# SECTION 6: CONDUCT OF ASSESSMENT: EXAMINATIONS AND COURSEWORK

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6.1 PRINCIPLES

The University seeks to ensure that assessment processes are conducted properly and efficiently and offer reasonable conditions under which the assessed work can be undertaken.

University examinations normally guarantee reasonable conditions. The provision of examination papers in a standard format and free from errors, the accurate registration of students for examinations, and the efficient administration of examination halls are important factors in providing reasonable conditions for an examination.

In-class tests or other School-based examinations should provide similar reasonable conditions as laid down by the University Board for Teaching and Learning.

For coursework of any kind, the Module Convenor, in consultation, where appropriate, with the Programme Director or Part Convenor, should ensure that the conditions, facilities and time appropriate to the assessment task are reasonably available to the students.

Equally, students have an obligation to ensure that their work is properly presented. To be properly presented, work must be in an appropriate form and submitted in due time. University examinations normally guarantee this, as too should in-class tests administered at departmental/School level. For coursework of any kind, the Module Convenor is required to provide students with information as to the required form and the submission deadline for each piece of work. The Programme Director should seek to ensure a reasonable distribution of workload with respect to coursework across the programme.
6.2 CONFIRMATION OF MODULE ASSESSMENT DETAILS, STUDENTS’ MODULE REGISTRATIONS, AND FINALISTS

6.2.1 Examination Representatives

Examination Representatives are responsible for:

- submitting to the Examinations, Student Records and Graduation Office details of University Examinations which they wish to be held during the Session (Form 3A);
- identifying any students whose module registration or mode of examination is anomalous;
- confirming the names and programmes of students who are expected to complete their programmes during the academic year.

6.2.2 Form 3A: Module Assessment Methods

Each autumn term, the Examinations, Student Records and Graduation Office circulates the “Form 3A: Module Assessment Methods” to each School/Department Exams Representative. This lists all current modules within the School/Department’s domain and specifies the method of assessment.

The Examination Representative should check that (a) the list is comprehensive and (b) the details specified are accurate. Further instructions are provided with the form.

6.2.3 Student Registration for modules and examinations

Schools/Departments will be asked early in the Spring Term to identify any students whose module registration or mode of assessment is anomalous and whose assessment records might be more susceptible to error.

6.2.4 Form 4: confirmation of students expected to complete their programmes

Schools/departments are required to check online a list of students (Form 4) who according to the information held on RISIS are expected to complete their programmes in the current academic year. The list includes students on both undergraduate and taught postgraduate programmes. Schools/departments are asked to check the list and make amendments as necessary.

This is designed to ensure that all appropriate students are included in the process which calculates classifications and on the forms requesting the return of results.

6.3 SETTING UNIVERSITY EXAMINATION PAPERS

Internal Examiners are responsible for scrutinising and approving internally papers for University Examinations. University Examination papers for an assessment contributing to an award shall also be scrutinised and approved by the External Examiner(s) in order to ensure the reliability and validity of the assessment.
All University Examination papers must be proof-read by at least two members of academic staff, including the person who had primary responsibility for drafting the paper.

The format of University Examination papers shall conform with the Guidelines for the Preparation of University Examination Papers, with the exception of Greenlands based programmes.

The Examination Representative is responsible for submitting by a specified date camera-ready proofs of examination papers to the University Examinations, Student Records and Graduation Office for printing.

Please see the section 6.8 below on Examinations and in-class tests held in Schools/Departments for further details relating to the setting and conduct of in-class tests.

6.4 TIMETABLES AND EXAMINATION VENUES

6.4.1 Timetabling conventions

A candidate for the Final Examination of a degree (Part 3 or Part 4) will not be required to sit more than three consecutive three-hour examinations nor more than four consecutive examinations of any length. (It should be noted that examinations on Friday afternoon and Monday morning would not be considered consecutive for these purposes.)

Examinations for Parts 1 and 2 are not subject to this restriction, but the Examinations Student Records and Graduation Office seeks to minimise the concentration of exams for these candidates. Examinations are typically held Monday–Friday during mornings and afternoons. Examinations may also be scheduled during early evenings and on Saturdays, but are not normally held on Sundays or Bank Holidays.

6.4.2 Draft timetables

Once the Examinations, Student Records and Graduation Office has received from Schools/Departments confirmation of the examinations each student is taking, draft timetables are prepared. Timetabling for examinations is undertaken in late January - late February.

