

## **Annexe 1**

### **Guidelines for the application of the regulations to Class Tests**

**NOTE:**

The term “student” includes apprentices on degree apprenticeship programmes  
Sections or individual paragraphs which apply to all class tests are marked with an asterisk.

\* 1 Scope

1.1 This annex covers tests and other timed assessments which take place during term, often during the normal timetabled class, and which are summative (in that the marks contribute to the overall module mark). Such class tests may also have a strongly formative purpose in providing feedback to students on their progress.

\* 2 Principles

2.1 The Regulations for Class Tests are based on the Regulations for the Conduct of Examinations but allow for variation proportionate to the nature and weight of the class test.

2.2 Students and staff involved in running and taking class tests should have clarity concerning expectations of appropriate behaviour and conduct. It must be clear that cheating or other misconduct in class tests is as serious as cheating or other misconduct in formal University examinations.

2.3 Students who are assessed as requiring alternative arrangements for examinations because of disability must have appropriate alternative arrangements made for class tests.

\* 3 Proportionality

3.1 Not all provisions in these Regulations for Class Tests will be relevant to all class tests; some class tests will need additional or different rules, depending on the nature and weight of the test.

3.2 The module coordinator, in consultation with the School Assessment Officer, is responsible for the application of these Regulations to class tests on their module and for informing students of any additional or different rules applicable to a specific test.

4 General Regulations

\* 4.1 The module coordinator must give reasonable notice of any class test through the module handbook or equivalent, an announcement on Canvas or other reliable mechanism, including date, time, location and any specific instructions.

\* 4.2 Except when prevented by illness or by other extenuating circumstances, a student who fails to present themselves for a class test in a degree, diploma or certificate subject at the time and place indicated in the module handbook or equivalent will be deemed to have failed that class test. Misreading of the timetable will not be regarded as ‘extenuating circumstances’.

\* 4.3 Students are forbidden to have with them during a class test any unauthorised book, manuscript, or other article, such as a mobile phone. Any student suspected of having any such items in their possession, or of making use of or copying such material or the papers of another student, or of obtaining or endeavouring to obtain, directly or indirectly, assistance in their work, or of giving or endeavouring to give, directly or indirectly, assistance to any other student, shall be reported to the Director of Student Experience and Enhancement (or their nominee) who refer the matter for consideration by an Investigating Officer under the University’s disciplinary procedures.

4.4 Students must not have access to any case or bag in which books, papers or other unauthorised articles can be carried.

*4.4.1 Guidance: The principle of proportionality applied to this provision may mean, for example, for short-duration class tests contributing a small percentage of the overall module mark that students may have their bags and coats with them at their desks during the test, provided that the invigilator can be confident that students are not attempting to cheat. This would reduce the time required to set up the test and then revert to normal teaching afterwards when a session includes a short class test along with normal teaching activity. For a longer class test which contributes a larger proportion of the class test it would be appropriate to require students to leave coats and bags in an area of the room away from their desks.*

\* 4.5 Students must not indulge in any behaviour which in the opinion of the invigilator may disturb other students or in any form of conduct which may disrupt the smooth progress of a class test. The Director of Student Experience and Enhancement (or their nominee, including the invigilator) shall have power to exclude the student from the room. Any irregularities of conduct within the room shall be reported to the Director of Student Experience and Enhancement (or their nominee) who shall refer the matter for consideration by an Investigating Officer under the University's disciplinary procedures.

\* 4.6 Students are forbidden to communicate with each other or to pass calculators to one another during class tests. All enquiries must be addressed to the invigilator.

\* 4.7 The impersonation of students is prohibited in class tests and students must not allow themselves to be impersonated in class tests.

4.8 Invigilators must ensure that no student is impersonating another or being impersonated in the class test.

*4.8.1 Guidance: The module coordinator may decide that students are required to place their student ID card on the desk during the class test, in line with the requirement for formal University examinations, to discourage impersonation. This is acceptable and the module coordinator should make clear to students in advance that they must bring their student ID cards to the test. However, it would be disproportionate to impose this requirement for a class test where all students on the module are well known to the module coordinator/invigilator.*

\* 4.9 Where the School/Department provides answer books or answer sheets to students for class tests the use of scrap paper is not permitted and all rough work must be done in the answer books provided. In such circumstances any rough work found on any other material or object may be considered to constitute "unauthorised material". Where the School/Department does not provide answer books or answer sheets invigilators should ensure that students are using only "clean" paper and are not referring to notes they may have elsewhere in their notebooks.

