Academic Principles and Regulations

Section C7:
Administration and Conduct of Examinations

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LEEDS BECKETT UNIVERSITY

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SECTION C7: ADMINISTRATION AND CONDUCT OF EXAMINATIONS

REGULATIONS

C7.1 Application

C7.1.1 An Award of the University
The following Regulations apply to all written examinations which are part of the assessment contributing to an award of the University.

C7.1.2 External or Professional Bodies
Relevant sections of the Regulations apply to examinations set by any external or professional body, together with any additional requirements as may be specified by that body.

C7.1.3 Invigilation
The Guidance issued by the Secretary and Registrar's Office for the conduct of invigilation provides for:

- the timing of the appointment of invigilators
- the designation and duties of invigilators
- all aspects of the conduct of invigilation.

C7.2 Definition
For the purposes of these Regulations, an examination is defined as follows.

C7.2.1 A Formal Invigilated Examination
- a formal, timed written question paper
- normally answered in writing
- answered individually by each candidate
- on a specific day
- at a specified time and place.

C7.2.2 A Formal Invigilated Practical Assessment
- a timed practical assessment
- undertaken individually by each candidate, or in a group of candidates
- on a specific day
- at a specified time and place.

C7.3 Student Information: General

C7.3.1 Student Information: General
The Scheme/Course Leader (or equivalent) is responsible for informing students in writing of the nature and form of the examination(s).

This will normally be done through the Scheme or Course handbook or individual module specification given to students.

C7.4 Security and Confidentiality

C7.4.1 Security and Confidentiality
At each stage of:

- the setting, approving and/or moderation of examination papers
- the preparation and reproduction of examination papers
- the marking, moderating, re-marking or assessing of examination scripts
- the person(s) involved are responsible for security and confidentiality.

This applies to University full- and part-time staff, and to external examiners.

C7.5 Preparation and Approval of University Examination Papers

C7.5.1 Dean (or Associate Dean)

The Dean (or Associate Dean) is responsible for:

- secure arrangements for the drafting and typing of examination papers
- internal scrutiny of draft papers
- consultation with appropriate external examiners
- the subsequent amendment and reproduction of finalised examination papers.

C7.5.2 Format of Examination Papers

All examination papers must follow the University format and rubric.

C7.5.3 Internal Moderation

(A) Internal Team
Draft examination papers must be moderated by an internal group.

(B) Nature of Moderation
Internal moderation will be as appropriate for the examination in question.

(C) Security
Copies of draft examination papers must not be retained by members of the moderation group.

C7.5.4 External Examiner(s) Approval

(A) Submission to the External Examiner(s)
Where the examination paper(s) contribute to the assessment of the final award, above the level of Certificate of Higher Education, the draft papers must be submitted to the external examiner(s) for approval.

(B) Timing
Draft papers must be sent to the external examiner(s) to allow reasonable time for the detailed consideration of the drafts and discussion with internal staff if appropriate.

C7.6 Written Examination Papers from External Bodies

C7.6.1 Despatch to the University

Written examination papers originating from external or professional bodies and relating to examinations of these bodies are sent directly to the relevant Faculty.

C7.6.2 Security

The Faculty is responsible for the secure storage of these papers and for secure copying if this is necessary.

C7.7 Examination Timetables

C7.7.1 Responsibility for Timetables

Each Faculty is responsible for the preparation of a provisional timetable for all formal examinations.

C7.7.2 Religious Festivals

The provisional timetable should take account of religious festivals and practices and reasonable adjustments will be made where possible.

C7.7.3 Shared Modules

Normally where a module is shared by Schemes and/or Courses, any identical examination must be taken simultaneously.

C7.7.4 Accommodation

Allocation of suitable accommodation is the responsibility of each Faculty, assisted by the Head of Student Information, Awards and Examinations.

C7.7.5 Information to Students: Examinations

(A) Final Timetable
Students should be given:
- at least 6 weeks prior notice of the final examination timetable
- notification of the period of time in which they should raise any difficulties with this timetable [see Section C7. 7.6].

(B) Form of Notification
- Students should be informed in writing of the final examination timetable
- This may be by notices prominently displayed and/or via the student web portal

(C) Designated Person
The name of the person a student should inform in case of difficulty should be included in the information.

(D) Dictionaries
Students should be made aware of the provisions in respect of foreign language dictionaries and reminded that it is their responsibility to request a dictionary in accordance with the specified timescales.

C7.7.6 Difficulties with the Timetable
"Difficulties" includes matters such as a timetable clash for examinations or requirements of religious festivals and practices.

The scheduling of examinations within the University's prescribed scheduling parameters *will not normally* be valid grounds for a review of the timetable. [See Sections C8. 5.3 and C8. 5.4].

C7.8 Invigilation

C7.8.1 Conduct of Invigilation
The Guidance issued by the Secretary and Registrar's Office for the conduct of invigilation of examinations specifies:
- the timing of the appointment of invigilators
- the designation and duties of invigilators
- all aspects of the conduct of invigilation.

C7.8.2 Appointment of Invigilators
Each Faculty is responsible for the appointment of invigilators for all examinations. Invigilation teams must be appointed within the timescales prescribed in the Guidance issued by the Secretary and Registrar's Office for the conduct of invigilation of examinations.

C7.9 Examination Organisation

C7.9.1 Responsibility
Faculty staff, together with the Head of Student Information, Awards and Examinations are responsible for the individual arrangements relating to each examination on the day of the examination.

C7.10 Marking, Moderation and External Scrutiny

C7.10.1 Security during Marking and Moderation
During the marking and internal moderation process, internal examiners are responsible for the strict security of examination scripts/submissions, whether on University premises or elsewhere.

C7.10.2 Despatch of Scripts/Submissions to External Examiner(s)

(A) Scripts/Submissions to External Examiner(s)
Where required, after the internal marking and moderation process, the scripts/submissions, or an agreed sample, should be sent to the external examiner(s).

(B) Timescale
External examiner(s) must be given reasonable time to consider the scripts/submissions prior to the meeting of the relevant Board of Examiners or Examination Committee.

C7.11 Retention

C7.11.1 Period of Retention
Examination scripts, including examination submissions in other media, shall be retained by the Faculty for one year after the date of the meeting of the Board of Examiners or Examination Committee at which the student outcomes were considered.

C7.11.2 Secure Storage
The Faculty must establish secure arrangements for the storage of these.