The draft timetable is circulated to all Exam Reps for careful checking to ensure that:

i. all papers are shown;
ii. papers have the correct title and module/paper codes;
iii. papers have the correct duration;
iv. there are no obvious clashes in the timetable.

6.4.3 Final versions of timetables

Once the deadline for receipt of comments and suggested amendments has passed, a final version of the timetable will be circulated to Exam Representatives.

Schools/Departments should note that it may prove impossible to make any changes to the timetable once the deadline for comments has passed and the timetable has been finalised. Where late changes are made, and personal timetables have already been published to the RISISweb student portal, the Examinations, Student Records and Graduation Office may ask Schools/Departments to notify all students affected by any change.
The final version of the timetable also indicates the main location for each exam. (The various special arrangements venues are not shown, but are indicated on the students’ personal timetables.)

### 6.4.4 Personal Timetables for students

Personal timetables are provided to all students on their RISISweb student portals, and students are sent an email when the timetable has been published. The personal timetable specifies the date, time, duration and venue for each exam, together with the module/paper code and the title of the exam paper. It also includes the candidate’s five digit examination number (anonymous marking number) which they are required to enter on each examination booklet used.

Personal timetables for summer term examinations will be made available to students through the RISISweb student portal in the final week of the Spring Term or early in the Easter vacation. Timetables for the August resit exams will be made available to students through the RISISweb student portal at the beginning of August.

When they access their personal timetable, students will be directed to the summary guide to examination procedures on the web, and will be encouraged to save a copy.

### 6.4.5 Location of Exams

The exam centre in which a candidate is sitting each examination is shown on their personal timetable, and maps of the venues are available here: [http://www.reading.ac.uk/internal/exams/student/exa-map.aspx](http://www.reading.ac.uk/internal/exams/student/exa-map.aspx).

Students with special examination arrangements will be allocated to the relevant examination centre designated for their category of special arrangements. Schools may be asked to host examinations for a small number of students with specialised arrangements.

All practical, oral and viva voce examinations will be held in the Department concerned.

### 6.5 INVIGILATION

University examinations shall normally be invigilated either by members of academic staff or by invigilators, not being members of academic staff, who have been approved by the Examinations, Student Records and Graduation Office. All invigilators shall be issued with guidelines/instructions.

For examinations in the UK:

The University requires Schools to provide two-thirds of invigilators for University examinations; the Examinations, Student Records and Graduation Office provides the remaining third. The Examinations, Student Records and Graduation Office calculates the number of invigilators required from each School, which is proportional to the number of exam sittings which fall within each School’s domain.

The Head of School provides nominations to the Examinations, Student Records and Graduation Office, which in turn confirms the detailed instructions on invigilating to each invigilator by email.

Heads of School may either nominate members of their academic staff or subcontract invigilation duties to research students or external invigilators, subject to the approval of the Examinations, Student Records and Graduation Office. Where a research student or an external invigilator is employed by the School, the Department/School is required to pay the invigilator’s fee. Information on the recommended fee per session (i.e. morning or afternoon) is available from the Examinations, Student Records and Graduation Office.
External invigilators and research students serving as invigilators are required to present documentary evidence that they have the right to work in the UK. Details are sent to invigilators with their appointment letter.

A list of approved external invigilators can be obtained from the Examinations, Student Records and Graduation Office.

Heads of School are asked to exercise particular care in nominating research students as invigilators, and to ensure that a research student nominated as an invigilator has the personal qualities, confidence and clear spoken English necessary to control an exam room.

All new invigilators must attend a briefing session held in April/May each year.

The Examinations, Student Records and Graduation Office writes to invigilators notifying them of the dates, times and examination centres at which they will be invigilating and provides each Invigilator with a copy of Guidelines for Invigilators, together with a badge, and, where appropriate, a car parking permit and a map.

Invigilators are required to attend their designated examination centre 35 minutes before the start of the examination session (ie. 8.25am and 1.25pm).

The Guidelines for Invigilators and dates of the next training sessions are available here: http://www.reading.ac.uk/internal/exams/staff/exa-invigilation.aspx.

Invigilation outside of the UK should observe the same principles as invigilation for examinations in the UK but there will be local variation in the specific arrangements.

### 6.6 CONDUCT OF UNIVERSITY EXAMINATIONS

#### 6.6.1 Responsibilities of Chief Invigilators

The Chief Invigilator for an examination centre is responsible for the conduct of examinations held in the centre. The Chief Invigilator's responsibilities include ensuring that exam rooms are properly prepared in advance of exams, that examinations start and finish at the appointed times, that examinations are properly invigilated, that correct procedures are followed in cases of suspected misconduct, and that scripts are collected at the end of the examination and dispatched to the nominated recipient. The Chief Invigilator is responsible for providing to the School, with the script, relevant information if the exam was held under abnormal conditions or was subject to special provisions.

