



Examinations & Open Book Assessments Code of Practice

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1. Preface for Students

1.1 This Code of Practice has been produced for both students and staff, including students studying at Educational Partnership Institutions and programmes delivered through the Keele University International College. It sets out the University's approach to scheduling and delivering time limited examinations and open book assessments and to provide detailed descriptions of processes and roles of people involved in these processes. Therefore, not all sections will be equally relevant for students but please refer to the following sections:

- Section 6: Scheduling of Examinations and Open Book Assessments
- Section 9: Conduct of Students in Open Book Assessments
- Section 10: Academic Misconduct in Open Book Assessments
- Section 11: Conduct of Students in Examinations
- Section 12: Arriving Late for an Examination and Leaving Early
- Section 13: Calculators and Electronic Aids in Examinations
- Section 14: Dictionaries in Examinations
- Section 15: Watches in an Examination
- Section 16: Academic Misconduct in Examinations
- Section 17: Examination Emergency Situations
- Section 18: Examination Arrangements for Unforeseen Circumstances
- Section 19: Examinations during periods of Severe Weather
- Section 20: Examination/Open Book Assessment Arrangements for Students with a Disability or Chronic Condition
- Section 21: Examination/Open Book Assessment Arrangements for Religious Observance and Caring Responsibilities
- Section 22: Absence/Illness during Examinations/Open Book Assessments

1.2 If you have any questions or would like advice about sitting your examinations, you can contact Student Records and Examinations (Email: exams@keele.ac.uk, Tel 01782 734000). You can also find more information to help you as you prepare to sit your examinations, including a list of frequently asked questions [here](#)

1.3 If you have any questions or would like advice about sitting your open book assessments, you can contact your School, Student Support and Experience Officer or Academic Mentor. You can also find more information to help you as you prepare to sit your open book assessments, including a list of frequently asked questions [here](#)

2. Glossary of Terms

Examination: An opportunity for students to apply their knowledge and/or understanding under invigilated conditions (typically 2-3 hours but can be shorter). All examinations should take place in-situ on campus, or in an alternative agreed setting (e.g., the Clinical Education Centre).

Open Book Assessments: An opportunity for students to apply their knowledge, understanding and skills normally within a 28-hour assessment window. Students can access and utilise any resources available to them during the assessment window (e.g., notes, textbooks, journal articles, internet resources, KLE resources etc.).

Examination/Assessment period: A set number of days/weeks during which examinations and open book assessments (with the exception of some programmes in the School of Nursing and Midwifery and the School of Medicine) will be scheduled and which are listed in the University diary which can be found online [here](#).

Examination Session: A specific timeslot during the day, in which an examination will take place, normally starting at 9.15am, 12.30pm or 4.00pm.

Assessment Window: A clearly defined period of time during which students are able to access, complete and submit open book assessments. This is normally 28 hours (from 9 am (local time) on the first working day until 1 pm (local time) on the second working day). Assessment windows are designed to be inclusive and supportive of all students, and to allow for all technical issues and reasonable adjustment requirements.

Academic Misconduct: Acts or omissions by a student that have the potential to give an unfair advantage in examinations or open book assessments

Exceptional Circumstances: Unforeseen circumstances, outside the control of the student that are accepted by the University as either having prevented the student from submitting work for their open book assessment or attending an examination, or from performing in their open book assessment or examination at the level that might reasonably have been accepted of them.

Educational Partnership Institute: An educational institute, either within the UK or overseas, where this is an agreement between the Institute and Keele University to work collaboratively to deliver a Keele University programme of study, or part of a programme of study.

3. Introduction

- 3.1 Examinations and open book assessments are an essential part of the teaching and learning process. They give you the opportunity to present what you know, your thoughts, ideas and powers of reasoning, in a way that others can understand. It is important that students know what is and what is not allowed during an examination or open book assessment.
- 3.2 This Code of Practice provides guidance on how you must conduct yourself during each examination/assessment period. This Code of Practice also outlines the service you can expect to experience before, during and after sitting your examinations/open book assessments.
- 3.3 This Code of Practice does not cover proctored, remotely delivered examinations.

4. Scope

- 4.1 This Code of Practice applies to all formal undergraduate and postgraduate taught examinations and open book assessments and to all students studying programmes under Regulations C2, C3, C4, C5, C6, C7 and C8 at the University. There may be other forms of assessments that are scheduled and organised as part of your programme that are not covered in this document.

5. Roles and Responsibilities

- 5.1 The Head of Student Records and Examinations has overall responsibility for the management of all examinations and may delegate some of this responsibility, as appropriate. Most examinations will be organised by the Student Records and Examinations Team, with the exception of School of Nursing and Midwifery examinations and examinations which take place outside of the official examination periods, which will be organised by the School. Educational Partners will normally be responsible for organising examinations that take place at their own Institutions.
- 5.2 The School that is responsible for teaching your module has overall responsibility for the management and delivery of your open book assessment.

6. Scheduling of Examinations and Open Book Assessments

- 6.1 The Student Records and Examinations Team will schedule all timetabled examinations, which take place during the official University examination/assessment periods. Each examination will be scheduled into a timed examination session. Where

exemptions are permitted, Schools should report the date and time of such examinations to the Student Records and Examinations Team.

