



University of
St Andrews

Examinations policy

Document type	Policy
Scope (applies to)	All students
Applicability date	16/10/2022
Review / Expiry date	30/08/2025
Approved date	16/07/2024
Approver	Proctor's Office
Document owner	Administrative Officer
School / unit	Education and Student Experience
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Academic policies/Assessment, examination and award/Examination rules
Purpose	This policy governs all University examinations and students are advised to read and understand these Rules before sitting examinations.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.2	Updated for 1 year	Approved	Proctors Office	25/06/2024

UNIVERSITY OF ST ANDREWS

EXAMINATIONS POLICY

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

Contents

- 1. Online examinations (semester one and semester two examination diets)**
- 2. Written proctored examinations (semester one and semester two examination diets)**
- 3. Online reassessment examinations (August reassessment diet)**

1. ONLINE EXAMINATIONS (SEMESTER ONE AND SEMESTER TWO EXAMINATION DIETS)

1.1. Registration for Online 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 semester one (Martinmas) and semester two (Candlemas) examination diets.
- Candidates who have been given permission to sit a deferred or reassessment examination in the main diets (Martinmas and/or Candlemas) or the August diet must register online and pay the required fees (fees do not apply to deferred examinations)

1.2. Online Examination Dates and Times

- The examination timetable will be created and [personal timetables](#) should be viewed regularly. Students with reasonable adjustments to their examinations should refer to their personal timetables as these display their individual arrangements.
- Examination times are scheduled using GMT (Martinmas), BST (Candlemas).
- Examination papers will be released at the scheduled time within the online exam platform.
- Every effort is made by Schools and the Examinations Officer to prevent central 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 and times of their examinations and are advised to check their [personal exam timetable](#) immediately before the exam date for any possible changes.
- Candidates are encouraged to remain within the UK for exam sitting; adjustments will not be made due to different time zones or travel.

1.3. Special Online 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 as soon as possible.
- Failure to register with the Disability Team within a reasonable timescale may result in the Examinations Officer being unable to provide the candidate with special examination arrangements.
- Candidates with approved additional writing time will have this time automatically added to their exam duration.
- Please allow 48 hours from when your student record has been updated with any approved alternative arrangements for your timetable to be adjusted accordingly.

- Candidates with approved rest breaks will not have this time included within their [personal timetable](#). However, the online exam system will add this to the exam duration for candidates to manage their rest breaks accordingly.
- Candidates can view agreed arrangements through MySaint at any time and it is recommended that you do this in good time before exam sittings.
- On exam day, candidates can view approved time allocations prior to clicking 'start exam' button.

1.4. 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:
 - copying or paraphrasing text or material from other sources and present this as one's own work;
 - impersonation or attempted impersonation of a student;
 - co-operating with any other person when completing the exam, this must be entirely the candidate's own work;
 - unauthorised and undeclared acquisition or dissemination of examination questions or related material prior to or after an examination;
 - failure to follow the rules for an examination, in a way that might result in gaining of an academic advantage
- Exam answers should be entirely the candidate's work without unacknowledged input from others; should a candidate be in doubt, they should clearly acknowledge the origin of any material, text passages or ideas presented (e.g. through references and quotation marks).
- Plagiarism detection software will be used. There is no requirement for separate bibliography or reference lists to be added at the end of the exam script.

1.5. Admission to the online exam

- Candidates must ensure they are accessing their online exam at the scheduled time (please see section 1.2).
- Candidates should access their online exam through the Online Exam link on the My Course page in MySaint.
- Candidates must review the detail provided to them on the initial page to ensure they are aware of the timings allocated to them.
- When candidates are ready, they should check the tick box to confirm they are wanting to start the exam, and then click 'Start Exam' button.
- The date and time of when the candidate started the exam, and the candidate IP address will be recorded in the system at this time.

1.6. Beginning the online examination

- The exam downloads will commence when the candidate clicks on 'Start my exam'.
- Candidates will be allocated time for downloading/printing the paper along with any additional materials the School have provided to assist with the exam sitting.
- Candidates must not begin writing their response until the 'download' time has completed.
- Once this time has completed, candidates will have their full exam duration to write their responses.
- Candidates are advised to ensure they are aware of the exam timings throughout each exam.