#### 6.6.2 School/Departmental contacts

Schools/Departments are required to ensure that a nominated member of academic staff with responsibility for the paper can be contacted by phone for the duration of the exam. Contact details should be provided to the Examinations, Student Records and Graduation Office before the start of the exam period, and cover arrangements made if a member of staff knows in advance that they will be away.

#### 6.6.3 Instructions for candidates
Candidates are issued with instructions on their conduct in an examination hall; the instructions are included in Examination arrangements: what you need to know, which is issued with candidates’ examination timetable.

### 6.6.4 Reading time prior to an examination

Candidates are admitted to the examination room ten minutes before the start of each examination. The question paper, answer books and any other special requirements will have already been placed on their desk. They may read the question paper in any remaining time before the examination is due to start, but may not write anything until the scheduled time for the paper to begin. Candidates will be given five minutes at the end of each paper to check that they have filled in the front of each answer book correctly.

### 6.6.5 Evidence of identity

Candidates are required to place their Campus Card or another form of photo ID (driver’s licence or passport) on the desk in written examinations for inspection by the Invigilator. Students who fail to provide proof of identity are required to complete a form which is forwarded to the Examinations, Student Records and Graduation Office.

### 6.6.6 Late entry and early departure from the examination room

No candidate shall be permitted to enter the examination room more than half an hour after the beginning of the examination, and no candidate shall be permitted to leave the examination room until half an hour of the examination has elapsed. At the Chief Invigilator’s discretion, candidates may be asked not to leave in the last thirty minutes or the last ten minutes of an exam, depending on the numbers of students and the various lengths of exams taking place in the same room.

### 6.6.7 Exclusion

The Head of Examinations, Student Records and Graduation and the Chief Invigilator shall have the power to exclude from the examination room any candidate using unfair means in an examination and any candidate failing to conduct himself or herself with propriety in the examination room. Security will be called if the candidate does not cooperate.

### 6.6.8 Use of dictionaries in examinations

Each examination centre has one English language dictionary available for candidates to consult on request. If a School does not wish candidates to have access to this dictionary, it must state ‘no dictionaries permitted’ on the front of the examination paper.

Candidates may only take a personal dictionary (in book format) into a University examination if permission has been given by the School responsible for the paper. Electronic dictionaries are not permitted. Where a School permits all candidates to use dictionaries (e.g. for a modern language translation paper), this should be indicated on the examination paper, together with details of the dictionaries specifically permitted or excluded.

In the case of individual students who have been permitted the use of a personal dictionary, the School should provide the student with a letter stating that permission to use the dictionary has been granted. The student should display this letter on his/her desk throughout the examination.

The letter of permission should contain the following information:
6.6.9 Use of calculators in examinations

Schools must notify candidates in advance whether or not calculators may be used in an examination. If an exam paper does not mention calculators on the front cover, students will be allowed to take one of the following into the exam:

- Casio FX-83GTPLUS or Casio FX-85GTPLUS
- Any calculator that already has a foil sticker applied by the School/Department (this is only likely to apply to returning students)

Additionally, certain exam papers might specify the following:

- Only certain calculators are permitted (the model would be specified in this instance)
- That no calculators are permitted

Further details are provided in the Guidelines for the Preparation of University Examination Papers.

In determining whether any calculator may be used in examinations or which models may be used, Schools should have regard to the general guidance that:

a) non-programmable scientific calculators are normally permitted in examinations;
b) programmable permanent memory calculators should not normally be admissible in examinations.

6.6.10 Use of other materials in examinations

Candidates must bring their own drawing instruments (including compasses, protractors, etc) where these might be required in an examination; candidates are permitted to use stencils for making diagrams or drawings of apparatus. Mathematical, statistical and certain other specialist tables are provided by the University where required; candidates are not allowed to bring any other books or papers to the examination room except where specified by the Examiners.

Candidates must normally write their answers in ink.

6.6.11 Scrap paper

Scrap paper is not provided in examination rooms (except in the case of students sitting in special arrangements venues). Candidates are instructed to use the answer book for rough work and notes and to strike through such notes which are not intended to be considered by the Examiners. Candidates are not permitted to bring paper into the Examination Room for the purpose of making rough notes, and they risk academic misconduct procedures if they do so.