- 6.2 The Student Records and Examinations Team will schedule all open book assessments, within a 28-hour assessment window, during the official University examination/assessment periods. Where exemptions are permitted, Schools should report the date and time of such assessments to the Student Records and Examinations Team.
- 6.3 The School of Nursing and Midwifery professional services Team will schedule all timetabled examinations/assessments. Examinations will take place at either the University Hospital Clinical Education Centre or on campus. School of Nursing and Midwifery examinations/assessments will take place throughout the year and are not scheduled into an official University examination/assessment period. School of Nursing and Midwifery examination session start times may vary.
- 6.4 Where the same examination takes place at both an Educational Partnership Institution and Keele University Campus, it will be scheduled to take place at the same time, taking into consideration any time zone differences. If the examination cannot be sat at the same time, students at each Institution will sit a different examination question paper and Educational Partnership Institutions will schedule all timetabled examinations, at their own institutions. In these instances, start times may vary to those outlined in section 6.1.
- 6.5 Examinations and open book assessments will normally be scheduled Monday to Friday.
- 6.6 The official University examination/assessment periods are reserved for the conduct of examinations, open book assessments and private study.
- 6.7 The dates of the official University examination/assessment periods and the release dates of each examination/assessment timetable will be published on the Student Records and Examinations webpages at the start of each academic year. Timetables for each end of Semester examination/assessment period will normally be published at least 6 weeks before the examination/assessment period starts. Resit examination/assessment timetables will normally be published at least 1 week before the examination/assessment period starts. You can view the publication dates for all examination/assessment timetables [here](#).
- 6.8 The dates of School of Nursing and Midwifery examinations/assessments, scheduled to take place at the University Hospital Clinical Education Centre or on the Keele Campus, will be listed on the KLE pages for each module at the start of the academic year.
- 6.9 An announcement confirming when the examination/assessment timetable for each official University examination/assessment period has been released will be published in the Student Life at Keele newsletter and via social media. It is your responsibility to check the examination/assessment timetable and to inform the Student Records and Examinations Team of any examination clashes (see 6.20).
- 6.10 If you are sitting Keele examinations or open book assessments at an Educational Partnership Institution the Educational Partner will ensure that you are entered for the correct examination or open book assessment, they will inform you of the date and time for each of your open book assessments/examinations and of the venue for any examinations that you are required to take.

- 6.11 If we have to make changes to your examination/assessment timetable after the timetable has been published, we will write to you, via your Keele email account, to tell you about this.
- 6.12 You may have two examinations scheduled on the same day. This may be unavoidable due to the complex nature of examination scheduling. If you do have more than one examination on one day, the total number of hours of examinations will not normally exceed a maximum of four hours.
- 6.13 Final year students will not normally have more than one examination on one day, unless you also have resit examinations or a language examination, which may be scheduled on the same day as an end of Semester examination.
- 6.14 If you have two examinations on one day, the minimum period of time between examinations will normally be 90 minutes.
- 6.15 You are expected to sit examinations on consecutive days.
- 6.16 You will not normally have more than one open book assessment starting on the same day. You are expected to start open book assessments on consecutive days, regardless of the duration of each assessment.
- 6.17 You must be available to sit any examinations from 9.00 am to 7.30 pm on each day of the entire published examination/assessment period. In exceptional circumstances we also reserve the right to hold examinations on any Saturday during each examination period.
- 6.18 If you are enrolled on a programme of study leading to a Keele University award you must sit all any examinations at your main study location where the examination is timetabled. Visiting students who attend Keele as part of the Global Education programme or through an Educational Partnership agreement may, in exceptional circumstances, take their examinations at their home institution. We cannot accept any other requests to sit examinations, including resit examinations, at any other location, including overseas locations.
- 6.19 We cannot accept individual requests to move your examination or open book assessment dates and/or times under any circumstances.
- 6.20 If you have an examination clash, involving two Keele University centrally timetabled examinations, due to take place at the same date and time, you must inform us about this by contacting exams@keele.ac.uk as soon as possible and no later than 1 week before the examinations are due to take place. We will arrange to move one of your examinations so that you can sit them both on that day. If both examinations are timetabled to start at 9.15 am or at 12.30 pm, you will start one examination at 9.15 am and one examination at 12.30 pm. If both examinations are timetabled to start at 16.00 pm you will start one examination at 12.30 pm and one examination at 16.00 pm. You will normally be able to choose which examination you would like to take first. If you finish your first examination early you will not be allowed to leave the venue, unless you are accompanied by an Invigilator. You will have a rest period between the two examinations; the length of the rest period will depend upon how long your first examination is. You will be supervised by an Invigilator during your rest period.

