

# Academic Regulations

Section Three: Assessments & Examinations 2022/23

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Details of revision: 5.2.2. Requirements for Extension to Assessed Coursework Deadline amended to state: Requests for one-week extensions require evidence to be submitted in support of your request. Module leaders must approve these requests

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## **Section Three: Assessments**

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### **1. Assessment Schedule**

- 1.1. Programme leaders shall make available to students an assessment timetable for each semester at the beginning of each academic year. The assessment timetable will identify the deadlines for submission of coursework for each module, deadlines for projects, dissertations or other forms of assessment and will indicate the period of weeks when examinations are expected to be scheduled.
- 1.2. The University aims to provide detailed examination timetables not less than four calendar weeks before the commencement of the relevant examination period.
- 1.3. Students should be given at least three weeks' notice of the date of an in class test. Class tests shall be scheduled during the normal teaching period for the module. Academic departments should not timetable in class tests during the University's formal examination sessions.
- 1.4. Minor departures from this schedule will not invalidate the assessment. It is the responsibility of all students to be aware of the timetable, including that for resit examinations.
- 1.5. Wherever possible, and within the time limits specified for the relevant award, the University will provide reassessment opportunities in programmes or modules that are no longer current but cannot guarantee this as a right.

### **2. Language of Assessment**

- 2.1. Any student who is following a programme of the University of Wales, University of Chester and/or the University may choose, regardless of whether the main language of assessment is Welsh or English, to submit examination scripts or assessed work in either Welsh or English. A student who wishes to be assessed in a language (i.e. either Welsh or English) which is not the main language of tuition/assessment for the programme is required to submit the appropriate form to Student Administration within two weeks of their commencement of study.
- 2.2. The programme leader will liaise with Student Administration regarding:
  - 2.2.1. The provision of question papers (or online exams) through the medium of Welsh or English;
  - 2.2.2. The necessary arrangements, which must be agreed by the External Examiner, for the translation and/or marking of scripts;
  - 2.2.3. The engagement of a suitable person or persons to act as advisory examiners or translators. The proposed advisory examiner or translator will be subject to approval by Academic Student Administration.
- 2.3. Following the discussion in para 2.2, the student will be contacted to advise them of the proposals in respect of the assessment of work. The student will be permitted to comment on and agree the proposed process and if not in agreement to propose an alternative course of action.

2.4. If the process agreed between the student and the University involves the translation of the submitted work into English, the student will be permitted to view and comment upon the accuracy of the translated document.

**3. Students at Partner Institutions studying in languages other than English or Welsh**

Students studying at partner institution where bi-lingual delivery has been approved will confirm the language of study at the point of application.

**4. Requirements relating to attendance of students for Examinations and In Class Tests and meeting assessment deadlines**

4.1. All students shall present themselves or shall present the required piece of work at the time appointed in relation to any formal assessment that forms a part of a module, unless the examination is taking place online.

4.2. Students must inform Student Administration exams staff in writing if they are unable, on religious grounds, to take examinations or in class tests on certain days by 31 October for semester one assessments, 15 January for semester two assessments and by 15 April for all other assessments.

**5. Absence from Examinations and/or In Class Tests and Failure to meet Coursework Assessment Deadlines**

**5.1. Absence from an Examination or In Class Test**

A student who has been absent from any or part of an examination or in class test for reasons other than those deemed by the Extenuating Circumstances Panel as constituting extenuating circumstances, shall be deemed by the Assessment Board to have failed the assessment in question and a mark of zero shall be recorded for the part of the assessment concerned. This zero mark shall be treated as any other mark by the Assessment Board when it is determining a student's progression or final award in accordance with the relevant Academic Regulations and any approved derogations pertaining to a programme.

**5.2. Failure to Meet Coursework Deadlines**

**5.2.1. Requirements for Late Submission of Coursework**

Where a student fails to submit coursework for summative assessment (including all components and elements) by an appointed time and by the appointed method for reasons other than those deemed by the Extenuating Circumstances Panel as constituting extenuating circumstances, the following penalties shall be applied:

- Up to five working days late, the work will be marked but the maximum mark awarded will be 40% or an equivalent pass grade
- In excess of five working days late, the work will be awarded zero and the student will be deemed to have failed that assessment.

All cases where the late submission penalty has been applied should be recorded in the Module Assessment Board minutes.

