

## EXAMINATION CONDUCT

### Introduction

- 1 In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to students at Sheffield Hallam University.
- 2 This policy applies to all programmes that we offer, except where they are specifically modified to meet Professional, Statutory or Regulatory Body (PSRB) requirements. Modifications require the specific consent of the Head of Registry Operations or nominee.
- 3 We reserve the right to make reasonable changes to this policy where we believe it will assist in the proper and fair delivery and examination of education. These changes will normally come into effect at the beginning of an academic year. We also reserve the right to introduce changes during the academic year when we reasonably consider it to be in the interests of students or required by law and will take reasonable steps to minimise disruption to students from any changes.
- 4 We believe strongly in the importance of academic integrity and take any breaches of academic conduct very seriously. If your behaviour or actions within an examination contravene the expected conduct outlined in this policy you may be investigated for 'cheating' in line with the [Academic Conduct Regulation](#). For the avoidance of doubt, you are not permitted to communicate with or disturb any other candidate during an in person examination. It should be noted that invigilators are empowered to discontinue an examination of a candidate who is causing a significant disturbance to other candidates and expel that candidate from the examination venue.

### Examination Periods and Venues

- 5 The examination periods for centrally scheduled examinations can be found [here](#), alongside the date by which you will be notified of your examination timetable.
- 6 Should any changes be made to these examination periods after the start of the academic year, you will be notified by email.
- 7 You **must** ensure that you are available for examinations at any time during these periods, 9am to 9pm, Monday to Friday. Examination dates will not be amended for individual reasons such as holidays, weddings, or job interviews.
- 8 If you are unable to attend an examination due to ill health or personal issues which are exceptional in nature, you should refer to the [Extensions and Exceptional Circumstances Policy and Procedure](#), and in particular the Exceptional Circumstances (EC) process. You should note that you are required to submit such a request within five working days of the examination. Self-certification can be used to support EC requests for exams (and other time-bound assessments). You should contact your Student Support Adviser for further advice and guidance.

- 9 You are responsible for checking your examination timetable on MyTimetable. If you have any queries about your examination timetable, please contact [Hallam Help](#).
- 10 All examinations will take place either online or in person. In person exams will be sat either at the University or an approved external venue. Under exceptional circumstances, examinations may be permitted abroad (see sections 53-56).

### **Arrival at In Person Examinations:**

- 11 You should attend the venue listed on the timetable and arrive at least 20 minutes before the published start time of the examination at all venues.
- 12 You should check the seating plan outside the venue and sit at a desk allocated to your examination. When seated, for written examination papers, you should check that you have the correct examination paper in front of you by checking the module title and code on the front page.
- 13 You will normally be permitted to enter the examination venue up to 30 minutes after the start of the examination.
- 14 Strict silence must be observed at all times in the examination venue. Upon entering the examination venue, you must seat yourself quickly and quietly. It is your responsibility to listen to any instructions given to you by the invigilator.
- 15 You are not permitted to bring any of the following items into the examination venue:
  - Notes, drawings, books, files, or similar aids unless they are specifically permitted by the examiners and are specified on the examination paper and on your examination timetable.
- 16 All personal belongings, including coats, hats, scarves, bags, books, notes etc. must be placed in the designated area identified by the invigilator. If you require further equipment from a bag after the commencement of the examination, you must ask an invigilator to obtain it for you.
- 17 You **must switch off** mobile phones and other electronic devices and place them in the plastic box provided. If your mobile phone sounds during an examination, you will be issued a written warning regarding your conduct.
- 18 You **must** remove your watch, including any fitness wrist accessory, and place it with your phone, purse/wallet, and keys in the designated area or in the plastic box provided. Valuables should not be brought to the examination venue - no responsibility will be taken for their safekeeping.
- 19 If you are found in possession of a mobile phone or any other unauthorised materials during the examination, then a report will be made in line with the [Academic Conduct Regulation](#).
- 20 If you are taking open book examinations you may only use those books, notes, etc. specified by the examiner.
- 21 You will be notified in advance if you are required to bring a calculator with you to your examination. Calculator cases are not permitted on your desk and calculators should not have any writing or images.

- 22 English language dictionaries will be available in each examination venue. You should raise your hand if you would like to consult a dictionary and return the dictionary to the invigilator when you have finished. No other dictionaries (including English language dictionaries, foreign language to English dictionaries, or electronic dictionaries) will be permitted unless they are included on the examination paper and on your examination timetable.
- 23 You are permitted to bring into the examination venue a reasonable quantity of water in a bottle with no label. No food is permitted in an examination venue and smoking, including the use of electronic cigarettes, is not permitted at any time in any examination venue.
- 24 You are only permitted to use a completely clear case or clear plastic bag to hold your pens, pencils etc.
- 25 You **must not** open question papers or log in to the computer until instructed to do so.
- 26 You **must** complete and sign the attendance form and place it on the desk for collection by the invigilator during the examination. Invigilators will also complete an attendance list. You are required to present your SHU ID card (or alternative original formal identification document, such as a Passport or BRP) as proof of identity. If you wear a veil or niqab for religious reasons, we are still required to check your identity as per the exam regulations. However, the invigilator will offer you a private room before the start of the exam to carry out the checks. Please be assured that these checks will be carried out by someone who is female, who will ensure that we maintain your dignity at all times. Written examinations are marked anonymously; therefore you **must** enter your student number where required on the examination answer booklet.

