

# Examination Arrangements: what you need to know

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**This is a summary of important information for exam candidates in Summer Term 2022 undertaking exams, both online and in person. Please read it carefully and save it for reference.**

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## Personal timetables

Your personal timetable will be published on your RISISweb student portal by 8 of April 2022. 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 5522;
- emailing [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk);
- contacting your Support Centre or HBS School Office

**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 including those taken online.**

## Online exams

The majority of exams this summer are take-home online exams, which will be available for 23 hours in most cases. More information about Take-home online exams can be found on our Essentials website: <https://www.reading.ac.uk/essentials/Exams>

For some specific exams there may be a time restriction in place, which means once you have started your paper online (within the 23-hour window), it must be submitted within a specified time. Your School will let you know if this applies for any of your exams. If you have any queries about the format of your exams, please contact your School (Module Convenor) in the first instance. Alternatively, and in the case of anything urgent once exams have started on 19 April 2022, please contact us at [take-home-exam@reading.ac.uk](mailto:take-home-exam@reading.ac.uk)

**In person exams – [please see the bottom of this document](#)**

## 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:

<https://www.reading.ac.uk/essentials/Exams/Sitting-your-exams/dictionaries-calculators>

## 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 (including online take-home exams) 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.
  - vi. Contracting to cheat: commissioning a third party (e.g: essay mill/ghost-writer/dissertation writing company/family member/friend/another student) to produce an assessment which is then submitted. Please note that payment of any kind need not have been requested or made.
  - vii. Acting as an intermediary for another student to commission a third party as above. Acting as an intermediary may cover acting as a "middle person" to aid or facilitate another student to contract to cheat. It could also extend to recommending or signposting another student to a company or website knowing that the student intended to contract to cheat. This is a disciplinary offence which is actionable under the University's Disciplinary Policy as a breach of the Regulations for Student Conduct:  
[http://www.reading.ac.uk/web/files/Calendar/G4\\_Student\\_Disciplinary\\_Procedure.pdf](http://www.reading.ac.uk/web/files/Calendar/G4_Student_Disciplinary_Procedure.pdf)  
[http://www.reading.ac.uk/web/files/calendar2016-17/Section\\_G3\\_Student\\_Conduct.pdf](http://www.reading.ac.uk/web/files/calendar2016-17/Section_G3_Student_Conduct.pdf)

**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. This is a disciplinary offence which is also actionable under the University's Disciplinary Policy as a breach of the Regulations for Student Conduct: [http://www.reading.ac.uk/web/files/Calendar/G4\\_Student\\_Disciplinary\\_Procedure.pdf](http://www.reading.ac.uk/web/files/Calendar/G4_Student_Disciplinary_Procedure.pdf)  
[http://www.reading.ac.uk/web/files/calendar2016-17/Section\\_G3\\_Student\\_Conduct.pdf](http://www.reading.ac.uk/web/files/calendar2016-17/Section_G3_Student_Conduct.pdf)
- ii. It is an offence to commence or continue research without the appropriate ethical clearance. A breach of the University's research and ethics policies (Code of Good Practice in Research) is the failure to comply with the University's guidelines and policies on ethical clearance for research. [http://www.reading.ac.uk/web/files/office-of-the-universitysecretary/UCOGPR\\_UBRIappro25Nov13\\_updateApr2017.pdf](http://www.reading.ac.uk/web/files/office-of-the-universitysecretary/UCOGPR_UBRIappro25Nov13_updateApr2017.pdf)
- iii. 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.

## Medical and other problems

### Exceptional Circumstances

If there are circumstances which you think might affect or have affected your performance in exams or assessment, please contact your Student Support Coordinator or the dedicated support in the Henley Business School Office or International Study and Language Institute (ISLI): <https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/Support-Centres> for guidance on when is appropriate to submit an Exceptional Circumstances Form and inform your Academic Tutor. The form is available online at <https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Self-Certification-for-an-extension-due-to-Exceptional-Circumstances>

**It is your responsibility to submit an exceptional circumstances form for any circumstances which you believe may have affected your performance.**

Please note that the University has a post-result EC process. Details can be found here:

<https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Exceptional-Circumstances>

**If you do not submit an exceptional circumstances form by the relevant date, your circumstances will not be considered unless you were prevented from submitting the form by insurmountable circumstances.**

A candidate may, at the discretion of the University Standing Committee on Special Cases, 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 [Special arrangements | Exams | University of Reading](#)

### **Publication of results**

Please see here for details of when your results will be available online:  
<http://www.reading.ac.uk/internal/exams/student/eva-publication.aspx>

Students can expect to receive their results in June/July 2022. Exact dates will be published in due course.

