



University of
St Andrews

Written Proctored Examinations

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| Purpose | These Examination Rules govern all University examinations and students are advised to read and understand these Rules before sitting examinations. |

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UNIVERSITY OF ST ANDREWS
WRITTEN PROCTORED EXAMINATIONS

1. Introduction

All University examinations are governed by these Examination Rules. All students must ensure that they have read and fully understand these Rules before sitting examinations. They include the following matters related to the conduct of exams.

2. Registration for Examinations

- Candidates may present themselves for an examination only if they have been advised into the module concerned.
- All matriculated students are registered automatically for the December and May examination diets.
- Candidates who have been given permission to sit a deferred or reassessment examination in the August diet must register online and pay the required fees.

3. Examination Dates, Times and Venues

- The [examination timetable](#) will be published on the University website.
- Every effort is made by Schools and the Examinations Officer to prevent timetable clashes, and these rarely occur. Where such a clash is identified, the candidate must notify the Examinations Officer at the earliest possible opportunity and in any event no more than one week after the timetable is published.
- Candidates are responsible for correctly noting the dates, times and venues of their examinations and are advised to check their personal exam timetable immediately before the exam date for any possible changes to venues. No extra time will be granted to candidates who arrive late at the examination venue because they have noted the examination date, time or venue incorrectly.

4. Special Examination Requirements

- Candidates who have a disability and/or medical condition and who may require special examination arrangements must ensure that they have registered with the [Student Services Disability Team](#) by the end of October for the December diet and by the end of March for the May diet.
- Failure to register with the Disability Team prior to these deadlines may result in the Examinations Officer being unable to provide the candidate with special examination arrangements.

5. Academic Misconduct

- Candidates must ensure that they are familiar with the contents of the University's [Good Academic Practice policy](#).
- Academic misconduct in examinations or class tests can include (but is not restricted to) the following prohibited activities:
 - taking communications equipment into the examination;
 - use of prohibited equipment, software or materials during the examination;
 - taking information (including notes in any format, books, electronically stored data or illegitimately annotated copies of dictionaries, set texts, annotations made on or concealed on parts of a student's body, *etc*) into the examination;
 - impersonation or attempted impersonation of a student (including, for example, failing to fill in attendance cards or cover sheets of scripts in a way that accurately identifies the author);
 - providing University staff with incorrect or misleading information prior to, during, or after the examination;
 - removal of an examination script or blank examination stationery from the examination hall except by a person with designated authority to do so;
 - any unsupervised absence from the examination. (Note that a candidate who leaves the examination venue without permission and/or without supervision will not normally be allowed back into the venue.);
 - unauthorised and undeclared acquisition of examination questions prior to an examination, whether or not that examination is to be sat by the student concerned;
 - failure to follow the rules for an examination, in a way that might result in the gaining of an academic advantage.

6. Admission to the Examination Venue

- Candidates must bring their St Andrews matriculation (ID) card to all examinations.
- Candidates should be present at the examination venue 20 minutes before the published time.
- Candidates may not enter the examination venue until instructed to do so by the Chief Invigilator.
- No candidate will be permitted to enter the examination venue more than 30 minutes after the published time.
- Only in exceptional circumstances and at the discretion of the Chief Invigilator will a candidate who arrives late be granted extra time at the end of the examination.

7. Permitted Materials

- No candidate may take into the examination room books, papers or electronic aids unless specifically authorised by the School/Department concerned. Bags and other such articles must be left in designated areas.
- Candidates bringing pencils, pens and other such items have the option to carry them in a transparent pencil case or bag. Other pencil cases must be left in designated areas.
- Candidates are not permitted to keep any electronic devices on their person during examinations unless with the prior written permission of the Examinations Officer (see section below on Electronic Devices in Examinations).
- No candidate may bring any food and drink into the examination venue, with the exception of water in a transparent plastic bottle from which all labels have been removed (unless specific arrangements have been made by Student Services with the Examinations Officer).
- Calculators
 - The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations.
- Dictionaries
 - A student whose native language is not English may apply to use a non-technical, bilingual dictionary between English and the student's native language. The use of electronic dictionaries is not permitted.
 - A student eligible to use a dictionary on this basis must obtain permission in advance from the School Examinations Officer concerned; a written note or printed email confirming permission must be presented to the Chief Invigilator in the venue at the start of each examination. This permission would apply to all papers in all examinations in that subject for that Academic Session.
- Any unauthorised material will be removed by invigilators and may be retained at the end of the examination as evidence in any potential academic misconduct case.