### **5.2.2. Requirements for Extension to Assessed Coursework Deadline**

Students are entitled to submit a request for a one-week extension to submission of assessed coursework. The request must be made ahead of the original submission date on the 'Short Extension to Submission Form'. Requests for one-week extensions require evidence to be submitted in support of your request. Module leaders will consider only requests of one week, if they are submitted ahead of the relevant deadline, on the correct form and with evidence. For requests submitted after the original deadline, approval is then considered at the module leader's discretion.

Requests for longer than one week will be considered by the module leader, taking into account available information on the student's situation, and the point in the academic year at which the request is being made.

If you are advised that it is too late in the module for an extension to be granted, because marks are required for submission to an Assessment Board, then you could consider making a case for Extenuating Circumstances (see 6. Below)

Please note students studying at partner institutions should consult staff within the institution regarding short term extensions.

## **6. Consideration of extenuating circumstances affecting a student's coursework, class test or examination**

- 6.1.** Where a student is experiencing exceptional personal circumstances, they are eligible to submit an extenuating circumstances claim in accordance with the University's Extenuating Circumstances Policy and Procedure.
- 6.2.** If a student attends for assessment conducted under the regulations for examinations or in class tests, they are declaring that they are fit to sit that assessment and a subsequent claim that performance in that assessment was affected by extenuating circumstances or illness will only be accepted in exceptional circumstances. However, this stipulation will not apply where a student is taken ill during the examination/in class test, and as a result does not complete the assessment. In this situation, the invigilator should note the incident on the invigilator's report and advise the student to obtain a medical note as soon as is possible and submit this with a formal Extenuating Circumstances claim within ten working days of the date of the examination/in class test.
- 6.3.** Any extenuating circumstances claims which are received from students who have attended and completed an examination will only be accepted in exceptional circumstances and only if evidence can be provided that they were not in a fit state of mind to determine their capability to undertake the examination/in class test.

## Conduct of Examinations & In Class Tests

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### 7. Examination arrangements

- 7.1. Deans of Faculties with Associate Deans are responsible for ensuring the security of all examination papers held in their subject area before submission of the examination to Student Administration and for students' scripts.
- 7.2. Examinations in one room will, whenever possible, be of the same duration and have the same starting time.
- 7.3. For each examination a list of students and where applicable, seating arrangements will be given to the chief invigilator.
- 7.4. Deans of Faculties with Associate Deans will nominate for invigilation duties members of their academic staff or appropriate substitutes.
- 7.5. Programme leaders will nominate for each paper a member of staff who will be present in the examination room for the first ten minutes of the examination, who is able to deal with queries and correct errors. Where examinations are held at partner institutions, queries should be addressed to Student Administration who shall contact the appropriate academic member of staff. For the remainder of the examination the member of staff nominated must be able to be contacted in the event of exceptional queries.
- 7.6. The minimum number of invigilators that should normally be present in any examination room is two where there is more than one student present. Normally more than two invigilators are required where more than fifty students are in the examination room.
- 7.7. A chief invigilator will be nominated for each examination room. They will be responsible for ensuring that the examination is conducted in a proper manner and in accordance with these regulations and guidance provided by Student Administration.
- 7.8. Invigilators shall give the examination their undivided attention and professional commitment.

### 8. **Except in an emergency, no persons other than students, invigilators, staff nominated by programme leaders, staff members from Student and Campus Life and Student Administration staff may be present in the examination room between the starting and finishing times**

- 8.1. Seen examination papers are subject to the same approval process as all other forms of assessment.
- 8.2. A copy of the examination paper and accompanying resit paper should be submitted to Student Administration by the deadline stipulated for all examination papers.
- 8.3. Seen examination papers should be distributed to students by the module tutor no more than ten working days prior to the timetabled formal examination. Details of the examination paper and the date of issue should be forwarded to Student Administration.

8.4. Once a seen paper has been distributed, there should be no consultation between academic staff and students regarding the contents of the paper, except in the case of a possible inaccuracy.

8.5. Students, unless explicitly permitted to do so, are not allowed to bring into the examination room any notes or an annotated copy of the examination paper.

8.6. Students will be provided with a clean copy of the examination paper for the examination.

## 9. **Written Examinations Taken Overseas and Elsewhere in the UK**

9.1. In exceptional circumstances and with the approval of the Academic Registrar or nominee examinations may be taken in an approved centre other than University premises.