1.7. Completion of the online examination

- Candidates must answer their examination questions in accordance with the instructions on the front of the examination paper.
- 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 documents, on a response template provided by the School, or on the examination paper itself. Schools will have advised the appropriate response, and this will be detailed within the examination paper front page.
- For examinations where candidates are required to complete their examination using one or more documents.
 - Candidates must ensure their matriculation number and module code are on each submission page, ideally in the header of any Word document
 - Candidates must ensure their submission has the correct page numbering
- At the end of the exam duration, there is a separate time allocation for the collation and upload of the exam submission in a single PDF document.
- The upload link requires a document to be submitted.
- Where candidates upload their submission after the end of the specified upload time, they must provide further information using the online exam platform for the reason of their late submission once they have ended their exam.
 - Failure to provide an acceptable explanation for the late submission of the exam script will result in the candidate's exam submission attracting a fail mark of 0.
- Candidates can upload a document multiple times during the exam duration and allocated time for collation and upload.
- Once submitted, candidates must tick the box to advise they are ready to end the exam and then click the button to 'End Exam'.
- Candidates will be provided with an opportunity to provide comments of their exam sitting which will be viewed by the Exams Office and sent onto the relevant School.
- Any document uploaded at the end of the collation and upload period will be submitted for marking, so candidates should be mindful of timings when choosing to submit 'work in progress'. Should the upload link be no longer visible to candidates due to technical problems and/or because the candidate has gone past their maximum amount of time available for uploading a document, then the exam submission needs to be emailed as a file attachment to the emergency email address assessment@st-andrews.ac.uk as soon as possible.
 - Candidates should use their St Andrews email account and have their matriculation number and module code in the subject line.
 - Candidates must specify the reason for the submission being emailed rather than uploaded through the online portal
 - Failure to provide an acceptable reason for submitting work to assessment@st-andrews.ac.uk will result in the candidate's exam submission attracting a fail mark of 0.

1.8. Conduct during the online examination

- Candidates are required to comply with all instructions outlined to them.
- Any candidate who believes that an error has been made in the content of an examination question should report this after their exam sitting to the Examinations Officer at assessment@st-andrews.ac.uk. 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.
- Communication of examination paper content and any matters pertaining to the examination with other candidates and any third party is forbidden before, during and after the examination.

1.9. Absence from Online Examinations

- The candidate must report absence from an examination due to illness or other circumstances by submitting a Self-Certificate of Absence in MySaint 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.
- 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.

2. WRITTEN PROCTORED EXAMINATIONS (SEMESTER ONE AND SEMESTER TWO EXAMINATION DIETS)

2.1 Registration for Written Proctored 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 semester one (Martinmas) and semester two (Candlemas) examination diets.
- Candidates who have been given permission to sit a deferred or reassessment examination in the main diets (Martinmas and/or Candlemas) or the August diet must register online and pay the required fees (fees do not apply to deferred examinations).

2.2. Written Proctored Examination Dates, Times and Venues

- The examination timetable will be created and [personal timetables](#) should be viewed regularly. Students with reasonable adjustments to their examinations should refer to their personal timetables as these display their individual arrangements.
- Examination times are scheduled using GMT in semester one (Martinmas) and BST in semester two (Candlemas).
- 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.

2.3. Special Written Proctored 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 as soon as possible.
- 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.
- Please allow 48 hours from when your student record has been updated with any approved alternative arrangements for your timetable to be adjusted accordingly.
- Candidates can view agreed arrangements through MySaint at any time and it is recommended that you do this in good time before exam sittings.

2.4. 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.

2.5. 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 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 Invigilator will a candidate who arrives late be granted extra time at the end of the examination.

2.6. Permitted Materials in Examination Venues

- 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 or delegate (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 or delegate).
- 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 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.

2.7. 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 or delegate).
- 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.

2.8. Beginning the Written Proctored Examination

- Candidates may not turn over the examination paper until instructed to do so by the Invigilator.
- Candidates may not begin writing until the 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 Invigilator.

2.9. 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 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 (or delegate) 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.

2.10. Conduct during the Written Proctored 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 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.

2.11. Leaving the Examination Venue

- 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 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.

2.12. Absence from Written Proctored Examinations

- The candidate must report absence from an examination due to illness or other exceptional circumstances by submitting a Self-Certificate of Absence in MySaint 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.
- Candidates who are scheduled to sit scheduled examinations within an individual room must notify the Examinations Officer.
- All other candidates are 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.

3. ONLINE REASSESSMENT EXAMINATIONS (AUGUST REASSESSMENT DIET)

3.1. Registration for Reassessment Examinations

- Candidates will receive a communication from the Examination Office where the invitation to attend a centrally scheduled reassessment examination is requested by their School.
- 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 (fees do not apply to deferred examinations).

3.2. Reassessment Examination Dates and Times

- The examination timetable will be created and [personal timetables](#) should be viewed regularly. Students with reasonable adjustments to their examinations should refer to their personal timetables as these display their individual arrangements.
- Examination times are scheduled using British Summer Time (BST).
- Examination papers will be released over three slots for both morning and afternoon sessions to consider time zones of candidates' location.
- Every effort is made by Schools and the Examinations Officer to prevent central 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 will be expected to start your exam at the earliest reasonable time slot in their current residential time zone indicated by the following times
 - Morning exams 09:30, 17:30, 01:30 next day (BST)
 - Afternoon exams 14:00, 22:00, 06:00 next day (BST)
- Candidates are responsible for correctly noting the dates and times of their examinations and are advised to check their [personal exam timetable](#) immediately before the exam date for any possible changes.
- Candidates who start exams late are expected to still sit the exam but must provide further information using the online exam platform for the reason of their late sitting once they have ended their exam.