\* 4.10 Where a class test lasts for one hour or less students should not normally be permitted to leave the room during the test, and students who complete their work during the test should remain seated in silence until the invigilator announces the end of the test. Where the class test is of longer duration, students must not leave the room during the first thirty minutes of the test or during the last thirty minutes of the test; if a student needs to leave the room temporarily during the test they must be accompanied by an invigilator; if a student finishes the test with more than thirty minutes remaining they may leave but should be reminded to return to the class at the end of the test if the remainder of the session will be used for normal teaching.

\* 4.11 Students must not leave the room until all their written work has been collected. Students must not remove from the room any answer books (whether used or unused), mathematical tables or other data provided for use or other items of examination/test stationery except for any non-returnable question papers.

5 Invigilation of Class Tests

\* 5.1 It is the responsibility of invigilators to supervise class tests in accordance with these Regulations for Class Tests.

5.2 The module coordinator will normally invigilate class tests for their module, and will in any case ensure that sufficient appropriate invigilators are appointed for each class test.

*5.2.1 Guidance: For class tests which closely resemble formal University examinations invigilation ratios similar to those used for examinations should be put in place. This normally means one invigilator for each thirty-fifty students with a minimum of two invigilators per room. For smaller and/or shorter class tests fewer invigilators may be needed, provided that rigorous supervision is maintained.*

\* 5.3 Invigilators who suspect that breaches of Regulations have occurred will inform the Dean of School/Head of Department (or their representative) in writing and warn the student, who shall normally be permitted to complete the test, that such a report will be made.

\* 5.4 All invigilators must be present in the room in good time before the class test, and must remain in the room until answer scripts have been collected at the end of the test.

\* 5.5 Invigilators are responsible for the distribution of question papers before the commencement of each test and for arranging the collection of script answer books or equivalent from each student. Where a class test takes place across more than one room the invigilator in each room is responsible for ensuring the safe delivery of all answer books or equivalent to the module coordinator.

5.6 Under normal circumstances at least two invigilators must remain in the room throughout the test except when their invigilation duties require them to leave.

*5.6.1 Guidance: Where other proportionate arrangements are put in place (e.g. fewer invigilators for short class tests) it may be appropriate for only one invigilator to remain in the room, provided students are properly supervised and that any misconduct or cheating can be detected and queries answered.*

\* 5.7 At the start of the class test the invigilator shall make any necessary announcements, including an instruction to read and follow any instructions in the class test rubric carefully and a caution to students not to attempt to cheat, make use of any unauthorised materials or communicate with other students (including by sharing calculators).

\* 6 Breaches of Regulations: Procedure

6.1 Where an invigilator suspects a student of breaching these Regulations, the invigilator shall, after informing and consulting with the other invigilator(s), warn the student that a report will be made to the Director of Student Experience and Enhancement.

6.2 The invigilator shall remove and retain any unauthorised material and permit the student to finish the test.

6.3 At the conclusion of the test the invigilators shall prepare a joint report of all the circumstances, and forward such report to the Director of Student Experience and Enhancement (or their nominee).

6.4 The student shall be informed, before leaving the room, that they are not required to admit to a breach of the Regulations but they may submit a written statement, if they so wish, to be forwarded to the Director of Student Experience and Enhancement (or their nominee).

6.5 The module coordinator, if not present in the room where the student was taking the class test, shall be informed of the circumstances and, if required, shall prepare and submit a separate report to the Director of Student Experience and Enhancement (or their nominee).

6.6 The Director of Student Experience and Enhancement (or their nominee) may determine that the matter be referred for consideration by an Investigating Officer under the University's disciplinary procedures.

6.7 In the event that a module coordinator, when marking class tests, suspects a student of having breached these Regulations, they shall consult the Dean of their School/Head of Department. If the Dean of School/Head of Department considers that such a breach has occurred, they shall make a full report to the Director of Student Experience and Enhancement and shall warn the student that this report will be made. They shall also inform the student that they are not required to admit to a breach of the Regulations, but they may submit a written statement, if they so wish, to be forwarded to the Director of Student Experience and Enhancement.

6.8 Where an allegation of a breach of these Regulations is referred for consideration by an Investigating Officer under the University's disciplinary procedures the procedure to be followed shall be as set out in the Code of Practice on Assessment Appendix D, Regulations for the Conduct of Examinations.

6.9 In the event that a case is submitted for formal consideration under the University's disciplinary procedures, the Chair or the Secretary of the Board of Examiners shall be so informed.

## 7 Disruption

Should a class test be disrupted by fire alarm or similar emergency, or should the necessity of dealing with suspected breaches of the regulations or other student misbehaviour cause disruption to other students or impede the rigour of invigilation, the invigilator will decide if the class test has been compromised to the extent that it is no longer a fair assessment of students' learning. In such circumstances the class test will be abandoned and rescheduled.

