

## Organisation and Conduct of Examinations

### 1. University Examinations

A complete list of University examinations are recorded in the First Schedule to these regulations.

The following regulations apply to examinations shown in Section B of the First Schedule.

The following regulations shall not apply to examinations shown in Section A of the First Schedule.

### 2. Responsibility for Organising Examinations

The examinations listed in the First Schedule to these regulations shall be organised centrally by Registry in so far as these examinations involve formal written examination, including computer-assisted assessment (CAA) tests. Other examinations are organised by those Faculties which require them. The Curriculum and Timetabling Team will provide dates for practical examinations held by the Centre for Language Study.

The examinations scheduling process will be determined by the following constraints and sequenced as follows:

- Candidates should have no more than 3 consecutive examinations followed by a break.
- Finalists' examinations are given second priority except where advised otherwise by the Faculty Academic Registrar or nominated deputy.
- Examinations which have to be scheduled concurrently are given third priority.
- Requests for specific dates/times are then scheduled; these will be met wherever possible.

Whenever it may be necessary for a candidate to take an examination paper in Southampton in other than a Registry-organised examination room, or at a different time from centrally organised examinations, the Associate Dean (Education) or their nominee must detail a member of the academic staff to deliver the question paper, collect the script and make such other arrangements including invigilation as may be necessary.

A candidate required to take referrals or to repeat as an external student, either during the supplementary examination period (August-September) or as an external student in the Semester 1 and Semester 2 examinations, may opt to sit those examinations off-campus subject to approval from their Associate Dean (Education) or their nominee and payment of an administration fee (see 'Fees, Charges and Expenses, All Students, paragraphs 9/10'). These examinations must take place at a British Council venue unless there are exceptional circumstances. The candidate will also be required to sign a University confidentiality agreement. Students in normal attendance at the University will not usually be allowed to take Semester 1 or Semester 2 examinations anywhere other than at the University of Southampton campuses.

### 3. Preparation and Printing of Examination Papers

Each Faculty is required to advise which exams are required for each exam period, via Banner, by a specified deadline advised each year by the Exams, Awards and Graduation Team Leader. Faculties must also provide the team with the name and telephone number of the Author of each paper. Examinations that are administered electronically using the University's central CAA service will be delivered according to the CAA Policy and Procedures documents published by iSolutions.

For Semester 1, Semester 2 and pre-sessional exams, Faculties must provide the following: For those exam papers that are printed and batched by the Exams, Awards and Graduation Team: camera-ready copies of exam paper, hand-outs and diagrams. These must be submitted by the deadline published annually by the Exams, Awards and Graduation Team Leader.

For those papers not ready by the aforementioned deadline, Faculties must print and batch exam papers and hand deliver to the Examinations Office 10 working days before the exam period starts.

Faculties will be responsible for any reprints that may be required clearly marking them with a version number and hand delivering them to the Exams, Awards and Graduation Team.

When multiple-choice question papers form part of an examination paper, they shall be set out on a separate sheet.

For supplementary exams Faculties must provide printed and batched exam papers as per instructions published by the Exams, Awards and Graduation Team Leader.

For all University examinations in Section B of the First Schedule except for papers that use objective items, a printed copy and an electronic copy (in Word or PDF format where available) of every printed examination paper shall be deposited by Faculties at the University Library. Spare copies will be returned to Faculties at the end of the examination period on request.

Papers that use objective items (eg: multiple-choice questions), including CAA tests, will not be made available as specified above unless this is specifically requested by the School. Faculties shall keep copies of the questions for record purposes; all other unused copies shall be destroyed.

Deans are responsible for ensuring that the law relating to copyright is complied with in the production of examination papers and associated material.

For the purpose of this regulation 'printing' includes reproduction by lithography or photocopier.

#### **4. Student Entry for Supplementary Examinations**

A candidate taking a supplementary examination is liable for a re-examination fee, and may be liable for an administration fee, as set out in the Fees Regulations.