9.2. An approved centre shall normally be another University or British Council Office.

9.3. If examinations are taken overseas or elsewhere in the UK, suitable arrangements shall be made by Student Administration for the invigilation of the examination and the secure transmission of papers and scripts. In the case of overseas examinations, issues of security consequent upon different time zones shall be taken into account.

9.4. Invigilation shall normally be organised through British Council offices, or a partner institution, preferably one well known to the University.

9.5. The student and/or programme leader concerned shall seek approval from the Academic Registrar or nominee no later than one month prior to the start of the relevant examination session of plans to conduct a written examination overseas or elsewhere in the UK by completing the appropriate form(s). The proposed arrangements must include details of invigilation and security arrangements. If the designated officer is content with the arrangement outlined, the location shall be formally designated an examination venue and the same procedures as outlined below will apply to this venue.

9.6. Students are responsible for the payment of any additional costs incurred in these arrangements.

9.7. An administrative charge may be made by the University to cover the cost of additional administration required to make appropriate arrangements for examinations to be held elsewhere.

## 10. **Procedure in examinations**

10.1. Invigilators shall be in the examination room twenty minutes before the beginning of the examination. (Invigilators may be required earlier for large examinations in the Sports Centre or other venues)

10.2. The chief invigilator will check that all question papers and all other examination materials have been supplied, and if not will take steps to redeem the situation.

10.3. The invigilators will set out the examination stationery and question papers.

10.4. Students will be admitted to the examination room up to ten minutes before the beginning of the examination.

- 10.5.** Invigilators must ensure that all bags and materials not specified for the examination are left in a designated area.
- 10.6.** Examination rubrics should state if calculators may be used.
- 10.7.** In the case of practical examinations and open book examinations, students may use in the examination room books, printed documents, data, formula books or other items specified by the programme team. Students shall be informed in advance which of these items are approved and which, if any will be provided by the University.
- 10.8.** The printed material and instruments which students are allowed to bring into the examination room shall bear no marks or notes of any kind other than the name of the owner and anything which is regarded as normal in the nature or construction of the equipment.
- 10.9.** Details on the front of the answer books and any additional sheets (i.e. graph paper, multiple choice answer sheets) should be completed by the students.
- 10.10.** The chief invigilator, having ensured that all question papers and materials are distributed, will instruct students to start. Extra reading time is not allowed.
- 10.11.** Questions may not be read until the chief invigilator instructs students to start.
- 10.12.** A student who wishes to ask a question or needs extra paper must not leave their seat. They should attract the attention of an invigilator by raising their hand.
- 10.13.** The use of scrap paper is not permitted and all rough work must be done in the answer book provided.
- 10.14.** The chief invigilator must ensure that each examination is of the correct duration. When starting the examination they will announce the finishing time.
- 10.15.** Early during the examination the invigilator will verify the student's identity and confirm attendance by the scanning of student identity cards and annotate the attendance list of students provided.
- 10.16.** The chief invigilator should notify Student Administration of the names of any students absent from the examination by returning the attendance form duly annotated.
- 10.17.** Where there are additional students, the students will normally be permitted to sit the examination and an invigilator will make a note of the additional names on the relevant register.
- 10.18.** All invigilators are responsible for ensuring that the security of the examination is maintained. Students must not unduly distract other students in any way. Invigilators must take steps to curtail any activity which is likely to affect adversely the concentration of examination students.
- 10.19.** Students will not be allowed to enter the examination room more than thirty minutes after the start time fixed, or to leave until forty-five minutes after the commencement of the examination in each subject. Students will not be allowed to leave the examination room during the last fifteen minutes.



- 10.20.** Late students will not be permitted extra time to finish the paper.
- 10.21.** Where a student wishes to leave early they must attract the invigilator's attention by raising their hand. The invigilator will then collect the script and note the time of departure on the front of the script and initial it.
- 10.22.** A student who has left the examination early may not be readmitted to the examination but students may leave the examination room temporarily for sickness or other valid reasons provided that they are accompanied by an invigilator or member of University staff.
- 10.23.** The chief invigilator will close the examination and instruct the students to remain seated.
- 10.24.** The invigilators will collect the completed scripts, and when the chief invigilator is satisfied that the number of scripts collected corresponds with the number of students who attended they will dismiss the students.
- 10.25.** The chief invigilator is responsible for handing over the scripts and attendance lists to the Student Administration exams staff at the end of the examination.

