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UNIVERSITY OF ST ANDREWS

POLICY FOR CLASS TESTS

Introduction

A class test is defined as any credit-bearing examination that is organised within a School or Department independently of the University Examinations Office. It is expected that, as far as is practicable, class tests will be conducted under the same rigorous conditions as for University examinations. These are the minimum standards required for running a Class Test.

Invigilation

• There should normally be approximately one invigilator for every 40 students.
• At no stage should any student sitting a class test be left unsupervised.
• Preferably, there should be a minimum of two invigilators for all exams/class tests (the exception being where there is just one student). If only one invigilator is present, the invigilator should have a facility to contact another staff member for assistance, if required.
• Registry will provide details of invigilators who may be employed by the School (cost to be covered by School).

Students with Special Requirements

• Prior to the class test, the School should check MMS to confirm if there are any students with special examination requirements for that module. These may include extra time, the use of a computer, provision of an individual room, special format examination paper, scribe etc.
• Further guidance and support can be provided by Student Services if necessary.

Class Test Venues

• The room must contain sufficient desks and chairs for all students. Students should be spaced out from each other as much as possible.
• The examination room should contain adequate room at the back or side of the room for bags, coats etc. to be left during the exam (fire exits should be kept clear at all times).
• A clock should be located in a position visible to all students. If they are multiple clocks, they must be synchronised.

Class Test Paper Queries

• The staff member who set the paper should be available (either in person or via telephone) to answer any queries on the examination paper.
• Any amendments or clarifications to the paper must be announced to all students taking the class test.
Class Test Rules

• All class tests should be operated in accordance with the University Examination policies.
• Particular care should be taken to ensure that the rules are adhered to in relation to ‘Permitted Materials’ ie electronic devices including mobile phones, calculators, dictionaries etc.

Emergency Evacuation

• In the event of a fire alarm or other emergency requiring the evacuation of the venue, the invigilator should follow the Examination Evacuation Procedures.

Academic Misconduct

• All staff invigilating class tests should be fully aware of the Good Academic Practice Policy.
• In the case of suspected Academic Misconduct in class tests or exams, the relevant procedures must be followed as set out in the Policy.