### **During Your In Person Examination:**

- 27 All examinations have 15 minutes reading time. You should use this time to read all questions and raise your hand to ask any questions you may have about them during this period. For written examinations you may write on the question paper at this time, but not in the answer booklet. For computer-based examinations you may write on the spare paper provided. You **must not** commence writing in your answer booklet or completing your online examination until instructed to do so by the invigilator.
- 28 If you need to ask a question you should raise your hand and wait for an invigilator to assist you.
- 29 All rough work **must** be written in the answer booklet provided. A line should be drawn through such rough work to indicate to the examiner that it is not part of the work to be marked. You may not use any type of correction fluid or tape. If your examination paper states that spare paper is provided then your rough work should be written on this, rather than in the answer booklet, and handed in at the end of the examination.
- 30 Pages **must not** be torn out of the answer booklet and any booklets which have been defaced will not be marked.
- 31 You must write in ink or use a ballpoint pen, other than when completing a multiple-choice answer sheet or when the instructions state otherwise.
- 32 It is your responsibility to ensure that your assessment submission is legible and, if necessary, to seek appropriate support and guidance. Where a disability or medical condition impedes the legibility of your work, it is your responsibility to request, in the first instance, reasonable exam adjustments. If your examination script is illegible, you will be

required to transcribe the script, under supervision, prior to marking. If you repeatedly submit illegible scripts, your work will not be marked and will be deemed to be a fail.

- 33 If you are sitting a computer-based examination you must only use the software specified on the examination paper. Any attempt to access information from any other software will be reported in line with the [Academic Conduct Regulation](#).
- 34 In order to minimise disruption to other candidates, you are not permitted to leave the venue during the first 30 minutes or the last 15 minutes of the examination unless you feel unwell. For examinations of up to 1 hour 30 minutes, you cannot normally leave until the end of the exam. If you do need to leave the room urgently, you must seek the permission of the invigilator.
- 35 Should you need to temporarily leave the examination venue, such as to use a toilet, then you **must** remain in your seat and attract the attention of the invigilator. You will then be accompanied out of the examination venue by an invigilator. If you leave the examination unattended, you will not be allowed to return to the venue.
- 36 If you wish to leave the examination early, you **must** have your script collected by the invigilator before you leave your desk. You will not be allowed to leave the examination venue during the last fifteen minutes of the assessment to avoid disturbing other candidates.
- 37 In the event of illness, should you feel unable to continue with the examination, you **must** remain seated and raise your hand to attract the attention of an invigilator before leaving the examination venue. You should then contact your Student Support Adviser to discuss whether you need to submit an EC request in line with the [Extensions and Exceptional Circumstances Policy and Procedure](#).
- 38 In the event of a fire alarm during the examination, you **must** follow the instructions of the invigilator, not take any papers or materials from the venue, and leave the building in silence. You should not remove any personal belongings from the designated area. You will remain under examination conditions and therefore **must not** interact with other candidates. You **must not** re-enter the venue before you are instructed to do so.
- 39 Where errors are detected on examination papers or disturbances occur during an examination sitting, mitigation may be applied in accordance with the following classifications:

**Minor** - no mitigation action required following the examination sitting

**Moderate** - mitigation action required following the examination, for example, via an adjustment to marking.

**Severe** - mitigation action required following the examination, typically via the offer of an uncapped resit of the examination, marked as a first sitting of the affected assessment.

In all cases, you must have attended the affected examination to be eligible for any mitigation.

- 40 You **must** ensure by the end of a written examination that the front cover of the answer booklet has been completed, any additional sheets have been securely attached to the answer booklet with the tag provided and that your details have been entered on each additional sheet. For computer-based examinations, you must have submitted your work according to the instructions provided.
- 41 When time is called at the end of the examination, you **must** stop working immediately. You **must** remain seated and silent until all scripts have been collected and counted, work has been submitted, and the invigilator gives the signal to leave the venue.

- 42 You are not permitted to remove any other materials, other than your own personal property, from the examination venue.