6.7 Examinations held overseas

6.7.1 Examinations are held at the campus which the student has attended or at a location in the vicinity of the campus or, in the case of distance-learning programmes and certain part-time Masters programmes, at a specified location. Examinations may not be sat elsewhere except:
6.7.2 Resit examinations and first attempt examinations following DNS in Malaysia: UK-registered undergraduate students may apply to sit resit examinations and first attempt examinations following DNS at the University of Reading Malaysia campus during the August examination period. Space and the resource necessary for supporting examinations at the Malaysian campus are, however, limited and no more than 50 UK-registered students will be permitted to sit at the Malaysian campus, with places allocated on a 'first come, first served' basis. For the full procedures in relation to application for, and conditions relating to, resits at the Malaysian campus for UK-registered students, please see Annex 1.

6.7.3 In highly exceptional personal circumstances (for example, in cases of serious illness or bereavement in respect of immediate family), permission for an examination to be held at an alternative location may be requested only by the School Director of Teaching and Learning responsible for the programme, in consultation with the Examinations, Student Records and Graduation Office, and may only be granted by the relevant Teaching and Learning Dean. Students wishing to sit a University Examination at an alternative location are required to apply through the School Director of Teaching and Learning or the Examinations, Student Records and Graduation Office. School Directors of Teaching and Learning are asked to discuss any request with the Examinations, Student Records and Graduation Office at the earliest opportunity.

In those rare cases where permission to sit examinations overseas is granted, the student is required to pay a fee to cover the University’s administrative costs and to pay separately for all local invigilation costs. This is in addition to the re-examination fee. Current fees can be found at [https://www.reading.ac.uk/internal/exams/student/exa-fees.aspx](https://www.reading.ac.uk/internal/exams/student/exa-fees.aspx).

6.7.4 The University Board for Teaching and Learning has confirmed that the normal proscription on examinations being held at alternative locations applies to students of the University who are undertaking a period of study abroad. Permission to sit examinations at alternative locations will be granted only in the most exceptional circumstances.

### 6.8 EXAMINATIONS AND IN-CLASS TESTS HELD IN SCHOOLS/DEPARTMENTS

6.8.1 Where in-class tests are referred to in the Assessment Handbook and in other University policies and procedures, these refer to formal tests administered locally by Schools/Departments in a classroom setting which contribute to the mark for the relevant module. In-class tests may take place at the end of a module or part-way through the teaching on a module. The following provisions in Section 6.8 apply to all in-class tests and to University examinations held in a School/Department. Tests for formative assessment (which do not contribute to a result) and summative online tests completed by students outside the classroom are classed as coursework.

6.8.2 The University makes a distinction between two categories of in-class test based on their nature/purpose:

(i) in-class tests which serve a primarily summative purpose, similar to a centrally-administered exam and,
(ii) in-class tests which serve a primarily formative purpose, supporting students’ learning and providing supportive, structured, individualised feedback, similar to coursework (commonly such tests will represent relatively small amounts of credit).

Schools/Departments will determine on a case-by-case basis which category a particular in-class test falls into.

6.8.3 The University has identified a number of common processes and regulations which apply to both categories of in-class test and other processes and regulations which differ between the categories. Further details are provided in the relevant sections of the Assessment Handbook (Sections 7.4, 9, 10, 14 and 28) and other related University policies and procedures (Code of Practice on the External Examining of Taught Programmes, Policy on providing feedback to students on their performance, Policy on and procedures relating to extenuating circumstances).

6.8.4 Responsibility for the organisation and administration associated with in-class tests lies with the School/Department with responsibility for the relevant module, supported by the Student Support Centres, and not with the Examinations, Student Records and Graduation Office.

6.8.5 Where examinations or in-class tests are held in a School/Department, the School/Department is required to ensure that the examinations or in-class tests are held under conditions which are closely comparable to those of University examinations.

6.8.6 Examinations and in-class tests held in a School should be adequately invigilated. It is recommended that in examinations/in-class tests where there are more than ten candidates, there should be more than one invigilator or a responsible person who could deputise for an invigilator in close proximity to the examination room. Schools should ensure that invigilators have a clear understanding of their responsibilities.

6.8.7 Schools should ensure that the seating arrangements in School examinations/in-class tests do not place candidates in such close proximity that a candidate would be able to read the script of a neighbouring candidate.

6.8.8 Schools should remind students that they are not allowed to take into the examination/in-class test books or notes, or any device that permits communication with others or receipt of information.