3.3. 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 as soon as possible.
- Failure to register with the Disability Team within a reasonable timescale may result in the Examinations Officer being unable to provide the candidate with special examination arrangements.
- Candidates with approved additional writing time will have this time automatically added to their exam duration.
- Please allow 48 hours from when your student record has been updated with any approved alternative arrangements for your timetable to be adjusted accordingly.
- Candidates with approved rest breaks will not have this time included within their [personal timetable](#). However, the online exam system will add this to the exam duration for candidates to manage their rest breaks accordingly.
- Candidates can view agreed arrangements through MySaint at any time and it is recommended that you do this in good time before exam sittings.

- On exam day, candidates can view approved time allocations prior to clicking 'start exam' button.

3.4. 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:
 - copying or paraphrasing text or material from other sources and present this as one's own work;
 - impersonation or attempted impersonation of a student;
 - co-operating with any other person when completing the exam, this must be entirely the candidate's own work;
 - unauthorised and undeclared acquisition or dissemination of examination questions or related material prior to or after an examination;
 - failure to follow the rules for an examination, in a way that might result in gaining of an academic advantage
- Exam answers should be entirely the candidate's work without unacknowledged input from others; should a candidate be in doubt, they should clearly acknowledge the origin of any material, text passages or ideas presented (e.g. through references and quotation marks)
- Plagiarism detection software will be used. There is no requirement for separate bibliography or reference lists to be added at the end of the exam submission.

3.5. Admission to the Reassessment Examination

- Candidates must ensure they are accessing their online exam at the earliest reasonable time slot relative to their time zone (please see Section 3).
- Candidates should access their online exam through the Online Exam link on the My Course page in MySaint.
- Candidates must review the detail provided to them on the initial page to ensure they are aware of the timings allocated to them.
- When candidates are ready, they should check the tick box to confirm they are wanting to start the exam, and then click 'Start Exam' button.
- The date and time of when the candidate started the exam, and the candidate IP address will be recorded in the system at this time.

3.6. Beginning the Reassessment Examination

- The exam downloads will commence when the candidate clicks on 'Start my exam'.
- Candidates will be allocated time for downloading/printing the paper along with any additional materials the School have provided to assist with the exam sitting.
- Candidates must not begin writing their response until the 'download' time has completed.
- Once this time has completed, candidates will have their full exam duration to write their responses.
- Candidates are advised to ensure they are aware of the exam timings throughout each exam.

3.7. Completion of the Reassessment Examination

- Candidates must answer their examination questions in accordance with the instructions on the front of the examination paper.
- 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 documents, on a response template provided by the School, or on the examination paper itself. Schools will have advised the appropriate response, and this will be detailed within the examination paper front page.
- For examinations where candidates are required to complete their examination using one or more documents.

- Candidates must ensure their matriculation number and module code are on each submission page, ideally in the header of any Word document
- Candidates must ensure their submission has the correct page numbering
- At the end of the exam duration, there is a separate time allocation for the collation and upload of the exam submission in a single PDF document.
- The upload link requires a document to be submitted.
- Where candidates upload their submission after the end of the specified upload time, they must provide further information using the online exam platform for the reason of their late submission once they have ended their exam.
 - Failure to provide an acceptable explanation for the late submission of the exam script will result in the candidate's exam submission attracting a fail mark of 0.
- Candidates can upload a document multiple times during the exam duration and allocated time for collation and upload.
- Once submitted, candidates must tick the box to advise they are ready to end the exam and then click the button to 'End Exam'.
- Candidates will be provided with an opportunity to provide comments of their exam sitting which will be viewed by the Exams Office and sent onto the relevant School
- Any document uploaded at the end of the collation and upload period will be submitted for marking, so candidates should be mindful of timings when choosing to submit 'work in progress'. Should the upload link be no longer visible to candidates due to technical problems and/or because the candidate has gone past their maximum amount of time available for uploading a document, then the exam submission needs to be emailed as a file attachment to the emergency email address assessment@st-andrews.ac.uk as soon as possible.
 - Candidates should use their St Andrews email account and have their matriculation number and module code in the subject line.
 - Candidates must specify the reason for the submission being emailed rather than uploaded through the online portal
 - Failure to provide an acceptable reason for submitting work to assessment@st-andrews.ac.uk will result in the candidate's exam submission attracting a fail mark of 0.

3.8. Conduct during the Reassessment Examination

- Candidates are required to comply with all instructions outlined to them.
- Any candidate who believes that an error has been made in the content of an examination question should report this after their exam sitting to the Examinations Officer at assessment@st-andrews.ac.uk. 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.
- Communication of examination paper content and any matters pertaining to the examination with other candidates and any third party is forbidden before, during and after the examination.

3.9. Absence from Reassessment Examinations

- The candidate must report absence from an examination due to illness or other circumstances by submitting a Self-Certificate of Absence in MySaint 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.
- 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.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	This policy combines policies governing in-person and online examinations, as well as the August examination diet	Published	Proctor's Office	14/10/2022
1.1	Updates on wordings and links included after LTC comments.	Published	Proctor's Office	23/11/2022
1.2	Updated for 1 year	Approved	Proctors Office	25/06/2024