8. Electronic Devices in Examinations

- Electronic devices include (but are not limited to) mobile telephones, music players and smart watches.
- Candidates are not permitted to keep any electronic devices on their person during examinations (unless with the prior written permission of the Examinations Officer).
- The University accepts no responsibility for any loss or damage to mobile telephones or other electronic devices while in the exam venue. For this reason, the University recommends that students do not bring any electronic devices to the exam venue.
- It is a breach of the Examinations Rules for candidates to have any form of electronic device on their person during an exam, **even if the device has not been accessed during the exam**. If any candidate breaches this rule, this

conduct will constitute academic misconduct and will be dealt with under the policy on Good Academic Practice.

9. Beginning the Examination

- Candidates may not turn over the examination paper until instructed to do so by the Chief Invigilator.
- Candidates may not begin writing until the Chief Invigilator has completed the announcements and officially started the examination.
- Candidates must keep their matriculation (ID) card face up and fully visible on their desk throughout the examination, as directed by the Chief Invigilator.

10. Completion of Examination Materials

- At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions.
- Candidates are required to answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Chief Invigilator.
- Candidates are required to write their answers in English, unless either it is clear from the question that a foreign language is to be used or special arrangements have been made in advance.
- Candidates may be required to answer their examination in one or more script books, on a multiple-choice question card, or on the examination paper itself.
- For examinations where candidates are required to complete their examination using one or more script books
 - Candidates must complete and seal the anonymisation flap on the right of each script book.
 - Candidates must ensure that their matriculation number is entered on the front of each script book.
 - Candidates should normally write on both sides of the page.
 - Rough work must be included in the script book and clearly crossed out. Only with prior permission from Student Services and the Examinations Officer are candidates permitted to use loose paper for rough work. All sheets of paper used must be included with the completed script book at the end of the examination with the rough work crossed out.
 - No other paper, unless supplied by the invigilators, must be used during the examination.
 - No part of the script book should be torn off or separated in any way.
 - Where candidates are required to use multiple script books, they must fasten together all the books in order of use with the treasury tag provided.

11. Conduct during the Examination

- Candidates are required to comply with all instructions announced by the invigilators.

- Any candidates requiring assistance during the examination must raise their arm and wait for an invigilator to come to them.
- Any candidate who believes that an error has been made in the content of an examination question should report this to an invigilator. The concern will be noted and reported to the School setting the paper; however, no amendments or clarifications may be made during the examination and candidates are instructed to complete the examination question as far as they are able with the information provided.
- Candidates should not leave their desk.
- Communication of any kind with other candidates in the examination venue is forbidden before, during and after the examination.
- No candidate may place examination script books or other papers on the floor.
- A candidate whose conduct is, in the opinion of the Chief Invigilator, disturbing to other candidates and who persists in such behaviour after receiving a warning from an invigilator shall be required to leave the examination venue.
- In the event of an emergency, candidates must follow the instructions given by the invigilators and must refrain from talking during an evacuation.

12. Leaving the Examination

- No candidate may leave the examination venue during the first 30 minutes of the examination, save in exceptional circumstances and at the discretion of the invigilators.
- Candidates wishing to leave the examination (temporarily or otherwise) must raise their arm and wait for an invigilator to come to them.
- Candidates wishing to return to the examination may not leave the examination room unsupervised.
- At the end of the examination
 - All candidates must stop writing when instructed to do so by the Chief Invigilator.
 - An invigilator will collect the examination materials. Each candidate must ensure that they hand in all examination materials (script books, multiple choice question cards etc.) and the examination paper if required to do so. Candidates should be aware that any examination script or related material that is removed, even inadvertently, from the venue without authority will be deemed invalid.
 - In order to minimise disturbance to other candidates, all candidates should remain in their places until the examination has officially ended, all examination materials have been collected, and they have been given permission to leave by the invigilators.

Candidates must leave and disperse quietly once the examination is over.

13. Absence from Examinations

- The candidate must report absence from an examination due to illness or other exceptional circumstances by submitting a [Self-Certificate of Absence](#) in [e-Vision](#) as soon as the candidate is able to do so, preferably before the examination is due to take place and in any case no later than 3 days after the

examination.

- The candidate must contact the School responsible for the module being examined in order to request alternative arrangements, which are at the discretion of the School.
- The candidate is only required to notify the Examinations Officer if there is a problem submitting a Self-Certificate.
- Medical or other relevant supporting evidence may be required by the School in support of the candidate's request for alternative arrangements.
- In the case of any long-term illness or impairment, the candidate is recommended to contact [Student Services](#) for advice and support.
- If a candidate has missed an examination for whatever reason, the above reporting procedure also applies.

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