

Examination Arrangements: what you need to know

This is a summary of useful information for exam candidates in the Summer Term 2018. Please read it carefully and save it for reference.

Personal timetables

Your personal timetable will be published on your RISISweb student portal by 2 April 2018. Your timetable shows the date, start time, duration and location of each of your exams, together with your candidate number. Please check your timetable carefully. If you have any queries about your timetable, please contact the Exams Team immediately by:

- phoning 0118 378 3804;
- emailing examinations@reading.ac.uk;
- asking at the helpdesk on the ground floor of the Carrington Building; or
- coming in person to the Examinations, Student Records and Graduation Office, Building L28, London Road Campus

You should print or save a copy of your timetable for reference. You will need your 5 digit candidate number (which is shown on the top right-hand corner of your timetable) in all your exams.

Location of exams

Plans and maps of the University's campuses, which will help you to locate the venues for your exams, are available at: www.reading.ac.uk/exams/exa-map.aspx. The Summer Term exams will be held on the London Road Campus and the Whiteknights Campus.

Parking spaces are for permit holders only, so if you are planning to arrive by car you will need to park off campus. There is no public parking within the vicinity of the London Road Campus and we advise students to either walk or use public transport instead.

If you are unfamiliar with the campus, make sure you arrive early to give yourself plenty of time to find the venue.

Attendance at exams

Attendance at exams is compulsory. Students who are absent will receive a mark of zero for the exam unless it is agreed that there is good reason for the absence on the basis of an extenuating circumstances form (ECF) supported by appropriate evidence (e.g. a medical certificate). See the section below on 'Medical and other problems' for procedures relating to extenuating circumstances.

Detailed instructions for exam candidates

a) Before the exam starts

- Written papers will be held at the venue shown on your personal timetable, published on your RISISweb student portal. Candidates' desk numbers are shown on the Seating List for each exam at the entrance to the exam hall. **If your name does not appear on the seating list for a paper that you believe you should be taking, you should ask to see the Chief Invigilator as soon as you are permitted to enter the exam hall. You will then be allocated a seat.**
- You will be admitted to the exam room 10 minutes before the start of each exam and will find the question paper, answer books and any other special requirements waiting for you on your desk. **You may read the question paper once you have sat down before the exam starts, but you may not write anything until the scheduled time for the paper to begin.** You will be given five minutes at the end of each paper to check that you have filled in the front of each answer book correctly.
- You must bring your University Campus Card to every exam. You must display the card on your desk as a means of identification. If you do not have your Campus Card, you should bring a passport or driver's licence instead.
- You must bring your own drawing instruments as appropriate. Candidates will be permitted to use stencils for making diagrams or drawings of apparatus. Mathematical, statistical and

certain other specialist tables will be provided by the University where required. You must not bring any other books or papers to the exam room except where specified by the Examiners.

- You must not wear outdoor coats during the exam. Coats and jackets must be left at the front of the room, along with any bags.
- **You must not have a mobile phone or smart watch on your person during an exam, even if it is switched off (please see 'Mobile phones and other valuables' below for more information). You may be asked to turn out your pockets if you visit the toilet during an exam.**
- **You must not have a pencil case or other container in the vicinity of your exam desk, unless the pencil case or container is transparent.**
- If you cannot attend an exam through illness you must notify the Exams Team (tel: 0118 378 3804) *wherever possible before the paper(s) take place* and should then follow the procedure indicated below in the section 'Medical and other problems'.

b) During the exam

- If you need to speak to an invigilator for any reason, you should raise your hand and wait for an invigilator to come to your desk.
- If you wish to leave the room before the end of the exam, whether temporarily to use the toilet or permanently, you must ask the invigilator for permission.
- Shortly after the start of each exam session, the invigilator in charge will walk round the room noting the desk number of any absentees. **It is essential that you sit at the correct desk.** Please note that candidates sitting at the wrong desk will be reported absent and may receive a mark of zero for the exam.
- You should write the module/exam paper code on the cover of each answer book used. This code should also be quoted in any correspondence about an exam paper. In accordance with the University's system of anonymous marking, you should write your five digit candidate number (Exam No) (which is given on your timetable and will also appear on the seating list) on the front of each answer book. **It is therefore essential that you know your candidate number.** You should also write your name in the strip on the right hand side of each answer book, then fold over and seal the strip so the name is obscured. This is to ensure that the examiners do not know the identity of the candidate whose script they are marking. The seal is only broken if there is a mistake in the exam number written down by a candidate, or after the mark for the script has been agreed. You will find instructions on the cover of each book.
- Please write answers in ink, not pencil. You may only use pencil for graphs and diagrams.

- Use both sides of the paper in writing answers. The answer to each question should start at the top of a fresh page. All rough work should be done in the answer book and should be crossed through before the end of the exam. You may use the inside front and back cover to do rough work if you wish.
- If you have any queries about the material provided or about possible errors in your question paper, please consult the invigilator immediately.
- No candidate will be permitted to enter the exam room after 30 minutes from the beginning of any exam, and no candidate will be permitted to leave until 30 minutes has elapsed.