### \* 8 Illegible Scripts

8.1 Students are warned that staff cannot award marks where students' handwriting is illegible.

### \* 9 Illness and Extenuating Circumstances

9.1 A student who is absent from a class test on account of illness or other extenuating circumstances or who considers that their examination performance may have been impaired by ill-health or other extenuating circumstances must complete a extenuating circumstances form and provide a valid medical certificate in the case of illness or independent documentary evidence in the case of other extenuating circumstances. The form and supporting evidence must be submitted to the Dean of School/Head of Department (or their representative) in which the student is registered as soon as possible (normally within five days) after the occurrence of the extenuating circumstance and no later than any deadline published by the School/Department. It is the student's responsibility to check with their Department/School office what the procedure and deadline for submitting extenuating circumstances forms are.

## 10 Illness, Disability and Special Arrangements

\* 10.1 Module coordinators shall be responsible for making appropriate alternative arrangements for students with disabilities taking class tests on their modules, in consultation with the School/Department Disability and Dyslexia Contact and individual students, whose alternative arrangements should normally be applied in full.

*10.1.1 Guidance: It is expected that where a student's Support Plan specifies additional time, for example, or a different format for the question paper (e.g. enlarged font, different coloured*

*paper), or a seat at the front of the room (e.g. in order to lip-read instructions from the invigilator) then these arrangements will be implemented for class tests. However, it may be disproportionate to apply some alternative arrangements to the letter for some class tests; for example, a student may decide that they would prefer not to take a short class test in a separate room with individual invigilation, or, given the nature of the test, may prefer not to use a PC, despite these provisions being made for them for formal University examinations. Any such variations should be agreed in writing (which can be by email from the students' University email account) with the student. Care must be taken to ensure no student is disadvantaged when making alternative arrangements for class tests, especially where such arrangements do not fully match a student's Support Plan.*

*10.1.2 Guidance: Student Life does not arrange rooms for alternative arrangements for class tests, nor do they provide invigilators; Schools/Departments must make these arrangements.*

10.2 Where a student is unable due to illness or temporary disability to sit a class test at the published venue, the School/Department will make arrangements, if feasible, for the class test to be held at an alternative venue.

*10.2.1 Guidance: In some circumstance, especially when a class test contributes a relatively small proportion of the overall module mark, it may not be proportionate to arrange a separate sitting of the class test. Other methods for assessing the student's achievement of the learning outcomes covered by the test may be appropriate.*

\* 10.3 A student seeking such special arrangements must report to the module coordinator as far as possible in advance of the test.

\* 10.4 In cases where students complain of feeling unwell and leave the test temporarily, they will be permitted to return to the room, provided that they have been accompanied during their absence by a person authorised to do so by the invigilator.

\* 10.5 In cases where a student complains of feeling unwell during a class test and leaves the room but is unable to return, it is unlikely that an alternative, supervised venue could be organised so the student would be unable to complete the test and should submit a claim for extenuating circumstances.

## 11 Late Arrival

\* 11.1 No additional time will be allowed to students who arrive late for a class test.

11.2 Invigilators/module leaders are advised to make a note of students arriving late for a class test. Should the candidate believe that they have good reason for being late and that their performance was affected by this reason they may submit a claim for extenuating circumstances in accordance with the Extenuating Circumstances Policy.

## \* 12 Open Book Class Tests and Advanced Publication of Papers

12.1 Schools/Departments and module leaders may decide that a class test can be run on an 'Open Book' basis, or to publish the question paper (or equivalent) in advance of the date of the class test. Schools/Departments shall agree their own processes for considering and approving such arrangements. It shall be the responsibility of the module coordinator on behalf of the Dean of School/Head of Department to ensure that all students are informed of the test arrangements and provided with all relevant information for the test in good time in advance of the test.

## \* 13 The Use of Electronic Calculators in Class Tests

13.1 Except when stated otherwise, students will not be permitted to use pre-programmable calculators. Students can use any model of non-pre-programmable calculator and there is no

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requirement for the calculator to carry the university crest. Calculator cases will not be allowed. It is recommended that this provision is applied to as many relevant class tests as possible, to avoid confusion for students should different rules apply to class tests and formal examinations on the same module.

13.2 In certain class tests, the use of a specialist calculator may be allowed. In such cases the rubric of the test paper will indicate the type of calculator allowed and the invigilators concerned will be responsible for ensuring that only that specified model is used by the students.

13.3 It shall be the responsibility of the module coordinator to inform students of the rules governing calculators for each class test.

13.4 In all cases the University and School/Department shall not be responsible for the provision of spare calculators in the event of breakdown or a student not bringing their own calculator, or providing spare batteries or other power sources for their operation.

13.5 Students must not share calculators in class tests.