### **Digital Support Fund**

If you do not have access to a computer or laptop, you may be eligible for support from our [Digital Support Fund](#) to help with access to IT equipment, so contact the [Student Financial Support Team](#) to find out what may be available to you.

You can also contact your School or Department to discuss your individual circumstances. Please get in touch as soon as possible so we can help you to find a possible solution.

### **Results**

More information about results can be found here: <https://www.reading.ac.uk/exams/guidance-for-students/publication-of-results>

### **Re-examination**

Students who fail at first attempt are usually permitted one further opportunity to be re-assessed. The next opportunity to be re-assessed will be in August/September 2022.

Any student still retaining the right to a further attempt at examination after August/September 2022, the next opportunity for you to resit the assessment(s) will be Summer term 2023. Please refer to Section 28 of the Assessment Handbook for more information.

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 under the appeals tab at:

<https://www.reading.ac.uk/essentials/Exams/Resits>

## Further information

Further information on exams and assessment is available on the Exams Office website: [Exams | University of Reading](#)

Answers to frequently asked questions can be found on the Essentials website:

<https://www.reading.ac.uk/essentials/Exams/FAQs/FAQs>

**If you have any queries relating to the arrangements for exams, please contact the Exams Team on 0118 378 5522 or email [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk)**

## In person exams

### Creating a COVID-19 safe exam environment

We are taking the COVID-19 pandemic seriously and your safety and wellbeing during exams is our priority. We have worked with colleagues across the University to ensure that our exam venues are COVID secure, exams can be taken in a way that does not present unnecessary risks, and continue to monitor the evolving situation and adapt as required.

Each exam will take place with a distance of 2m+ between candidates to minimise risk to others. Windows will be open in each room to increase ventilation.

In line with University policy, invigilators will wear face coverings at all times to keep you safe, and it is also expected that you will wear a face covering while inside the exam venue at all times unless you are exempt. You may be reminded to cover your face by invigilators.

As we continue to prepare and respond to any changes in the local or national situation we will provide advice and information by email.

If in person exams are cancelled due to the situation developing we will contact students as soon as possible.

The measures we have put in place will allow you to take your exams safely while still allowing you the opportunity to achieve to your full ability.

### Attendance at exams

You should [Self-isolate](#) (stay at home) if you are required to, for example because you have symptoms of or have tested positive for COVID-19, you have been told to by NHS Track & Trace, or asked to for other reasons. If you are self-isolating for any of these reasons or have received a positive test result for COVID-19 you must not attend any in person exams you have scheduled, though you may sit take home exams if you feel well enough to do so. You will be entitled to submit an extenuating circumstances form following the publication of results for any exams you were not able to sit.

If you are attending exams in person, you are strongly encouraged to take two Lateral Flow Tests a week, three days apart before taking your exam. Testing helps to identify those who are not displaying symptoms of COVID-19 but are unknowingly carrying the virus, which will contribute to keeping the number of cases on campus as low as possible.

More information on COVID-19 symptoms and testing can be found here:

<https://www.reading.ac.uk/essentials/COVID-19>

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 exceptional circumstances form (ECF). See the section above on 'Medical and other problems' for procedures relating to extenuating circumstances.

## Detailed instructions for exam candidates

### Location of exams

The location of your exam is shown on your timetable with a specific building under the 'Location'. You can also [view a map](#) of where on-campus exam venues are located, if you are unfamiliar with campus.

### 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.**
- When admitted to the venue, please move according to the directional signage within the building and any instructions from invigilators to the room in which you are sitting your exam.
- If you need to wait outside the venue for admittance, please maintain a 2m distance from others and avoid gathering with people from outside your household. You are recommended to wear a face covering while outside on campus to mitigate the risk of transmission when passing other people.
- Each room is set up with double-width desks. These are uniquely numbered. Please go directly to your seat, taking your belongings with you. Any personal belongings can be placed under the desk you are not sat behind.
- 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.
- Coats and jackets must be stored under the desk adjacent to the one you are seated behind, 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 5522) wherever possible before the paper(s) take place and should then follow the procedure indicated below in the section 'Medical and other problems'.

### During the exam

- Invigilators will maintain a 2m distance from candidates sitting exams where possible, though it will be necessary for them to conduct brief interactions at a shorter distance.
- 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 have any queries about the material provided or about possible errors in your question paper, please consult the invigilator immediately. The invigilator may ask you to step outside the room to clarify your query in order to maintain social distancing.
- 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.
- 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.