7. Examination Question Papers and Completed Scripts

- 7.1 It is the responsibility of the Head of School, or their nominee, to ensure that examination question papers are submitted to the relevant External Examiner for their approval and are reviewed and checked for accuracy before they are submitted to the Student Records and Examinations Team, or the School of Nursing and Midwifery Professional Services Team. Question papers for all examinations sat at the Keele University campus must be submitted by the deadline published in the University Assessment Arrangements document. Question papers for all examinations sat at the Clinical Education Centre must be submitted a minimum of 8 weeks before the examination is timetabled to take place. Question papers for all examinations sat at Educational Partnership Institutions must be submitted in accordance with the deadline set by that institution.
- 7.2 All question papers for examinations where a student is required to answer either on the question paper, in an exam answer booklet or a MCQ optically read mark sheet must be submitted in the correct format. Guidance on preparation of examination question papers is available [here](#).
- 7.3 If an examination is delivered digitally, i.e. the examination question paper is released electronically for students to access using a PC or laptop, the School should provide the Student Records and Examinations Team with a pdf version of the digital examination question paper. Schools must also provide clear instructions relating to the operating platform/format for the examination. These instructions will be read out by the Senior Invigilator as part of the official announcements at the start of the examination.
- 7.4 The Student Records and Examinations Team are responsible for copying all centrally timetabled examination question papers (including those for students who require adjustments), unless the paper is not submitted by the published deadlines. If a School is unable to meet the published deadlines they must make arrangements to copy their own examination question papers (including those for students who require adjustments) and deliver them to the Student Records and Examinations Team, at least 5 working days before the examination is due to take place.
- 7.5 Examination question papers will be printed in black and white. If a School requires an examination question paper to be printed in colour, the School must provide the required number of colour copies to the Student Records and Examinations Team, by the published deadlines.
- 7.6 The Student Records and Examinations Team are responsible for the secure storage of all examination question papers at the Keele University Campus. The School of Nursing and Midwifery Exam Professional Services Team are responsible for the secure storage of all examination question papers for all Nursing and Midwifery examinations.
- 7.7 Educational Partnership Institutions are responsible for the printing and secure storage of examination question papers at their institution.
- 7.8 Schools must provide the Student Records and Examinations Team or the School of Nursing and Midwifery Professional Services Team with the name and contact details for the person who is responsible for each examination paper and will be able to answer any student query on that paper. The nominated person must ensure that they are available and can be contacted at the time the examination takes place.
- 7.9 Educational Partnership Institutions must ensure that they have a list of contact details for the person who is responsible for each Keele University examination paper and can

be contacted if there is a student query on an examination paper. If there is a query on an examination paper taking place at Keele which is also taking place at an Educational Partnership Institution, the Student Records and Examinations Team at Keele will contact the partner institution by email to inform them of the issue and proposed resolution. Should there be a query on an examination paper at the Educational Partnership Institution which is also taking place at Keele, the contact person at the Educational Partnership Institution who is responsible for the Keele University examination paper, must inform the Student Records and Examinations Team.

- 7.10 Schools must provide the Student Records and Examinations Team, or the School of Nursing and Midwifery Professional Services Team or the Educational Partnership Institution's Examinations Office, (or equivalent, as agreed between the Student Records and Examinations Team and Educational Partnership Institution), with the name of the person who will be responsible for collecting the completed scripts from the examination venue at the end of the examination. The person nominated to collect the completed scripts must not enter the examination venue until the examination has finished. They will be responsible for checking that the correct number of scripts are present and will sign to confirm receipt. They must present a form of ID, which will be checked by the Invigilators, before the scripts can be released.

8. Invigilation of Examinations

- 8.1 The University will appoint a team of Invigilators to each examination venue. The Invigilators will ensure a safe and comfortable environment for students to sit their examinations and make sure that each examination session is conducted in accordance with this Code of Practice. The University issues Invigilators with Guidelines on Examination Procedures for Invigilators¹ which they will follow to ensure students can undertake their examination without disruption. All Invigilators will wear ID badges, so students will be able to easily identify them.

9. Conduct of Students in Open Book Assessments

- 9.1 You must complete all your open book assessments unless prevented by illness or other exceptional circumstances. If you fail to do so, you may forfeit your right to reassessment and, in extreme cases, it may lead to you being withdrawn from your studies due to non-engagement with studies and assessment.
- 9.2 Arrangements for the release of open book assessment question papers or briefs will be organised by your School, or, if studying at an Educational Partnership Institution, normally your programme Team, and will be communicated to you in advance via the module KLE and/or Microsoft Teams space. Your School will also provide you with advice and guidance about how to complete your open book assessment and how to submit your completed work.
- 9.3 You should look up and make a note of the dates and starting times for each of your open book assessments in advance. You should read the guidance provided by your School, or, if studying at an Educational Partnership Institution, your Programme Team, about what resources are permitted and how to prepare for your open book assessments, as the types of assessment may vary.

¹ Guidelines on Examination Procedures for Invigilators can be found here:

www.keele.ac.uk/policyzone/viewbyowner/studentandacademicservices/name,70844_en.php