## **11. Role of Invigilators**

- 11.1.** Normally, a minimum of two invigilators are required in an examination room where there is more than one student present.
- 11.2.** One additional invigilator will be required for every additional 50 students.
- 11.3.** A chief invigilator will be identified for each examination room.
- 11.4.** Normally the invigilators will include a representative from each Faculty which is responsible for setting a paper being examined in the room and at least one invigilator should be independent of the programme being examined. The authors of the examination papers are normally required, if not invigilating, to be present in the examination room ten minutes before the start of the examination and during the first ten minutes of the examination. If authors are unavailable on the day of the examination, their contact details should be forwarded in advance to Student Administration in the event any queries should arise on the day. Similarly contact details for key personnel at partner organisations should be forwarded to Student Administration.
- 11.5.** Each invigilator will receive an invigilation schedule from Student Administration which includes the names of all other invigilators appointed for the examinations. Changes to the published schedule should be notified to Student Administration exams staff.

### **11.6. Duties of the Chief Invigilator**

Chief invigilators are responsible for the conduct of all examinations in the room to which they are appointed.

Their specific duties are:

- 11.6.1.** to collect the following from Student Administration no later than 30 minutes before the start of the examination (more time should be allowed where the examination venue is off campus or where a large venue is involved):
- the sealed packets of examination papers

- examination stationery
  - any special stationery as specified by the author of the relevant paper
  - student attendance lists
  - Examination Room pack and clock (where necessary)
  - Chief Invigilator Report Form.
- 11.6.2. to arrive at the examination room at least 20 minutes before the examination is due to begin (40 minutes for large examinations in the Sports Centre) and to implement the following procedure:
- i. prepare the examination papers for issue by opening the appropriate envelopes and placing the appropriate attendance list with the paper
  - ii. place examination papers, face up, blank answer books and any special stationery on each desk before the students enter the room
  - iii. admit the students to the room 10 minutes before the examination is due to begin and ensure there is no talking amongst students from the time they enter the room.
- 11.6.3. to give students the following instructions as soon as they have been seated:
- i. that they are permitted only to have on or by their desks, writing implements, rulers, and other items where specified e.g. calculator. Mobile phones cannot be used in place of calculators. Electronic and smart devices, and their accessories are not permitted under any circumstance. Any item suspected to be a smart device is subject to inspection and confiscation by the invigilator. This includes but is not limited to pens, glasses, wristbands and wearable items
  - ii. students are permitted to wear an analogue or simple digital watch. The watch must not have any smart capabilities such as a calculator, wireless connectivity or memory bank
  - iii. Programmable calculators should only be allowed where it is a specific requirement of the examination (see section 14.10).
  - iv. students whose first language is not English or Welsh are permitted to bring their own basic dictionary to the examination unless stated on the rubric of the examination paper. Invigilators should ensure all dictionaries are checked prior to the commencement of the examination to ensure there is no writing in them
  - v. that all bags and materials not specified for use in the examination are left in an area designated by the Chief Invigilator (students must remove pens etc. from their bags before approaching their seats);
  - vi. that notes, scrap paper etc. must be handed to the invigilator or left in the student's bag;

- vii. that all work must be written in the answer books provided; the use of scrap paper is not permitted
  - viii. that students are not permitted to leave the room during the first 45 minutes or the last fifteen minutes of the examination
  - ix. that students must remain seated and raise their hand if they require additional paper or wish to leave the room
  - x. make clear to students any special instructions on the use of answer books and any special requirements for the examination such as reading time
  - xi. request students complete the front of their answer book and any additional sheets.
- 11.6.4. to instruct students that question papers may not be turned over until the chief invigilator instructs students to do so.
- 11.6.5. to announce to the students the University's Fit to Sit Policy.
- 11.6.6. to give the instruction to begin the examination at the appointed time and ask students to check they have the correct examination paper.
- 11.6.7. to ensure that the examination is conducted in accordance with the examination rules and is properly invigilated.
- 11.6.8. to deal with students' enquiries in an appropriate manner.
- 11.6.9. to complete attendance checks and mark the attendance lists indicating those students who are absent.
- 11.6.10. to complete the Chief Invigilator's Report Form.
- 11.6.11. to advise students when there is fifteen minutes until the end of the examination.
- 11.6.12. to conclude the examination at the appointed time and give the following instructions to students:
- i. that they must stop writing on the examination scripts;
  - ii. that they must remain seated and silent until all scripts and additional stationery have been collected;
  - iii. that all work submitted must be marked clearly with the appropriate student's name and student number;
  - iv. that loose sheets must be attached to the main answer book with a treasury tag.
- 11.6.13. to ensure that no item of examination stationery, including examination papers, is removed from the examination room.
- 11.6.14. to ensure that all scripts and unused stationery are collected and the scripts accounted for before the instruction is given to leave.