#### **5. Academic Standing**

Whenever any candidate for an examination has not satisfied programme requirements or other requirements laid down in Ordinances and regulations (see Ordinance 7.3.6), the Associate Dean (Education), or their nominee, shall notify the Examinations Office that this candidate's script may not be marked.

#### **6. Responsibility of Members of Academic Staff during the Examination Period**

The nominee(s) of the Associate Dean (Education) must be available during the whole of the examination period in case of queries, and must inform the Examinations Office of all relevant telephone numbers for this purpose. The nominee(s) must remain available until each day's examinations have been concluded, including those held on Saturdays. The nominee(s) of the Associate Dean (Education) must obtain names and telephone numbers of all paper authors and ensure that authors can be easily and quickly contacted when their papers are being sat, including papers scheduled for Saturdays.

Where the nominee of the Associate Dean (Education) is, exceptionally, unavailable for all or part of an examination period, a deputy should be nominated to cover the period of absence.

Where a paper author is, exceptionally, uncontactable while their paper is being sat a suitably qualified member of academic staff should be identified to deputise for them.

#### **7. Conduct of Examinations Organised Centrally**

The Examinations, Awards and Graduation Team will appoint exam invigilators for each examination room and issue instructions to them.

The nominee(s) of the Associate Dean (Education) must refer any students with additional examination requirements to Enabling Services for screening and review. Enabling Services will provide up-to-date information via Banner of any specific arrangement to be made for the student. No special arrangements will be made unless the nominee of the Associate Dean (Education) and the Examinations, Awards and Graduation Team is so informed by the given deadline of end of University Teaching week 10 for arrangements for the Semester 1 examinations, and end of University teaching week 22 for Semester 2 examination arrangements. Teaching weeks are as laid down in the University Almanac.

Before they can access their examination timetable online, candidates are asked to certify that they have read the Instructions to Candidates which explain the conduct required of candidates in the examination room as well as detailing more general instructions for before, during and after an examination.

Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. Reference to current approved models are held on the exams website: <https://www.southampton.ac.uk/studentadmin/assessment/assessment-overview/exam-regulations.page>.

Candidates may use dictionaries only if the rubric allows. Such dictionaries must be Word to Word translation dictionaries only and contain no written or pictorial definitions. A candidate's tutor, at his/her discretion, may issue a letter permitting the use of a specified dictionary in special circumstances. The candidate is responsible for showing this letter to the invigilator(s) in each exam.

Normally no candidate will be permitted to enter the examination room more than half an hour after an examination has begun (fifteen minutes in the case of a CAA test) or to leave the room during the first half hour (fifteen minutes in the case of a CAA test), or the last fifteen minutes of the time allowed for the examination.

If it appears that a candidate, through circumstances beyond their control, deserves extra time in which to complete a paper, such extra time may be allowed only at the discretion of the Associate Dean (Education) or their nominee, or the Exams, Awards and Graduation Manager or Team Leader who will arrange for invigilation during the extra time.

Any candidate using or attempting to use unfair means to gain advantage in an examination, or any candidate suspected of cheating, will be required by the invigilator to hand in all their written work and to resume writing in a new examination answer book. A full report will be submitted to the Dean via the faculty Student and Academic Administration team. This course of action will also be taken if such an incident occurs during a CAA exam.

A candidate who the invigilator believes to be guilty of any other form of misbehaviour may be asked by the invigilator to leave the room at once. The scripts of any such candidate will be sent to the Dean via the faculty Student and Academic Administration team with a full report of the incident of suspected cheating or other form of misbehaviour, which will also be sent to the Academic Registrar.

## **8. Distribution of Scripts of Examinations Organised Centrally**

Scripts may be collected by the examiner or by a person authorised by the Faculty Academic Registrar, Associate Dean (Education) or his/her nominee(s), either from the examination room or the Exams Office. (In the event of industrial action, examination scripts cannot be collected from the examination room.) All scripts of a single examination paper must be collected by one person, including papers sat by students with additional examination requirements. The person collecting scripts shall count the number of scripts in the examination envelope and sign a receipt showing the number of scripts collected. During the main examination period scripts will be available during office hours (or later by prior arrangement). In the case of CAA tests that are administered centrally with iSolutions, candidates'

answers are sent to a central database electronically and the results are collected electronically by the Faculty.