- 9.4 Your open book assessment will have a suggested active-working time, this is the amount of time that a typical student should spend working on a specific assessment during the assessment window.
- 9.5 You should decide in advance where you will sit your assessments, you will need to find a quiet space where you will not be disturbed and access to a suitable PC or laptop. If you do not have access to a suitable PC or laptop, you should contact your School, or, if studying at an Educational Partnership Institution, your designated contact, as soon as possible.
- 9.6 You should check that you have access to a reliable internet connection. If this is not possible at home, you may need to find a place on campus. You should contact your School or, if studying at an Educational Partnership Institution, your designated contact, if you are unsure about what PC space on campus might be available to you.
- 9.7 You are responsible for letting your School know or, if studying at an Educational Partnership Institution, your designated contact, before the assessment of any problems you may have with the arrangements.
- 9.8 If you have any queries regarding the assessment instructions or if you believe there is an error on the assessment paper or brief, you should contact your School or, if studying at an Educational Partnership Institution, your designated contact, in the first instance.
- 9.9 Open book assessments provide a 28-hour window for completion of the assessment, however the active working time is much less than this (typically 2-3 hours). The 28-hour window allows for any temporary difficulty with access. This will help you work around any temporary technical issues. If you experience a network failure whilst completing your open book assessment, close the browser and try again using a different browser or computer. If the issue is with your Wi-Fi, try moving to an area with a stronger signal or using a wired connection if possible, and limiting the number of applications open and running on your device. If the issue continues:
- Take a screenshot or photo of any error message. Save this file and do not amend after the incident, to preserve the date stamp. You will need this if you decide to submit a claim for exceptional circumstances.
 - Inform your School or if studying at an Educational Partnership, your designated contact, of the issues you have experienced, providing a copy of the screenshot of your error message.
- 9.10 Unless specified otherwise, during an open book assessment, you can access and utilise any resources available during the assessment window. This includes notes, textbooks, journal articles, internet resources, KLE resources etc.
- 9.11 Unless specified otherwise, you should work independently on your assessment.
- 9.12 You must not communicate or attempt to communicate with anyone about the content of the assessment during the period when the assessment is taking place. See section 10 below on Academic Misconduct.
- 9.13 You are not required to remain online for the duration of the assessment window. Once you have accessed the assessment paper or brief, you can work offline and then submit your assessment online when you are ready to do so.

- 9.14 You should submit your assessment in accordance with the instructions issued to you by your School and by the deadline given.

10. Academic Misconduct in Open Book Assessments

- 10.1 You must ensure that you do not take any actions during the assessment that would be classed as academic misconduct as this will result in a penalty being given. The types of academic misconduct are listed in Section 5 of the [Student Academic Misconduct Code of Practice](#). In particular, for open book assessments:
- You must not plagiarise someone else's words and ideas;
 - You must not distribute or share the questions or other relevant information relating to the assessment during the assessment window, whether this be in person or electronically (including by social media, gaming or other similar platforms);
 - You must not work with another person to prepare answers;
 - You must not obtain or attempt to obtain unpermitted assistance in the creation of the assignment during an open-book assessment
- 10.2 If you are suspected of academic misconduct in an open book assessment then this will be referred to your School Academic Conduct Officer for investigation. The case may then be referred to an Academic Misconduct Committee. You can find more information about the University's approach to academic misconduct, including detailed descriptions of processes and roles of people involved in these processes in the [Student Academic Misconduct Code of Practice](#)
- ## **11. Conduct of Students in Examinations**
- 11.1 You must attend all your examinations, unless prevented by illness or other exceptional circumstances, (section 20 provides guidance on applying for exceptional circumstances). If you fail to do so, you may forfeit your right to reassessment and, in extreme cases, it may lead to you being withdrawn from your studies due to non-engagement with studies and assessment.
- 11.2 Ensure that you look up the dates, times and venues for each of your examinations well in advance and arrive at the examination venue at least 20 minutes before the examination is due to start.
- 11.3 You will be allowed to enter the examination venue at least 10 minutes before the examination is due to start.
- 11.4 If you do not attend an examination at the time and place indicated without good reason you will be recorded as absent and will receive a mark of zero and fail the examination. If you arrive more than 30 minutes late you will not be allowed to sit your examination and will be marked as absent (see also section 11 below).
- 11.5 All desks in the main examination venues will be numbered. Seating details for each examination taking place at the Keele University campus will be added to the examination timetable on the Student Records and Examinations webpage a few days before the start of each examination period. Two copies of the seating lists for each examination will be placed outside each examination venue at least 1 hour before the examination is due to start. All seating lists are published anonymously in student number order. You must obtain your seat number before you enter the examination

venue and you must sit in the seat allocated to you. If you sit at the wrong desk you risk being registered as absent for the examination.