- 11.6.15. to instruct students to leave the examination room as quickly and quietly as possible.
- 11.6.16. to place examination scripts in the envelope provided with completed attendance list, Chief Invigilator's Report Form and any additional student forms and return to Student Administration exam staff. To remove the onus from the chief invigilator, scripts cannot be released to academic staff for marking before they have been logged by the Student Administration exam staff
- 11.6.17. to return all unused stationery to Student Administration.

### **11.7. Duties of Other Invigilators**

Invigilators are required to be present in the examination room to which they have been appointed no later than 20 minutes before the start of the examination. They are under the Chief Invigilator's direction and are required to assist them with the preparations for, and conduct of examinations.

During the examination, invigilators shall have the power to exclude persons other than University officers from the examination room.

### **11.8. Collection of Papers**

Papers are collected from Student Administration by the Chief Invigilator at least 30 minutes before the examination is due to begin.

### **11.9. Preparation of the Examination Room**

- 11.9.1. The room will be arranged with the appropriate number of desks and chairs, invigilators' tables and a clock. The desks are numbered and the Chief Invigilator will have a copy of the list of students showing the number of the desk which each student is to occupy. A copy of the examination timetable, invigilation schedule, invigilation procedure and seat numbers will be supplied in each examination room.
- 11.9.2. **Stationery:** Unused stationery should be collected from students' desks with the scripts and returned to Student Administration.
- 11.9.3. **Examination Papers:** The package containing the examination papers will specify, where appropriate, seat numbers, any special stationery required or any special announcements.

### **11.10. Students undertaking Examinations**

- 11.10.1. Each student should sit in the seat allocated where there is more than one examination being held at the same time in the room. Invigilators should check that students are in the correct room for the examination. Where students who appear for an examination for which they are not listed, invigilators should first check whether the student has any individual needs and whether they should

be in a different venue. If the student has no individual requirements, they

should be allowed to occupy a desk and their details noted on the attendance register.

- 11.10.2. Examination students with individual needs will be timetabled to be in a location suitable for and in accordance with their requirements.

### **11.11. Responsibilities of Authors of Examination Papers**

The author of each examination paper normally must be present in the main examination room 10 minutes before the start of the examination and during the first ten minutes of the examination to notify students of any errors of which they are aware and answer students' queries. If unavailable on the day of the examination contact details should be forwarded, in advance, to Student Administration. Any announcements which may be deemed necessary can be made after consultation with, and at the discretion of the chief invigilator.

### **11.12. Late Arrival of Students**

A student will not be allowed to enter the examination room 30 minutes or later, after the start of the examination. Normally late students are not permitted extra time to complete the paper at the end of the examination.

### **11.13. Illness**

- 11.13.1. The chief invigilator must read the University's Fit to Sit notice prior to the start of the examination.

- 11.13.2. If a student wishes to withdraw from the examination because of illness they should advise an invigilator. The student should be advised to seek immediate medical attention and that they are required to submit a medical note to their programme leader at the earliest opportunity. A medical note is the only evidence which will be considered by the Extenuating Circumstances Panel.

The Chief Invigilator should report these circumstances on the Chief Invigilator's Report Form. Should a student leave within the first 30 minutes, they will need to be supervised to cover the period in which a late student may be admitted.

### **11.14. Academic Misconduct**

- 11.14.1. The use of unfair means in any examination will lead to disciplinary action under the relevant Procedure.

- 11.14.2. When it is suspected that unfair means have been used, the invigilator to whose attention this has been drawn shall inform the student, preferably, in the presence of a witness, that the circumstances will be reported. The invigilator must mark the script with the time of the incident, and report the incident directly to the chief invigilator. Where appropriate, the invigilator shall confiscate and retain evidence relating to the alleged academic misconduct, so that it is available for any subsequent investigation. It is the responsibility of the chief invigilator to make a full report of the incident to the Superintendent of

Examinations which shall include any evidence such as written material removed during the examination.