6.8.9 Schools should discourage students from visiting the toilet during School examinations/in-class tests, should record all toilet visits, and should investigate cases which gave rise to suspicion.

6.8.10 Schools are required to make provision for anonymous marking in examinations held in the School and, wherever practicable and appropriate, for anonymous marking of in-class tests.

6.8.11 Schools are required to ensure that students with special needs benefit from any special arrangements (such as the allowance of extra time) which have been agreed for written examinations.

6.8.12 Schools should ensure that practical examinations are conducted as far as possible in accordance with the above guidance; where there is variance, it is essential that the arrangements do not compromise the integrity of the examination.

6.9 COURSEWORK

6.9.1 Arrangements for setting coursework
Schools/Departments are required at the beginning of a module to provide students with advance notice of the requirements for each piece of coursework for the module, including its form, length, marking criteria, submission deadline, and the date for its return with feedback. For particularly substantial pieces of coursework, advance notice should normally be given at the beginning of the Part or the Session.

The Programme Director should seek to ensure a reasonable distribution of workload with respect to coursework across the programme. A record of the dates for submission of coursework should be held in the relevant School/Departmental office and be made available to relevant Programme Directors.

Schools and Programme Areas are encouraged to give full consideration to the timing of deadlines. Deadlines should specify a date, time and time zone; for example, Thursday 20 November 2015 at 12 noon (GMT). A deadline should normally fall between 10.00am and 4.00pm and should not fall within the five days preceding a public holiday or University closure day.

Coursework should normally be submitted online. E-submission will be through the University’s Virtual Learning Environment (VLE) called Blackboard, via either the Blackboard Assignment Tool or Turnitin. The system used to submit the coursework will automatically record the time and date of submission. Guidance for Schools on electronic submission of work is given in section 6.9.4 below.

Schools may make alternative arrangements for submission of coursework where it is not practical for it to be submitted online. The security of the submitted work must be ensured and procedures must be in place to distinguish between work submitted before and work submitted after the deadline.

Where the examination for a taught postgraduate programme involves the submission of a paper copy of the dissertation, either instead of or in addition to an online submission, the student must deliver the dissertation personally or send it by recorded delivery to the School to arrive not later than the deadline specified by the School. Please refer to section 6.10 below for detailed information about the submission of Masters dissertations.

Section 6.9.8 below outlines the procedures in relation to over-length coursework.

### 6.9.2 Editorial and proof-reading services

The University Board for Teaching and Learning approved at its meeting on 12 January 2005 the following statement:

- **a)** Students who feel that they need assistance in writing appropriate English should, in the first instance, seek guidance from their School, which should discuss with the student their difficulties. Where appropriate, the student should be referred to the University’s Study Advisers, who can advise on structuring and writing academically. The Study Advisers cannot proof-read or provide support for English as a Second Language.
- **b)** Students who use software for assistance with proof-reading or with editing their work, or who seek assistance with proof-reading or with editing from third parties, should be alert to the major risks associated with such intervention, including the distortion of intended meaning and the failure to use technical terms appropriately.
- **c)** Students are warned that any use of third party proof-reading or editing services must not compromise their authorship of the work submitted, and, in particular, that the substance of work must remain the student’s own. Students are also warned that they will be held responsible for work which they submit, and that the use of third party services will not be accepted in mitigation of any deficiencies in the work.
- **d)** The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission.

### 6.9.3 Statement of original authorship
When submitting a major piece of coursework (normally a piece worth more than 10% of the total credits for a module), students are required to confirm that the work is their own.

It is good practice in respect of any coursework to require that students confirm that the work is their own.

The act of confirming original authorship of work is achieved by agreeing to submit the work online. A ‘statement of original authorship’ is automatically displayed during the submission process in Turnitin and should be manually inserted to appear with a Blackboard Assignment Tool submission point. The minimum information to be included in the statement of original authorship is:

(i) the University’s definition of plagiarism:

‘For the purposes of [the academic misconduct] 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), 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.’

(ii) the following statement (or a statement closely modelled on the following):

‘I certify that this is my own work and that use of material from other sources has been properly and fully acknowledged in the text. I have read the University’s definition of plagiarism and the department’s advice on good academic practice. I understand that the consequence of committing plagiarism, if proven and in the absence of mitigating circumstances may include failure in the Year or Part or removal from the membership of the University.

I also certify that neither this piece of work, nor any part of it, has been submitted in connection with another assessment.’