- 11.6 If you are unable to find your student number on the seating list outside the venue you must inform an invigilator immediately. You might need to enter the examination venue early, in order to attract the attention of an invigilator and allow enough time for a seat to be allocated to you before the examination starts.
- 11.7 You must enter the examination venue in silence. As soon as you enter the examination venue you are under examination conditions and must not speak or attempt to communicate with any other student, on any matter, whatsoever.
- 11.8 All bags and personal belongings must be left in the designated area. You are not allowed to keep personal belongings, including bags, revision notes, pencil cases, glasses cases, calculator cases etc., with you or near to your examination desk. The only exceptions are pens, pencils, drawing equipment, calculators if allowed, clear water bottle with no label, ID and a non-smart watch. You are advised, where possible, not to bring personal belongings or any item of value into the examination venue. We cannot be held responsible for items lost in the examination venues.
- 11.9 If you are sitting an examination using a PC or a laptop there is the possibility that you may be asked to authenticate your credentials when you log in by using Multi-Factor Authentication. You will be allowed to use your mobile phone to do this. Once you have successfully logged into your PC or laptop you must switch your mobile phone off and place it underneath your desk. You should make sure that you have registered for Multi-Factor Authentication before you sit any examination where you will be required to use a PC or a laptop. You can find further information about Multi-Factor Authentication and how to set it up [here](#).
- 11.10 There are some examinations where you will be allowed to use an authorised textbook, e.g., Law Statutes, or to bring course notes; this will be stated on the front page of the examination paper. You must always check with your School in advance of the examination period if you are unsure if you are allowed to bring notes or textbooks to an examination. Any approved textbook that you bring into an examination will be checked either by the Invigilators or by the School at the start of the examination.
- 11.11 You must bring your own writing and drawing equipment, which must not have any writing on it. Correction tape or fluid must not be used and should not be taken to your examination desk. We do not provide or loan writing or drawing equipment to students sitting examinations.
- 11.12 You must not behave in any way that, in the opinion of the Senior Invigilator, might disrupt other students, or the examination session. The Senior Invigilator can refuse to admit or can exclude you if your behaviour is viewed as unacceptable, this includes the physical or verbal abuse of any member of the Invigilation Team who are working in the venue. All incidents will be logged and forwarded to the Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice. Any incidents of verbal or physical abuse will be reported and you may be disciplined under Regulation B1, Student Discipline. If you are unhappy with, or want to query, a decision made by the Senior Invigilator you can speak to the Student Conduct Team, the Examinations Team or, if studying at an Educational Partnership Institution, the Examinations Office (or equivalent) about this.
- 11.13 You must listen to and follow all instructions issued by the Senior Invigilator. Invigilators will make announcements before and during the examination and after it

has finished. If you are sitting an examination that is being delivered online, the Senior Invigilator will provide you with instructions about how to access the examination question paper on your PC or laptop, the format of the examination and how to submit your completed answers.

- 11.14 You must raise your hand for assistance if you are unable to hear or understand any Invigilator announcement.
- 11.15 You must not open or access the examination question paper, or turn over the examination answer book, or start writing/typing until told to do so by the Senior Invigilator. If you open or access the question paper or start writing in the answer book (other than completing the front cover), or typing on your PC/laptop, before being told to do so, this will be logged and forwarded to the Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice.
- 11.16 All paper is provided, including space in the examination answer books for making notes. You must not bring any paper into the examination venue. If you are sitting an examination where you are required to answer your questions using a PC or laptop, you will be provided with paper which may be used to make handwritten notes, this must be handed to an Invigilator at the end of the examination.
- 11.17 You must provide evidence of your identity at the start of each examination. You must bring one of the following forms of ID: Keele Card, passport, driving licence, national ID card, biometric residency permit. If you do not have the correct ID, or if there is any uncertainty over your identity, you will be allowed to sit your examination but, at the end of the examination, you must accompany an invigilator to either the Student Services Centre, or, if studying at an Educational Partnership Institution, the Examinations Office (or equivalent) where your ID will be checked using the photograph on your student record. The name of any student who attends an examination without ID and does not remain behind at the end of the examination will be logged and forwarded to the Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice.
- 11.18 All examination papers are anonymously marked. If you are completing your examination in an examination answer book, you must write your name and student ID number in the box in the top right-hand corner of the examination answer book and fold and seal the flap to cover your name. If your examination is completed on a Multiple-Choice Question (MCQ) answer sheet you will need to complete the front of the MCQ sheet according to the instructions.
- 11.19 You must fill in the attendance slip in the bottom right-hand corner of the examination answer book, tear it off and place it in the top right-hand corner of your examination desk. A separate attendance slip will be provided for you to complete if you are either answering on the examination question paper, completing a MCQ answer sheet or completing your examination using a PC or laptop.
- 11.20 You must write clearly and legibly in pen; you must not write in pencil. All rough work must be completed in the examination answer book and no pages must be torn out of the book. To avoid all doubt, any work that you do not want to be read by an examiner, e.g. drafts or notes must be clearly crossed through.
- 11.21 It is your responsibility to make sure that your handwriting is legible, so that we can mark your script. If your script cannot be read, then unless you have a registered disability, we may ask you to pay to have your script typed.

11.22 You may bring into the examination venue a clear, unlabelled bottle of water. No other food or drink is allowed. If you have advised Disability Services, by the published deadlines, of a medical condition which means you need to eat or take medication, you will sit your examinations away from the main examination venues.

11.23 Smoking is not allowed in any examination venue.

11.24 You may bring into the examination venue a pair of small foam ear plugs which you may wear during your examination. The wearing of any other form of head gear or any type of facial covering is not allowed, except for religious observance or medical reasons. For all medical reasons you must provide evidence in advance and get approval from Disability Services. We are allowed to ask you to remove your headgear or facial covering for ID purposes, or to check for ear listening devices, but this will always be done discretely and sensitively.

11.25 If you have any problems or queries during an examination, you must raise your hand to speak to an invigilator. You must not leave your seat without the permission of an invigilator.

11.26 At the end of the examination you must stop writing/typing immediately when told to do so by the Senior Invigilator. If you continue to write/type after this time this will be regarded as cheating and a report will be passed to the Student Conduct Team. You must remain silent and seated until all the answer books have been collected and the Senior Invigilator informs you that you can leave the venue. You must not remove any examination scripts, examination question papers or any items of examination stationery from the examination venue.