- 11.14.3. Students should be permitted to continue with that examination and any subsequent examinations without prejudice to any decision being taken. However, in extreme cases and with the permission of the Superintendent of Examinations, the student can be required to leave the room.

#### **11.15. Untoward Circumstances**

- 11.15.1. The chief invigilator will announce any errors noted in the examination paper to students. If there is a material defect in the examination paper which cannot be remedied by recourse to the person nominated by the Programme Leader, then the chief invigilator must inform the Superintendent of Examinations who will provide guidance in this instance. The Dean of the Faculty and the Associate Dean: Academic Affairs must be informed of the errors and they must report them to the Assessment Board.
- 11.15.2. If the invigilator believes that a student is causing a disturbance to other students in the room, they have the authority to require the student to leave the examination room. Normally, one warning should be issued and a record of the warning made, if this is not heeded, then the student should be instructed to leave.
- 11.15.3. A student who refuses to obey the instructions of an invigilator shall be deemed guilty of a breach of discipline. The matter shall be reported to the Head of Student Administration or their nominated deputy before the paper is marked and the student takes any further examinations. The Head of Student Administration/nominated deputy will determine the course of action.
- 11.15.4. Where it becomes known that an examination paper has been compromised, prior to the examination taking place, then a replacement paper will need to be supplied by the programme team as a matter of urgency to prevent students from being disadvantaged.
- 11.15.5. Where it becomes known that an examination paper has been compromised, after the examination has taken place then the examination will be nullified and students will be expected to sit a new, unseen paper at the earliest opportunity.
- 11.15.6. Force majeure – the University will not be liable when an examination has to be cancelled due to unforeseen circumstances. Information regarding the cancellation and rescheduling of examinations will be communicated to students on the University website.

#### **11.16. Fire Alarm**

- i. If the fire alarm is sounded during the period of an examination, the chief invigilator will instruct students to leave as quickly as possible.

- ii. The invigilators should take students to the designated assembly area and remain with them until instructed by the appropriate authorities that it is safe to return to the examination room.
- iii. students must obey the instructions of the invigilators and be advised that they are still bound by examination regulations.
- iv. The examination will not be resumed unless all students have been kept under examination conditions by the invigilators during the event.
- v. If an examination is resumed students should be instructed to draw a line under the work which had been completed at the time of the disruption and to endorse their scripts with the words examination interrupted. Compensatory time will be allowed to students equal to the length of time of the disruption.
- vi. If for any reason an examination cannot be resumed a decision will be taken by the Superintendent of Examinations as to whether the examination thus suspended will require to be repeated, and at what point in time.

## **12. Missing Examination Scripts**

- 12.1. A missing script is a script that has been lost (for a variety of reasons). A script is classed as missing only where all attempts to locate it have failed. This also applies to a script which has been destroyed or damaged (i.e. postal damage) making it no longer legible.
- 12.2. In the event that a thorough investigation and search does not locate the script, or a script has been destroyed or damaged making it illegible, the decision with regard to the result awarded to the student will rest with the Head of Student Administration or their nominee.
- 12.3. There are two decisions which the Head of Student Administration or their nominee can reach as follows:
  - Where a member of staff has lost the script, the student will be awarded a mark for the exam based on their overall performance during the academic year in question and which is consistent with their achievements in the module in question;
  - If it cannot be established where the responsibility for a missing examination script lies, the student should be given the opportunity to resit the module (no fee applied and as if the examination was the original attempt i.e. If it was a first attempt, uncapped). The student should receive assurance that this circumstance will not affect progression.

## **13. Illegible Examination Scripts**

- 13.1. Students are expected to write all answers legibly. If a student's work is deemed illegible by the examiners they may be invited to transcribe or dictate an illegible script. Any transcription or dictation must be verbatim, and the student should be asked to sign the

transcript to confirm that it is a true copy of the original script. The transcription or dictation will be treated as part of the formal examination process. The student would normally be expected to pay for any transcription expenses incurred.

## **14. Arrangements for In Class Tests**

### **14.1. Security of Papers**

Deans of Faculties with Associate Deans are responsible for ensuring the security of all in class test papers before the test and for students' scripts following the test.

### **14.2. Invigilation**

Deans of Faculties with Associate Deans must arrange for appropriate invigilators for the in class test. The minimum number of invigilators that should be present in any examination room is two, where there is more than one student present. An additional invigilator is required for every further 50 students.

The responsibilities of invigilators are as those outlined in paragraphs 11.6 and 11.7 above.