The Senate commends as good practice that students are made aware of the statement of original authorship when the piece of work is set (rather than when it is submitted) in order that they might be reminded of good academic practice and the meaning and consequences of plagiarism before they embark on a piece of work.

Schools and departments are required to include the definition of plagiarism in Programme Handbooks and it is particularly recommended that they remind students of the definition of plagiarism and its consequences at those times when students are preparing major pieces of coursework.

6.9.4 Guidance for Schools on electronic submission of work

The University expectation is that from September 2015 all Undergraduate and Taught Postgraduate students will submit summative coursework electronically. By encouraging the electronic submission of work the University is better able to monitor deadlines, the timeliness of feedback and ensure that work is marked anonymously, where appropriate.

Submission

The work submitted by students should be in a format acceptable to the School. This should normally involve using only the software generally available to students on the programme(s) concerned. If specialist software is needed it must be specified and equity of access for students must be addressed.

We recommend that normally only one format be specified. The typeface should not normally be smaller than 10pt. Where the work involves graphics, diagrams, equations or other features which may appear or print differently on different machines the work should be submitted in a format (e.g. pdf)
which is not susceptible to these difficulties. The setters should ensure that students have access to
the software for converting to the required format.

Students should be required to ensure their submitted work is virus-free and the file has not corrupted.
The School should make arrangements to ensure that students who are registered with specific
learning difficulties have the same consideration given to electronically submitted coursework as would
be given to coursework submitted in hard copy. Students with specific learning difficulties will receive an
electronic version of the notice, commonly referred to as an “electronic green sticker,” in the form of an
image that can be inserted at the beginning of a document.

The current tools available for e-submission are the Assignment Tool and Turnitin tool in Blackboard
Learn (the University’s Virtual Learning Environment).

Whichever method is selected, decisions are required about management of submissions, including
whether the work is to marked online or be printed for those not wanting to mark on-screen;
management of any printed copies and management of anonymity – including distribution of work to
markers and return of feedback to (correctly identified) students. Where marking is done online, the
respective e-submission tools can be set-up to apply anonymity to submitted work and the changes
this involves to existing hard copy marking practices should be carefully considered before
implementing.

Please refer to the Protocol for E-Submission at Reading for an outline of procedures to ensure a
consistent e-submission process within Schools:
http://www.reading.ac.uk/cqsd/TechnologyEnhancedLearning/cqsd-E-assessment.aspx (under the
Support and Key Information section).

The University requires that wherever practicable and appropriate, coursework should remain
anonymous to the marker until marking has been completed. Students should be encouraged to help
facilitate this requirement by removing any identifying features from submitted documents and their
metadata.

Technical problems

If there is a Blackboard (or Turnitin) technical issue that prevents e-submission at the time of a
submission due date, students should:

• Inform the School/Department of the issue (using a contact email provided by the School) AND
• Resubmit to Blackboard/Turnitin as soon as possible

Return of Work

The work may be returned electronically with feedback and a grade. This will be managed for each
module through the Grade Centre within Blackboard. Where feedback is in the form of an attached file
this should be checked for viruses before being sent. Students will access feedback and/or grades in
Blackboard via the ‘My Grades’ feature or by re-opening the submission point where the work was
originally submitted. Feedback and grades entered electronically are stored and can be accessed
through Blackboard, and can be made available for use by External Examiners. This stored data should
be destroyed at the same time as paper copies would be destroyed.

Copyright and Data Protection

The students’ work should be retained for use by External Examiners. The means and organisation of
the storage of the files should be such that the users can be sure that all copies are deleted when the
appropriate time is reached. Where email is used for any handling of students’ work, senders should be
aware of additional copies made and stored in “sent mail” folders, and these copies will also need to be
destroyed at the time when paper copies would be destroyed, or before.

6.9.5 Use of Turnitin in text matching online sources
The Turnitin software can be used to produce a ‘similarity report’ on students’ written work as part of the submission process, where appropriate. The results produced in a similarity report do not detect plagiarism but can be used to assist in the detection of plagiarism alongside other mechanisms. A similarity report indicates where the system has identified matches with other online material known to the system. This can be in the form of another student’s work, websites or online articles and databases. A tutor will need to review the similarity report to investigate any matches that have been made and use their academic judgment to determine if they constitute plagiarism.

It is strongly recommended that the disclaimer in (a) below be used and incorporated in all handbooks and that Schools and individual academics using the service follow the guidance described in (b) below.

a) Disclaimer
We recommend that the disclaimer below be included in all handbooks.