### **During your Online Examination**

- 43 The [Academic Conduct Regulation](#) outlines the behavioural expectations of candidates completing any examination. You are reminded that this is an individual task and that students who contact or collude with other students, or commission tutoring or third-party assistance to complete their examination, may be subject to sanction later.
- 44 It is a fundamental principle that students are assessed fairly and equitably. The [Academic Conduct Regulation](#) defines unfair behaviour relating to an examination to be 'cheating'. The University will investigate and may sanction any acts or behaviours which breach the Code of Academic Conduct.
- 45 Online examinations are time-limited assessments; you are responsible for managing your time appropriately. The duration is shown on MyTimetable and information is available via Blackboard.
- 46 You are responsible for ensuring that you know how to submit your exam script, when the deadline is, and that you submit the script in enough time before the deadline expires. It is anticipated that Blackboard will be slower around submission times.
- 47 It is possible that you may encounter technical issues during the exam; if you have any difficulty with IT you should consult the below student guidance document on My Hallam which contains useful information on hints and tips, contact numbers and links to support: [Student Examination Guidance | Sheffield Hallam University \(shu.ac.uk\)](#)
- 48 Any changes or clarification to the exam paper will be communicated via the module Blackboard site announcements. It is recommended that you monitor Blackboard announcements prior to submission of your final script and particularly in the first hour after the release of the exam paper.

### **Information for students with Learning Contracts:**

- 49 If you feel you may have difficulties with examinations due to an impairment, medical condition, or specific learning disability, it is your responsibility to make Disabled Student Support aware of your needs and to provide supporting evidence. For assistance, please contact [disability-support@shu.ac.uk](mailto:disability-support@shu.ac.uk) or your Student Support Adviser.
- 50 If you require specific provisions for your examination, please be aware that your Learning Contract must be published at least five working days before the publication date of your examination timetable to ensure that your adjustments are put in place in time for your examination. If your Learning Contract was published after this date, it will not normally be possible to accommodate your support arrangements in the scheduled exams, but adjustments will be applied in future examination periods.
- 51 If you have a Learning Contract that allows for another attempt at an examination for disability-related reasons, you should contact your Student Support Adviser within five working days of the examination if you think that your disability has significantly affected your performance. Following the release of your marks, you must also contact your Student Support Adviser to confirm whether you do or do not wish to take the examination again. It should be noted that if you do make another attempt at the examination, your second mark will stand, even if this is lower than your first attempt.

52 If you require a temporary adjustment due to a short-term physical injury (e.g. a broken limb) you should email the University Exams Team at [exams@shu.ac.uk](mailto:exams@shu.ac.uk) as soon as possible, and at least five working days before the date of your examination, with information about your condition along with supporting medical evidence. The University Exams Team will review your request and if it is accepted, they will attempt to put your extra support in place. However, please note that it may not be possible to accommodate your support arrangements and you will be notified by email to confirm whether your extra provision has been put in place. If it has not, you will be advised to speak to your Student Support Adviser regarding your options.

### Reassessment examinations abroad:

53 All examinations should take place at the University. However, it is recognised that in a few exceptional circumstances you may be permitted to take reassessment examinations overseas during the reassessment period. Applications to sit examinations abroad will only be considered under the following circumstances:

- Certified exceptional circumstances which result in you being unable to sit examinations at the University, such as the expiry of a Student Visa.
- Certified active military service that requires you to be away from the University.
- Representing a home nation at an international sporting event.
- An employment opportunity which is relevant to your course (certified by a letter of employment).

54 It should be noted that:

- It is not possible to sit an exam for an accredited course off campus.
- The University Exams Team cannot guarantee the arrangement of an overseas exam venue and sitting time. Where this occurs, students will be advised to contact their Student Support Adviser to explore the options available.

55 All applications will require independent evidence of the reason stated, e.g., proof of representation at a sporting event. Should you submit an application form with 'certified exceptional circumstance', your application and supporting evidence will be reviewed at a panel meeting and a decision will be made based solely on the information that has been provided.

56 If your application is approved, the examination will be held in a location approved by the University. The host institution may charge costs which you will be required to pay.

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	Revised format and removal of staff and invigilator guidance; revision to restriction on water bottles; annual revision of dates.	August 2016	Assistant Registrar (AAR)
	Revision to calculator policy; updated reference to Academic Conduct	June 2017	Assistant Registrar (AAR)

	Regulation; removal of requirement for examinations abroad to only take place in reassessment period; annual revision of dates.		
	Revision to start date of Semester 2 UG examination period.	August 2017	Chair of Teaching Quality Committee
	Minor amendments to align with new teams and role titles.	September 2019	Head of Registry Operations
	Inclusion of first sit exams being online BB exams. Removed need to provide paper to Exams team.	October 2020	Head of Registry Operations
	Inclusion of off campus examinations. Revision to learning contract adjustments.	August 2021	Head of Registry Operations
	Point 41 to revised. Learning contract deadline reinstated.	August 2022	Registry Operations Manager
	Minor amendments.	March 2024	Head of Student Policy, Casework and Compliance