Mobile phones and other valuables

You are advised not to bring valuables to exams and to keep money and keys on your person. The University cannot accept any liability for loss or damage to any property in exam centres, howsoever caused.

You must not have a mobile phone or smart watch on your person during an exam, even if it is switched off.

If you are caught with a mobile phone or smart watch anywhere in the exam centre (including the toilets) it will be considered cheating. If you enter the exam room with a phone or smart watch, please switch it off and leave it with the invigilator at the front of the room. Remember to cancel any alarms that may ring even if the phone or watch is switched off.

The University reserves the right to confiscate from examination candidates mobile phones, smart watches and other items that are not permitted within the examination centre. Confiscated items will not normally be returned until the end of the examination period.

Check your pockets before you sit down – if you leave your phone in them, even by accident, you will face academic misconduct procedures.

Calculators and dictionaries

You should consult your Department/School for information about the use of calculators and dictionaries in exams. The University's policy is available at:

<http://www.reading.ac.uk/internal/exams/Policies/exa-dictionaries.aspx>

Cheating

Cheating, which is the attempt to gain an advantage for oneself or another by deceit, and other misconduct, are breaches of discipline under the University's Regulations for Conduct and are punishable by a range of sanctions.

a) Cheating in assessed coursework (for example, dissertations, long essays or projects) and open book examinations includes, but is not restricted to:

- i. Plagiarism
For the purposes of these regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism. [Please note that programme handbooks normally provide discipline-specific advice on the appropriate use and attribution of source material].
- ii. Taking a copy of another student's work without his or her permission (whether or not this work is subsequently plagiarised).
- iii. Reproduction of work assessed elsewhere
Unless otherwise stated, it is not permissible for a piece of work submitted for assessment to include substantial sections which are drawn from another piece of work submitted for a qualification, whether of this University or another awarding body. In the case of assessments where the incorporation of work from another assessment is permitted, the relevant School will inform students accordingly. Any material in an assignment which has been drawn from another piece of work submitted for a qualification should be clearly indicated with a reference to the assessment and qualification for which the material was previously submitted.
- iv. Falsifying data, evidence, or experimental results.
- v. Collusion: acting with another student with the intention to deceive.

b) Cheating and other academic misconduct in written examinations (including in-class tests and examinations administered by a School/Department) include, but are not restricted to:

- i. Taking into the examination hall, or possessing while in the examination hall, any books, memoranda, notes or other similar material (including material held electronically) except that students are permitted to deposit such material in an area designated by the invigilator prior to the start of the examination. Material which has been supplied by the invigilator or authorised by the Examiners is exempt from this proscription.*

- ii. Taking into the examination hall or possessing while in the examination hall any device which permits communication with others or receipt of communication from others or receipt of information;*
- iii. Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script;
- iv. Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
- v. Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the examination hall during the period of the examination;*
- vi. Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

* Please note: For the purposes of these regulations, 'examination hall' includes the examination room, the toilets and any other areas to which candidates have access during the examination.

c) Other academic misconduct in written examinations

- i. Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an examination.
- ii. Candidates are not permitted to smoke in the exam room. Candidates are not permitted to eat in the exam room and are permitted to drink still water only, except where a specific alternative arrangement has been agreed in respect of eating and/or drinking in the exam room, which would normally be on the grounds of health or wellbeing.
- iii. Candidates are not permitted to have a pencil case or other container in the vicinity of their examination desk, unless the pencil case or container is transparent.
- iv. It is forbidden to remove an examination script or a part of an examination script from the examination room.
- v. Candidates are not allowed to leave the examination before it has finished without the permission of the invigilator or to leave the examination room temporarily for any purpose without the permission of the invigilator.
- vi. Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.
- vii. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.

d) Other academic misconduct

- i. It is an offence of academic misconduct to submit false or misleading evidence in support of an extenuating circumstances form.
- ii. It is an offence of academic misconduct not to disclose information, when asked, in respect of prior knowledge, competence or experience which is relevant to a module for which the student has applied or registered.

e) Penalties

It must be emphasised that the most serious view is taken within the University of cheating and other academic misconduct, whether in written examinations, in-class tests or coursework. Any such case will be treated as a disciplinary matter and will be referred to the School Director of Teaching and Learning (in respect of students registered on taught programmes) or the School Director of Postgraduate Research (in respect of students registered on research programmes) who may impose a penalty or refer the matter to the Senate Standing Committee on Academic Misconduct (SCAM) which has the power to impose more severe penalties including expulsion from the University.

Witnessing cheating

If you see another candidate doing something that they shouldn't, and you want to tell somebody about it, please alert an invigilator. You can also ask to speak to the Chief Invigilator at the end of the exam. You won't be required to give your name if you don't want to.

Medical and other problems

Exam arrangements in case of illness or other problems

Arrangements may be made for candidates who are ill or have other difficulties to sit exams in a special exam centre. If you have medical or other circumstances and think that you may need to sit your exams in the special exam centre, please contact the Exams Team as soon as possible. If you are due to sit an exam but feel ill, you should go to your doctor for treatment; please advise the doctor that you are due to sit an exam. Please also contact the Exams Team (0118 378 3804).

