are reminded that smart glasses, including Meta/Ray-Ban glasses and any other wearable smart devices, are not permitted during examinations. These devices must be switched off and stored with other unauthorised electronic equipment before the examination begins.
5. Place your University of Greenwich Student ID Card on the left-hand side of your exam desk for identification checks.
6. You must complete the yellow attendance slip.
7. The module code and module title of the exam(s) taking place are (*indicated on exam paper*).
8. The duration of the examination(s) is (*duration identified on exam paper*)
9. Please complete the front cover of each answer booklet used by:
    - Writing your student ID number in the space provided.
    - Begin each question on a fresh page, write the question number only in the margin and write on both sides of the paper
    - Do any rough work in the answer booklet
    - Additional answer booklets will be supplied upon request - please raise your hand.
10. Please check you have the correct question paper in front of you and read all the instructions and questions carefully.
11. You have 'X' minutes allocated for reading time (*reading time if any is identified on exam paper*).
12. You may not leave the room in the first 30 minutes or the last 15 minutes (where examinations are less than 1½ hours in duration candidates may not leave the examination room - except fire alarms, illness etc.).
13. Alert candidates of the nearest fire exit and assembly points (*fire exits and assembly point details are available in all exam rooms*).
14. You may begin reading/writing now. The examination will finish (*announce finish time*).

15 MINUTES BEFORE THE END OF THE EXAM

15. You may not leave the room until the exam has finished.

5 MINUTES BEFORE THE END OF THE EXAM

16. You have five minutes left.

AT THE END OF THE EXAMINATION

17. Stop writing the exam has now finished.
18. Please ensure that you complete all of the information requested on the front cover of **each** answer booklets by:
    - Listing the number of questions that have been attempted in the order in which they have been completed in the 'Q No.' column.
    - Ensure that all work is fastened securely with the tags provided.
    - The section on the front cover is completed with your student ID number, Surname, Forenames and Signature.
    - Removing the sealed strip and fold over to conceal your name.
19. Please remain **silent** and **seated** until all answer booklets have been collected and recorded (*there may be candidates with extra time or another exam in the same venue continuing*).
20. Please leave quietly and in an orderly manner *(there may be students with extra time or another exam in the same venue continuing).*

All invigilators are to ensure that answer booklets (used and unused) are collected and not left in the exam room.

FIRE ALARMS

If the fire alarm sounds during an exam candidates should be advised of the following:

- Everyone must leave the building by the nearest Safe Exit and go to the Fire Assembly Point *(Senior Invigilator to report to the Fire Assembly Point Co-ordinator)*
- Do Not Stop to collect belongings
- Do Not Use Lifts
- The Exam will Not Continue
- Do Not Re-enter the Building until told it is safe to do so by a Fire Officer or Security Officer
- Any candidates needing assistance should identify themselves to an invigilator

The Senior Invigilator is to ensure that the exam room door(s) is closed and where possible locked. Invigilator(s) are to ensure that candidates requiring help exiting the building receive the appropriate assistance. When all candidates and invigilators have evacuated the exam room the Senior Invigilator will report to the Fire Assembly Point Co-ordinator.

APPENDIX V REPORTING A SUSPECTED OFFENCE (CP1)

Name of Student	
Student ID Number	
Student's Programme of Study	
Student's Faculty and Department	
Academic Session	
Module Title and Code	
Module Reference Number(s) – CRN	
Site	

Details of Allegation

- ☐ Bringing unauthorised material into a time-constrained assessment/examination, including material programmed into a calculator and/or other electronic/smart device
- ☐ Communicating with another person or persons during a time-constrained assessment/examination by any means, including electronic/smart device
- ☐ Obtaining a copy of an unseen examination paper and/or answers in advance
- ☐ Permitting another person to sit a time-constrained assessment/examination in one's place
- ☐ Copying the time-constrained assessment/examination paper
- ☐ Sitting a time-constrained assessment/examination for another
- ☐ Other (please specify below)

Relevant Evidence/Materials impounded

Name of Invigilator		Date
Name of Staff Witness		Date

Copies of report to Head of Department

APPENDIX VI CONDUCT OF EXAMINATIONS REPORT FORM

Please return this form along with other examination materials (Invigilator Report, Attendance Slips, surplus stationery) to your Faculty Exams Officer

Room:	Date:	Start Time:
Senior Invigilator: Supporting Invigilators:		

EXAMINATIONS	
Module Code	Title of Paper

CHECKLIST: Please complete the checklist overleaf.

INCIDENTS: Any untoward incidents (very late arrivals, occurring illness, suspected use of unfair means, fire alarms, external noise disturbance etc.) should be recorded below.