11.27 If you have reasonable adjustments you will sit your examinations in a different venue to the main cohort of students and your adjustments may mean that you are exempt from some of the above criteria, or that it is adapted to meet your needs, (see section 20).

11.28 We have produced a short video which we hope will help you as you prepare to sit your examinations and ease any pre-examination anxiety you may have about examination regulations, what to expect when you arrive at the examination venue, how to complete your examination answer book etc. This is especially important if you have not sat examinations on a Keele course before. You are strongly encouraged to watch the video which is available [here](#). A useful summary of what you can and cannot do when sitting examinations is also available [here](#).

12. Arriving Late for an Examination and Leaving Early

12.1 All examinations will start promptly. If your examination is at least one hour long, you will be allowed to enter the examination venue up to 30 minutes after the official published start time of the examination. You will not be allowed any additional time if you arrive at the examination venue after the start of the examination.

12.2 If your examination is less than one hour you will not be allowed to enter the examination venue if more than one quarter (25%) of the total examination time has passed.

12.3 You are not allowed to leave the examination venue (except in an emergency) during the first 30 minutes or last 15 minutes of any examination. If you wish to temporarily leave the examination venue, including for toilet breaks, you must be accompanied by an invigilator, and you might have to wait until an invigilator is available. If you leave

an examination venue at any time during an examination, without being accompanied by an invigilator, you cannot re-enter.

- 12.4 If you finish your examination early and wish to leave before the last 15 minutes, you must ask permission from the invigilator. You will not be allowed to leave early if you do not have the correct form of ID.

13. Calculators and Electronic Aids in Examinations

- 13.1 The use of electronic devices such as, but not limited to, mobile phones, smart watches, smart glasses, tablets and personal audio equipment is not allowed in the examination venue, except for mobile phones which may be used for MFA purposes before the start of an examination, where the use of a PC or laptop is required (see 11.9). At the start of the examination all electronic devices must be switched off and either placed in your bag and stored in the designated area as identified by the Senior Invigilator or handed to an invigilator for safe storage until the examination has finished, or placed under your desk if you are sitting an examination using a PC or laptop. If you are found to have any of these items on your person during an examination this will be logged and forwarded to the Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice
- 13.2 There are a set of principles students must adhere to when using calculators in examinations. These principles are updated by the University from time to time and you must comply with the latest version. The full set of principles are available [here](#).
- 13.3 If you are sitting an examination using a PC or a laptop and where the use of a calculator is permitted, you will normally be able to use the calculator function on your PC/laptop, unless the rubric on the front of your question paper states that this is not allowed.
- 13.4 We do not provide a calculator loan service; you must make sure that your calculator is on the approved list, before you sit your first examination. Invigilators will check all calculators at the start of each examination. If your calculator is not on the approved list, it will be removed and returned to you at the end of the examination; no replacement will be provided. The lending or sharing of calculators in an examination is not allowed.
- 13.5 No other electronic aids are allowed, unless specified in the instructions on the front page of the examination paper.

14. Dictionaries in Examinations

- 14.1 You can borrow an English Language dictionary in the examination room, unless this is not allowed for your examination. This will be specified in the instructions on the front of the examination paper. The use of a dictionary will not normally be allowed in any modern language or English Language Unit examination where the purpose of the examination is to assess your knowledge of the English Language and use of vocabulary. If you wish to borrow a dictionary you must raise your hand and ask one of the Invigilators to provide a copy. You are not allowed to bring your own dictionary into the examination venue.

15. Watches in Examinations

- 15.1 You are not allowed to wear a watch during University examinations. The University will ensure that there is a clock visible in each examination venue. Invigilators will also give a 15-minute warning before the end of the examination to enable students to

manage their time. Smart watches or any other wrist-based technology enabled device, must be left in your bag or handed to an invigilator for safe keeping. You will be asked to put all other types of watches in a clear plastic bag, which will be provided by the Invigilators, you should place this in the top right-hand corner of your desk for inspection. You are allowed to look at your watch, but it must stay on the desk in the plastic bag for the duration of the examination. If you are found with a wrist-based technology enabled device on your person during an examination, the Senior Invigilator will make a report, which will be passed to the Student Conduct Team.

16. Academic Misconduct in Examinations

- 16.1 You must ensure that you do not take any actions during the examination that would be classed as academic misconduct as this will result in a penalty being given. The types of academic misconduct are listed in Section 5 of the Student Academic Misconduct Code of Practice. In particular, for examinations the following will be classed as academic misconduct:
- Possession of unauthorised material and/or electronic devices in an examination
 - Communicating or attempting to communicate with someone else, apart from an invigilator, during an examination
 - Copying, or attempting to copy another student's answers during an examination
 - Continuing to write (or continuing to perform whatever task is being examined) after the end of the examination
 - Allowing another person to impersonate yourself or impersonating another person in an examination
- 16.2 If you are suspected of academic misconduct, you will be asked to leave the examinations venue by the Senior Invigilator. You will be informed by the Senior Invigilator what has been observed and that a report will be submitted to Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice.
- 16.3 If you refuse to answer any questions, hand over any materials, electronic devices or allow any photographs to be taken of evidence, the refusal will be noted in the report submitted to the Student Conduct Team for consideration under the Student Academic Misconduct Code of Practice.
- 16.4 Unauthorised items or materials will be retained by the Senior Invigilator and passed to the Student Conduct Team.
- 16.5 If you are suspected of academic misconduct and temporarily removed from the examination venue to discuss this with the Invigilators, they will mark your examination script to indicate the point at which you were first spoken to about the incident. This is so that the marker is aware of the interruption.
- 16.6 Once the Senior Invigilator has completed their report you will be allowed to return to the examination venue to continue your examination. No additional time will be allowed because of the interruption.