## 9. Retention of Examination Scripts

This regulation shall apply to the examinations listed in the First Schedule other than sessional examinations:

- a. The Faculty must ensure that, subject to (b) below, all written work, including examination scripts, essays, laboratory books, etc., submitted for examination shall be kept for at least 28 days after the programme ends and the award to which it contributes is made. The results of centrally-run CAA tests should be retained by the Faculty in the same way.
- b. The Faculty may permit the return of any work other than examination scripts to candidates, provided that the nominee of the Associate Dean (Education) is satisfied that the material is required to assist in further studies or employment, and provided that the candidates concerned accept responsibility for ensuring that, in case of need, it remains available to the University as required above.

## 10. Examination Records

Detailed records of candidates' performance in examinations shall be kept by Faculties for a minimum of ten years. Faculties shall report to the Senate the names of all candidates who successfully complete an examination leading directly to a University qualification, and of those candidates recommended to be awarded a qualification without having completed the examination. Faculties must report to Senate any recommendation for termination of course following failure of an examination. In order to facilitate successful certification of awards, Faculties shall update the Banner record to reflect the results of final examinations as soon as these are known.

## 11. Publication of Examination Results

Module marks release for Semester 1, Semester 2 and after the supplementary exam period are normally released via Banner Self Service and emails to individual students. Faculties are required to provide details of excluded programmes by a deadline determined by the Exams, Awards and Graduation Manager. For all other marks release, Faculties are responsible for informing candidates of examination results, subject to confirmation by Senate in the case of results leading directly to a University qualification. Faculties shall report the results of the September supplementary examinations to the Academic Registrar not later than the Monday of the penultimate week of the vacation.

## First Schedule

### 12. Section A

All examinations for the degrees of Doctor of Philosophy, Master of Surgery and Master of Philosophy.

### 13. Section B.

The following examinations for other Degrees, Diplomas and Certificates:

All examinations for module courses in the Faculty

The examinations for the University Certificate

All examinations for Foundation Years

The examinations for the degrees of:

Bachelor of Arts

Bachelor of Engineering

Bachelor of Laws  
Bachelor of Medicine, Bachelor of Surgery  
Bachelor of Midwifery  
Bachelor of Natural Sciences  
Bachelor of Nursing  
Bachelor of Nursing (Dual Field)  
Bachelor of Science  
Bachelor of Science in the Social Sciences  
Bachelor of Specialist Nursing Practice  
Master of Arts  
Master of Arts (Education)  
Master of Biochemistry  
Master of Biomedical Sciences  
Master of Business Administration  
Master of Chemistry  
Master of Computing  
Master of Ecology  
Master of Economics  
Master of Engineering  
Master of Environmental Science  
Master of Languages  
Master of Laws  
Master of Mathematics  
Master of Medical Sciences  
Master of Music  
Master of Neuroscience  
Master of Natural Sciences  
Master of Nursing  
Master of Physics  
Master of Public Administration  
Master of Science  
Master of Science (Education)  
Master of Science (Social Sciences)  
Master of Research

The examinations for the Certificate of Higher Education and Diploma of Higher Education of the University of Southampton

All examinations for the degrees of Integrated Master of Science degrees

The examinations for the Postgraduate Diploma of the University of Southampton and related Postgraduate Certificates

The examination for taught modules that form part of a postgraduate research degree

The examination for the Postgraduate Certificate in Education

*Reviewed/updated in July 2015*

*Reviewed in June 2016; no changes made*

*Reviewed in May 2017 and approved by Senate on 21 June 2017*

*Reviewed in May 2019 and approved by Senate on 19 June 2019*