Plagiarism
It is a requirement that all work that students submit is their own and is not copied from others, and that all quotations and sources are duly acknowledged. In doing a piece of work, students will, of course, use sources, and the University generally encourages students to discuss their work with others. The final writing of a piece of work should be the student’s, however, and to gain high marks students are expected to add value to material which they use. For details of this see the detailed advice about plagiarism.

It occasionally happens that we receive work which appears to contain plagiarised material and, in common with other universities, the University of Reading subscribes to a service that electronically detects similarities in the text by comparing work received with that of other sources. Students agree that by taking their programme, all required work may be subject to submission for textual similarity review to this service for the detection of plagiarism. All submitted papers may be included as source documents in the system’s reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the service, which can assist in the identification of potential academic misconduct, shall be subject to such Terms and Conditions of Use as may be agreed between the Service and the University of Reading from time to time and posted on the Service’s and University’s websites.

b) Guidance
Schools and individual academics should use the following guidance when using the similarity report to assist in the detection of text that matches other sources:

- For purposes of fairness and equal application, when the similarity report is being used to review a particular piece of work, it is recommended that all or a sample of students’ work for a module assessment should be reviewed, not simply that singled out as "suspect".
- The School should exercise its independent professional judgment in, and assume sole and exclusive responsibility for, determining the actual existence of plagiarism in a submitted paper under the acknowledgement and understanding that the similarity reports are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism. The School should not disclose a similarity report, other than in anonymised form, to any person other than the student whose work is under review unless this is necessary in connection with academic misconduct procedures.
- All papers submitted to the service may be retained in the source database solely for the purposes of using such papers as source material to detect potential plagiarism of such papers in the future, for access by the instructor as an archive of submitted work, and for peer review if the instructor enables such option, except as expressly authorised by students or instructors.
Staff and students should receive appropriate advice on the use of the plagiarism detection service.

- The School should use the current disclaimers (above).
- The service should be made available to students to test their own work under agreed conditions.
- Schools may wish to use other services or search engines (e.g. Google) in addition to Turnitin for the detection of plagiarism.

For further advice on the use of Turnitin, please contact the Centre for Quality Support and Development: cqsd-tandl@reading.ac.uk.

### 6.9.6 Penalties for late submission


### 6.9.7 Extensions for coursework

#### Work for formative assessment

Work for formative assessment is submitted so that the student can benefit from feedback. Submitting such work late is discourteous and disrupts the plans staff will have made in allocating time to provide the feedback. The penalty for late submission, therefore, is forfeiting any right to feedback. Students may approach the member of staff who would normally read and comment on the work in order to apologise, present excuses and request feedback. In the case of late submission of formative work, it is entirely up to the member of staff to agree or not, and, if agreeable, to determine the time when such feedback will be given.

#### Work for summative assessment

The policy and procedures in relation to extensions for coursework can be found in the Policy on and procedures relating to extenuating circumstances.

### 6.9.8 Procedures in relation to over-length coursework

The University Board for Teaching and Learning has agreed the following procedures in respect of over-length coursework:

Schools should consider in respect of any piece of work whether writing concisely within a word limit is one of the skills being tested; and, in the light of this consideration, they should specify in their requirements for coursework whether the specified length for a piece of work is an advisory guideline or a mandatory word limit.

In the case of a guideline, the student may exceed the specified length without penalty.

In the case of a mandatory word limit, a student should not benefit from submitting a piece of work which exceeds the specified length: a marker should not be obliged to read beyond the word limit and a mark based on the work up to the word limit should normally be awarded.

Schools should seek not to constrain unduly the enthusiasm of intellectually ambitious students who may, on occasion, explore a topic more extensively than required.
6.10 DISSERTATIONS FOR TAUGHT MASTERS PROGRAMMES

Taught Masters dissertations will normally be submitted electronically. Advice on alternative formats, if appropriate, is available from the relevant Programme Director.

Where the examination for a taught postgraduate programme involves the submission of a paper copy of the dissertation, either instead of or in addition to an online submission, the dissertation must be typewritten on A4 paper (29.7 cm x 21 cm). There must be sufficient space between each line of type to ensure legibility (i.e. normally double or one-and-a-half spacing). The paper copy/copies submitted must be in a form of binding; this would normally be either in the form of a book or in a spiral or similar binding.

Plates, tables, graphs and the like should be mounted and bound in with the text, or put in a pocket at the back of the dissertation.