- 16.7 You can find more information about the University's approach to academic misconduct, including detailed descriptions of processes and roles of people involved in these processes in the [Student Academic Misconduct Code of Practice](#)

17. Examination Emergency Situations

- 17.1 If there is an emergency you must follow the instructions given by the Senior Invigilator.
- 17.2 Any disturbances or disruptions to an examination will be reported to the relevant School(s) at Keele.
- 17.3 If an examination has been seriously disrupted or had to be abandoned for any reason it will normally be rescheduled at the earliest possible opportunity.
- 17.4 If an examination has to be abandoned after a minimum of two-thirds of the scheduled time has occurred, it will be viewed as having taken place and you will be assessed on the work you have completed up to that point. It will not be rescheduled.

18. Examination Arrangements for Unforeseen Circumstances

- 18.1 Sometimes an unforeseen situation in the weeks/days leading up to the examination periods makes it difficult for you to complete your examinations to the best of your abilities, if undertaken in the normal way or in the normal venue. In such situations we may be able to put temporary examination arrangements in place for you. Examples where we would provide you with temporary examination arrangements include, pregnancy related conditions, broken/sprained arms, wrists, fingers, damage to back, shoulder, neck, collar bone etc., all of which would make writing or sitting for long periods difficult/uncomfortable and where the use of a PC, or an amanuensis/scribe, or rest breaks may be helpful.
- 18.2 If you become unwell on the day of the examination but still feel able to undertake the examination, you can ask to be moved to a seat in the venue that is close to the exit door and have the Invigilators monitor your well-being.
- 18.3 If, due to unforeseen circumstances, you require temporary examination arrangements, you must contact Disability Services by email: support.dds@keele.ac.uk or telephone: 01782 733950, as soon as you become aware of any kind of problem that will affect your performance in an examination. If studying at an Educational Partnership Institution and you require temporary examination arrangements you must contact your designated contact, normally your Programme Leader. Disability Services will assess your needs and the evidence you can provide; they will advise the Student Records and Examinations Team, the School of Nursing and Midwifery Professional Services Team or the Examinations Office (or equivalent) at the Educational Partnership Institution as to the most feasible and appropriate adjustments that can be put in place to help you sit your examination(s). The Student Records and Examinations Team, School of Nursing and Midwifery Professional Services Team or the Examinations Office (or equivalent) at the Educational Partnership Institution will contact you, by email, to confirm the temporary examination arrangements that can be put in place.
- 18.4 Long term disabilities and previously known conditions are not classed as 'unforeseen circumstances' and will not qualify for temporary examination arrangements. All applications for examination adjustments for Disability and Chronic conditions must be made by the published deadlines.

- 18.5 It is not always possible to provide an amanuensis/scribe or an individual room at very short notice, in which case Disability Services will advise on the best possible alternative arrangements; in some cases this may mean not sitting the examination and instead taking it as a first attempt at the next available opportunity.

19. Examinations During Periods of Severe Weather

- 19.1 In cases of severe weather, updates regarding the timetabling or cancellation of examinations at Keele will be published [here](#). Updates regarding the timetabling or cancellation of examinations at Educational Partnership Institutions will be communicated by the Educational Partnership Institution.
- 19.2 All centrally timetabled University examinations are categorised as an essential service, therefore we will take every step to make sure that your examinations take place, even if specific venues have to be changed due to the impact of severe weather.
- 19.3 Even if non-essential services are closed due to severe weather, if you live on campus, you will still be expected to attend your examination(s) as timetabled.
- 19.4 However, if non-essential services are closed due to severe weather and you do not live on campus, you are advised to travel to campus and attend examinations only if you feel safe to do so.
- 19.5 If you do not live on campus and are unable to attend an examination on a day when non-essential services have been closed, you will need to register your absence on that day via e-vision by completing the 'Exam Adverse Weather Notification' task. By registering your absence, you will automatically receive a further first attempt to sit the examination at the next available opportunity.
- 19.6 If you live on campus and do not attend an examination, or if you do not live on campus and do not register your absence from an examination you will need to submit an Exceptional Circumstances claim, accompanied by the appropriate evidence, in order to be awarded another first attempt for the missed examination.
- 19.7 You can find more information about sitting examinations during periods of severe weather, including how to complete the 'Exam Adverse Weather Notification' task [here](#).