PLEASE COMPLETE THE FOLLOWING CHECKLIST	INITIALS
Examination packs were available at least 30 minutes before the exam start time.	
Examination packs contained the invigilator report(s) and sufficient question papers.	
Sufficient number of attendance slips and invigilator forms were available.	
Desks and seating were adequate, reasonably spaced and clearly numbered.	
Clocks were working, displaying correct time and visible from all places.	
Candidates were excluded from the room until it was ready.	
On entering the room & prior to commencing the exam candidates were told:	
▪ to switch off all electronic devices (mobiles, smart watches) and deposit together with coats, bags, unauthorised materials in the designated area.	
▪ that the examination(s) were to be conducted in accordance with University Regulations on the Conduct of Examinations	
▪ to remain silent throughout the exam and that communicating with other candidates during the exam would be considered an examination offence	
▪ to place valid University ID card on the left-hand side of the desk	
▪ to complete the yellow attendance slip provided	
▪ to enter the required personal and exam information on the answer booklet	
▪ the module code, title and duration of exams taking place and any special instructions (e.g. open book exams, use of calculators)	
• to check the correct examination question paper was in front of them	
• that they may not leave the exam room during the first 30 minutes or the last 15 minutes of the exam (exams of 1hr30mins or less must remain in the hall for duration)	
Candidates entitled to concessions (e.g. additional time) were approached individually to ensure they were aware of the arrangements.	
Candidates were clearly instructed to begin and informed of the start and end time of their exam/s.	
During the exam:	
Candidates absent 30 minutes after the start of the exam were marked as such on the invigilation list <u>and</u> names recorded on the front of this form.	
Nearing the end and at the end of the exam candidates were informed:	
• when 15 minutes of the exam time remained and that they must remain in the exam room until the end of the examination	
• when 5 minutes of the exam time remained	
• when the exam had ended and instructed to stop writing	
Candidates were asked to write their student ID no. on supplementary sheets (e.g. graph paper), answer booklets and attach together with the tag provided.	
Candidates were asked to remain seated and silent until all answer booklets had been collected.	
Candidates were asked to leave quietly and in an orderly manner.	

APPENDIX VII CANDIDATE DECLARATION

Candidate Name	
Student ID Number	
Programme of Study	
Module Name	
Module Code	

CANDIDATE'S DECLARATION

I understand that because of my special circumstances, arrangements have been made for me to sit the above examination at a different time from the other students in my group.

I agree that I will not attempt to gain an unfair advantage by finding out the contents of the examination paper before my examination / give other students an unfair advantage by disclosing the contents of the examination paper before their examination.

I understand that if I am found to have broken this agreement, I will be deemed to have committed an examination offence, the consequence of which may be failure of the examination without the opportunity to resit.

Signed:..... Date:.....

Witnessed by staff member (Please print name).....

Witness' signature:..... Date:.....

APPENDIX VIII INCIDENT REPORT FORM

To be used to report to the Faculty Exams Officer incidences of candidate behaviour which infringe expected exam standards and condition (excluding Exam Offences)

Candidate Name	
Student ID Number	
Exam Module Title	
Exam Module Code	
Exam Date	
Exam Time	
Exam Venue	
Details of Incident	
Senior Invigilator Name (please print)	
Senior Invigilator Signature	
Invigilator Support Name (please print)	
Invigilator Support Signature	
Date	

APPENDIX IX Application to sit exam(s) overseas or at an alternate venue

PART A – TO BE COMPLETED BY THE CANDIDATE

Surname		First Name	
Student ID no. (9 digit no. on student ID card)		Faculty	
Programme of Study		Department	

Please note that all correspondence will be via your University of Greenwich e-mail address only

You will be responsible for contacting your local British Council to ensure they are able to accommodate the exam(s). You will need to make all the necessary arrangements directly with the British Council and be responsible for meeting all costs incurred to deliver your exam(s) overseas.

Please state exact details of your exceptional circumstances and reason for sitting at an alternative venue:

……

……

……

Examination details: (please list module codes/titles as they appear on Student Records)

Module Code	Examination Title	Date(s)	Start Time(s)	Duration (hrs & mins)

Signature …… **Date**……

In signing this form, you consent and understand that information provided on this form or other related evidence will be used for the purpose of assessing the request for alternative examination arrangements. This includes the processing of applications by relevant members of the University. Information provided will be kept securely in accordance with the Data Protection Act. If you have any issues with confidentiality, then please discuss with the Faculty Examinations Officer.

PART B – TO BE COMPLETED BY THE
OVERSEAS/ALTERNATE VENUE EXAMINATION AUTHORITY
(Confirmation of willingness to host the examination(s)

Candidate Name (in full)

Contact Information

Title and Name of Examination Contact:
Organisation Name:
E-mail address:
Phone number:
Postal address:

Opening Times

Opening hours during which examinations can be held (please state in local time and indicate where exams are restricted to specific start times). Note that exams are expected to take place at exactly the same time as the UK published timetable
Please state the dates of any relevant public holidays for which the venue will be closed:

Please ensure you return examination scripts/materials via courier following each examination. Any costs incurred should be charged to the student (as part of the venue fee)

Official Stamp

Authorised Signature..... **Date**.....

PLEASE RETURN THE COMPLETED FORM BY EMAIL (SCANNED) TO:

INVIGILATOR CHECKLIST

The Senior Invigilator is responsible for the overall running of the exam.