Since the copyright of a dissertation normally rests with the candidate, the Head of School concerned should be informed at the time of submission whether or not the candidate is willing for the dissertation to be made available for loan or photocopying for the benefit of persons or bodies not necessarily connected with the University of Reading.
POLICY ON EXAMINATION RESIT FACILITIES AT UNIVERSITY OF READING MALAYSIA

This policy provides an exception to the general rule that UK–registered candidates must return to the University of Reading UK campus to sit all examinations.

1. For undergraduate resit examinations only, students may apply to take their examinations (generally second attempt, or first attempt following a DNS at first attempt) at the UoRM campus.
2. This facility is only available to UK-registered students on undergraduate programmes.
3. For the academic year 2016/17, the number of students allowed to apply for UoRM-based resit examinations will be limited to 50. These will be allocated on a strictly first-come first-served basis.
4. Students with more than one resit examination MUST elect to take ALL of their examinations at either UoRM or UoR – UK. Students cannot take some at each venue.
5. This policy does not extend to any facility other than the UoRM campus.
6. Schools/Departments cannot opt out of this policy.
7. The facility only applies to centrally-organised examinations ie those under the remit of the University Examinations, Student Records and Graduation Office (ESRGO). It does not extend to in-class tests or any other assessments organised by Schools/departments (eg computer-based tests, practical laboratory tests etc).
8. The University reserves the right not to offer any particular examination at UoRM, where for instance, the facilities at UoRM cannot accommodate the examination due to a lack of appropriate equipment or materials.
9. Students wishing to make use of this facility will select the location for their resits through the RISIS portal. The selection of UoRM as examination location must be made at least six weeks in advance of the start of the examination period. Late requests cannot be accommodated. Students who turn up without having ‘booked’ their resit at UoRM will not normally be permitted to sit the examination.
10. The University will not guarantee the provision of special arrangements for students, beyond the provision of extra time or use of a computer. Students with any special arrangements should check with the ESRGO as to whether these can be accommodated. Such special requirements may for instance be the provision of specialist scribes or isolation rooms.
11. UoRM will keep a stock of the University standard examination ‘withs’ – materials which are frequently included as provided materials eg periodic tables, latin dictionaries, chemistry data books etc.
12. In respect of fees, the standard resit fee (payable per examination) will be payable to UoR in the UK. An additional administration fee (payable per examination) will be payable locally to UoRM before the student is permitted to sit any examination.

13. The University’s provisions for preserving the candidates’ anonymity will be observed throughout the process. There may be a delay in the subsequent marking and publication of results for candidates who elect to resit in UoRM.

14. The overriding need for examination security requires the UoRM examination to be taken simultaneously with the UK examination. This means that wherever possible the UK version must be timetabled to be taken in the morning period (i.e. 9am start), allowing UoRM examinations to start at 4pm on the same day locally. Where this is not possible (eg where there has to be an afternoon UK examination) or where the student has two exams on the same day) the provision of academic isolation will be available at UoRM. Any ‘isolated’ students must be denied access to the internet, to mobile phones or to any other devices capable of making or receiving communication for any necessary period.

15. UoRM is responsible for administering the examination process locally ie the provision of rooms, invigilators, meeting the basic special arrangement requirements, ensuring the correct examination papers and materials are properly distributed, and the handling of candidates’ scripts post examination. The requirements for academic misconduct investigation must be met. UoRM is responsible for scanning examination scripts and for processing onto secure shared drive for access at UK by the Support Centre Managers or their nominee. UoRM will then send on hard copy by an approved secure method if required by the UK School or Department.

16. The ESRGO will be responsible for uploading resit papers for secure transfer to UoRM. Both the ESRGO, and UoRM will nominate a ‘responsible person’ for the purposes of overseeing the transfers of papers.

17. The ESRGO will notify UoRM of the nominated academic in the UK for each examination paper. This is the person to whom any errors in examination papers or requests for clarification can be directed after the start of an examination. Should any such requests from UoRM candidates not be able to be answered in a timely fashion, then the paper will be sat ‘as seen’ with any queries/errors noted by UoRM and taken into account by the marking process.

18. All students must be made aware of this facility for August 2017 examination resits and thereafter, through the University web pages and guidance to Students on Examinations. School and Department Examination Officers must be notified of the changed policy, and a general notice should go to School/Department Secretaries and to the Support Centre Managers or their nominee for distribution.

19. By electing to take resit examination(s) at the UoRM campus, students are acknowledging and accepting any conditions as described above which will apply to their examinations as a consequence of such decision.

20. This policy will be reviewed annually.