20. Examination/Open Book Assessment Arrangements for Students with a Disability or Chronic Condition

- 20.1 We are committed to providing reasonable adjustments for examinations and open book assessments for students with disabilities, specific learning difficulties, long term health issues/impairments and/or any temporary medical condition or injury that will affect performance in examinations/open book assessments. The purpose of these arrangements is to make sure that everyone is able to meet their learning outcomes and to compensate for the restrictions imposed by any disability, without affecting the validity of the examination or open book assessment.
- 20.2 Open book assessments that are scheduled to take place during a 28-hour assessment window have been designed to be inclusive and supportive of all students and to incorporate the requirements for reasonable adjustments without additional time allocation. If there are any specific adjustments that have been recommended as part of your need's assessment, such as modifications to the question paper, then this will have been passed to your School Disability Liaison Officer (or, if studying at an

Educational Partnership Institution, designated contact) and the School (or, if studying at an Educational Partnership Institution, designated contact) will make the necessary arrangements.

- 20.3 There are two categories of adjustments which are applicable for examinations; these are called 'Complex Arrangements' and 'Less Complex Arrangements'

Complex arrangements are those which affect the scheduling of an examination, for example:

- you can only sit examinations in the afternoon
- you have more than 50% additional time, which means your examinations will need to be scheduled in the morning
- you can only sit one examination per day
- you cannot sit examinations on consecutive days

Less Complex arrangements include:

- up to 50% additional time
- allocated rest/toilet breaks
- being able to eat/drink/take medication during an examination
- the use of a PC
- sitting examinations in an individual room
- any kind of modifications to the examination question paper

- 20.4 There are different deadlines for each category. If you are entitled to examination adjustments, it is your responsibility to make an appointment with Disability Services at the Keele Campus and provide evidence of your requirements in accordance with the published deadlines. If you are studying at an Educational Partnership Institution, you should make an appointment with either the designated service at the Educational Partnership Institution or contact your Programme Leader, who will in turn notify Keele Disability Services, who will get in touch with you. You can find information about how to apply for examination adjustments for disability [here](#).

- 20.5 We guarantee to make reasonable adjustments to your examinations if you have told us about your needs and have provided all the necessary evidence by the published deadlines.

- 20.6 If we receive your recommendation for reasonable adjustments after the deadline, we will not be able to put any arrangements in place for that examination period but will ensure that they are in place for all future examination periods. In these circumstances you will need to submit an exceptional circumstances claim for all examinations where we have been unable to put adjustments in place. You can find more details about how to apply for Exceptional Circumstances [here](#).

- 20.7 If you are entitled to disability adjustments, you will normally sit your examinations in a different venue and not in the main examination venues. If you need to sit your examinations in an individual room, you are expected to confirm with the Student Records and Examinations Team, School of Nursing and Midwifery Professional Services Team or Examinations Office (or equivalent) at the Educational Partnerships Institution by email, that you will attend your examinations, so that one on one invigilation can be arranged for you. You can find more details about the arrangements that will be put in place for you [here](#)

21. Examination/Open Book Assessment Arrangements for Religion Observance and Students with Caring Responsibilities

- 21.1 If you have informed us of your religious commitments and/or caring responsibilities by the published deadlines, we will make every effort to avoid arranging examinations on the days/times requested. However, owing to the logistical difficulties of scheduling a large number of examinations, involving many thousands of students to take place over a limited number of days, it may not always be possible to avoid these dates/times. We, therefore, reserve the right to hold examinations on such days if no alternative time can reasonably be arranged.
- 21.2 You can find information about how to apply for examination adjustments for religious commitments [here](#).
- 21.3 You can find information about how to apply for examination adjustments for caring commitments [here](#).
- 21.4 The process for applying for examination adjustments for religious commitments and caring responsibilities at Educational Partnership Institutions may vary; you should contact your Examinations Office (or equivalent) to find out what arrangements can be put in place and how to apply.
- 21.5 You do not need to apply for adjustments for open book assessments that are scheduled to take place during a 28-hour assessment window, this is because this type of assessment has been designed to be inclusive and supportive of all students and to allow for reasonable adjustments allowing you the flexibility to decide when, within the 28 hour assessment window, you wish to take the open book assessment (see 9.4).
- 22. Absence/Illness During Examinations/Open Book Assessments**
- 22.2 If you are absent from an examination or unable to take your open book assessment you must either inform your School or if you are studying at an Educational Partnership Institution, your Programme Leader or designated contact. You can find guidance on what to do if you miss, an examination or open book assessment, including how to apply for exceptional circumstances [here](#).
- 22.3 If you sit your examinations in an individual venue you must also inform the Student Records and Examinations Team, the School of Nursing and Midwifery Professional Services Team or the Examinations Office (or equivalent) at your Educational Partnership Institution immediately if you are not going to be able to attend an examination.
- 22.4 If you feel ill during an examination you must inform an Invigilator so that a report can be made and passed to your School, or, if studying at an Educational Partnership Institution, the Programme Team. You can find guidance on what to do if you are ill during an examination, including how to apply for exceptional circumstances [here](#).
- 22.5 If you feel ill during an open book assessment and are unable to complete the assessment in the assessment window, you must either inform your School or if you are studying at an Educational Partnership Institution, your Programme Leader or designated contact. You can find guidance on what to do if you are ill during an open book assessment, including how to apply for exceptional circumstances [here](#).
- 22.6 Misreading of the timetable is not a valid reason for missing an examination or open book assessment.

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