Prior to the Exam:

- arrive at the exam room at least **45 minutes** prior to the start of the exam;
- assist in the laying out of exam material as directed by the Senior Invigilator;
- check toilet cubicles for any unauthorised material (report any offences to the Senior Invigilator);
- instruct candidates to remain silent on entering the exam room; switch off all electronic devices including mobile phones and place them together with bags, coats in the designated area;
- do not permit candidates without a valid university student ID card, entry to the exam venue

During the Exam:

- check candidates' identity against their University of Greenwich Student ID Card (report any irregularities to the Senior Invigilator);
- ensure candidates have completed the (yellow) attendance slip;
- walk around the exam room in an unobtrusive manner at regular intervals, to safeguard against cheating or distraction is occurring;
- remain vigilant, be alert and report or act on any suspicious activities;
- accompany same sex candidate(s) to the toilet, seek confirmation that candidate is not in possession of any electronic devices or unauthorised material; check the toilet cubicle for any unauthorised material before candidate enters

Do not permit candidates to enter the exam room after the first 30 minutes of the start of the exam. Ensure that latecomers are seated quickly and quietly.

At the End of the Exam

Ensure that:

- candidates stop writing immediately, excepting those with extra time allowances;
- answer booklets contain the required candidate information (any candidate who has not fully completed this may do so under your supervision);
- additional answer booklets are securely fastened;
- candidates remain silent and seated whilst answer booklets are collected;
- candidates leave the exam room in a quiet and orderly manner;
- the exam room is tidy and orderly before vacating

Examination Guidance Instructions for Candidates

What can you bring to your desk?

Permitted

- ✓ Student ID card - **Essential** - you must have your Student ID card with you to sit an exam, if you have lost your card please obtain a replacement from the Student Centre
- ✓ Water or soft drinks in small clear bottles - place on the floor next to your desk.
- ✓ Sweets (unwrapped)
- ✓ Pens, pencils, pencil sharpeners erasers, rulers

Not Permitted

- ✗ Headgear - except for medical reasons (with prior approval) or for religious reasons
- ✗ Personal belongings, including electronic devices (mobile phone, smartwatch, headphones) - switch off and leave in the designated area
- ✗ Calculators and dictionaries - unless otherwise specified on the examination paper
- ✗ Any unauthorised book, document, notes, or other inappropriate aid
- ✗ Any food other than sweets - unless prior permission is granted from Student Wellbeing

During the Exam

Please do

- ✓ Complete the yellow attendance slip and leave it on your desk
- ✓ Check you have the correct question paper in front of you and read all the instructions and questions carefully
- ✓ Complete the front cover of each answer booklet used by providing your candidate number in the space provided
- ✓ If you wish to leave the room for a comfort break, raise your hand and wait for an invigilator to arrive
- ✓ Answer all questions in English, unless otherwise specified in the examination paper
- ✓ If you finish early, raise your hand and give your answer booklet to the invigilator before leaving your desk
- ✓ If the emergency evacuation alarm sounds, follow the instructions given by the invigilator

Please do not

- ✗ Speak to or communicate with any other candidates throughout the examination
- ✗ Make use of any unauthorised book, document, notes, or other inappropriate aid
- ✗ Leave the examination room during the first 30 minutes or during the last 15 minutes of an exam
- ✗ Where examinations are less than 1½ hours, you may not leave the examination room until the exam has finished.

At the End of the Exam

Please do

- ✓ Stop writing when advised by the invigilator that your exam has ended
- ✓ Ensure that all work is fastened securely with the tags provided
- ✓ List the number of questions that you have attempted in the order in which you have completed them in the 'Q No.' column
- ✓ Remove the sealed strip and fold over to conceal your name
- ✓ Remain seated and silent until all answer booklets have been collected and the invigilator gives permission to leave
- ✓ On leaving the room, dispose of all rubbish left on your desk

Please do not

- ✗ Speak to other candidates until you have left the examination building
- ✗ Remove from the room any examination materials provided by the University

UNIVERSITY OF GREENWICH

SUPERVISED REST BREAK RECORD FORM

Candidate Name	
Candidate ID	
Exam Module Code & Exam Module Title	
Exam Duration	
Faculty	
Date of exam	

Exam Start Time	Exam Finish Time	Rest Break Start Time	Rest Break Finish Time	Minutes Taken
Example 09.30	10.30	10.00	10.10	10
Example	10.40			

FACULTY AND PROFESSIONAL SERVICES CONTACTS

Faculty Examination Offices

Business	0208 331 9707 BusFacultyExamsTeam@gre.ac.uk
Education, Health & Human Sciences	0208 331 8495 FEHHSPS@greenwich.ac.uk
Engineering & Science	0208 331 8005 fes-exams@gre.ac.uk
Law, Arts & Social Sciences	0208 331 7847 0208 331 9100 flas-exams@gre.ac.uk
Pharmacy	pharmacyassessments@kent.ac.uk

Professional Services

Examination Scheduling	Examscheduling@gre.ac.uk
Avery Hill Campus Security	0208 331 9101
Greenwich Campus Security East Gate	0208 331 7695
Medway Campus Gate House	01634 883138