Extenuating Circumstances

If there are circumstances which you think might affect or have affected your performance in exams or assessment, please complete the University's Notification of Extenuating Circumstances Form and inform your Personal Tutor. The form is available online at www.reading.ac.uk/exams/exa-circumstances.aspx.

It is your responsibility to submit an extenuating circumstances form for any circumstances which you believe may have affected your performance. If you do not submit an extenuating circumstances form, your circumstances will not be considered by the Examiners.

The form must be submitted to your Student Support Centre in your School Office by the deadline on the website:

Undergraduate deadlines for submission:

- Results to be considered in the Summer Term (excluding Institute of Education):

Part 3, Part 4, Finals	Friday 25 May 2018, 14:00
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Part 2	Friday 8 June 2018, 14:00
Part 1, IFP (October cohort) and Foundation Year in Science (excluding Taylors University July intake)	Wednesday 13 June 2018, 14:00

- **Institute of Education only:**

Finals (Institute of Education, excluding BA in Children's Development and Learning)	Friday 25 May 2018, 14:00
BA Children's Development and Learning (Finals)	Tuesday 26 June 2018, 14:00
Part 1 and 2 (Institute of Education)	Tuesday 26 June 2018, 14:00
Foundation Degrees (Institute of Education only)	Wednesday 4 July 2018, 14:00

- **Programmes with examinations in July:**

International Foundation Programme (January cohort)	Monday 30 July 2018, 11:00
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- **Results to be considered following August/September resit examinations:**

All Parts	Tuesday 28 August 2018, 2pm
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Postgraduate deadlines for submission (Whiteknights programmes):

January examinations (ICMA and Whiteknights MBA only)	Friday 26 January 2018, 14:00
Programmes less than 12 months in duration	Friday 1 June 2018, 14:00
April/May examinations	Friday 1 June 2018, 14:00
PGCEs	Tuesday 26 June 2018, 14:00
August/September examinations	Tuesday 28 August 2018, 14:00

Post-experience Postgraduate students on the Executive MBA, Flexible Executive MBA or Strategic Marketing Leadership programmes:

March 2018 examinations	Wednesday 21 March 2018, 14:00
June 2018 examinations	Wednesday 20 June 2018, 14:00
September 2018 examinations	Wednesday 19 September 2018, 14:00
December 2018 examinations	Wednesday 19 December 2018, 14:00

If you do not submit an extenuating circumstances form by this deadline, your circumstances will not be considered unless you were prevented from submitting the form by insurmountable circumstances.

Some form of supporting evidence is required to support your case, such as a letter from a counsellor, hall warden, or your Personal Tutor. You should attach any supporting evidence to the form. If the evidence is not yet available, please indicate when it will be submitted. If you have suffered an illness or injury which has been treated by a doctor or other practitioner you will need to provide a medical certificate or report from the doctor or other practitioner.

You should submit your extenuating circumstances form by the relevant deadline even if you do not have medical or other evidence available. If necessary, you should submit the evidence at a later date.

Examiners will take note of illness or other serious personal circumstances in considering a result, provided that notification has been submitted by the relevant deadline and medical or other evidence is made available. A candidate may, at the discretion of the Examiners, be deemed not to have sat an exam if illness or other serious personal circumstance has prevented the candidate from sitting the exam or has significantly affected the candidate's performance. A student who has been deemed not to have sat at the first attempt may sit the exam at the next opportunity as if for the first time.

Other information

Students with specific learning difficulties

For students who have been assessed as having specific learning difficulties (such as dyslexia or dyspraxia), special arrangements may apply for exams and the marking of written work. Further information is available at www.reading.ac.uk/exams/exa-special.aspx

Finalist Debtors

No recommendation of a result will be published or disclosed to a candidate or submitted to the Senate for candidates in their final year who have a tuition debt outstanding to the University. Candidates who

are in debt to the University will therefore not be able to graduate in person or in absence until after the debt has been cleared.

Publication of results

Please see here for details of when your results will be available online:

www.reading.ac.uk/exams/exa-publication.aspx

Re-examination

Students who fail at first attempt are usually permitted one further opportunity to be re-assessed. Students who fail overall at second attempt are not permitted to have a further attempt and are required to leave the University.

Appeals

The University's appeals procedure is available at: www.reading.ac.uk/exams/exa-appeal.aspx

Further information

Further information on exams and assessment is available on the Exams Office website:

www.reading.ac.uk/exams

Undergraduate students should also consult the Guide to Assessment, available at:

<http://www.reading.ac.uk/internal/exams/student/exa-guideUG.aspx>

Taught Postgraduate students should also consult the Guide to Assessment, available at:

<http://www.reading.ac.uk/internal/exams/student/exa-guidePG.aspx>

If you have any queries relating to the arrangements for exams, please contact the Exams Team on 0118 378 3804 or email examinations@reading.ac.uk