### **14.3. Attendance Registers**

The names and student numbers of all the students sitting the in class test shall be recorded. The attendance register should be retained for the current year plus one year.

### **14.4. Students with Individual Requirements**

Faculties shall ensure that they provide the necessary adjustments for students with individual requirements. Faculties should liaise with Student and Campus Life to ensure that they have the relevant information.

### **14.5. Accommodation Requirements**

The programme team are responsible for finding a suitable venue for the in class test. The seating arrangements must be such as to prevent students from deliberately or unintentionally overlooking the work of others. Students must be seated at least 1.2 metres apart.

### **14.6. Late Arrival of Students**

A student will not be allowed to enter the room 30 minutes or later after the start of the in class test. Normally late students are not permitted extra time to complete the paper at the end of the test.

### **14.7. Leaving the In Class Test Early**

14.7.1. Students are normally not permitted to leave the in class test during the last fifteen minutes.

14.7.2. Students who leave the test early may not be readmitted.



14.7.3. Any student obliged to leave the room for personal reasons must be accompanied by an Invigilator or other authorised person and may be readmitted.

#### **14.8. Dictionaries**

14.8.1. Students whose first language is not English or Welsh are permitted to bring their own basic dictionary to the examination unless otherwise stated in the rubric of the test paper; the University does not provide dictionaries for students.

14.8.2. Invigilators must check all dictionaries to ensure that they are clean and there is no writing on them. Any dictionaries found to contain annotation will be confiscated and may be used as evidence if a charge of academic misconduct is pursued.

#### **14.9. Class Test Stationery**

The Faculty is responsible for providing appropriate stationery for class tests.

#### **14.10. Calculators**

The module leader shall determine whether or not the use of a calculator is permitted in the in class test. Programmable calculators should only be allowed where it is a specific requirement of the class test. Mobile phones cannot be used in place of calculators. Electronic and smart devices, and their accessories are not permitted under any circumstance. Any item suspected to be a smart device is subject to inspection and confiscation by the invigilator. This includes but is not limited to pens, glasses, wristbands and wearable items.

#### **14.11. Academic Misconduct**

An invigilator who considers or suspects that a student is engaging in academic misconduct shall inform the student, in the presence of a witness where possible, that the circumstances will be reported and that the student may continue with the test. Failure to notify the student will not prejudice any decision which may be taken. Where appropriate the invigilator shall confiscate and retain evidence relating to the alleged offence. The invigilator will inform in writing the Superintendent of Examinations. It is the responsibility of the Superintendent of Examinations to conduct a formal investigation of the alleged offence.

14.12 In class tests should not be scheduled during the University's designated examination periods, in order to avoid clashes. Agreed dates for in class tests should be reported to Student Administration so that a central record is maintained.

## Coursework Arrangements

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### 15. Arrangements for Coursework

#### 15.1. Electronic Submission

- 15.1.1 Electronic submission via the VLE is the mandatory and only acceptable form of submission for student coursework, unless specific permission for an alternative method of submission for certain modules or elements e.g. for presentations, has been approved by the Associate Dean
- 15.1.2 Submission by e mail does not constitute a valid means of electronic submission, as described in 15.1.1. above, and will only be acceptable in exceptional; circumstances which have been approved by the Programme Leader (see 15.1.6 below);
- 15.1.3 Electronic submission of coursework will apply to both undergraduate and postgraduate taught students and all relevant modules; this covers all delivery modes and locations, including partner organisations;
- 15.1.4 All text-based, word-processed, assessed coursework and video, audio and zipped files and links to external websites e.g. blogs, will be covered by these regulations;
- 15.1.5 Where there are known issues in respect of the University's VLE at the time of submission, measures will be taken to ensure that students are not disadvantaged and advice regarding alternative means of submission will be provided by Programme Leaders.

- 15.2. Policy statement on submission of draft coursework:** The arrangements for the submission of coursework and whether or not draft coursework will be considered in advance of final submission, will be specified in each module handbook. Refer to the Formative Assessment and Feedback Guidelines.

## Assessment: Preparation of Assessment Tasks

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### 16. Context

The following assessment regulations have been developed in accordance with [The Guiding Principles outlined in QAA's Quality Code Advice and Guidance on Assessment](#). QAA Advice and Guidance on External Expertise has also been taken into account in developing these regulations.

#### 16.1. Roles:

- 16.1.1. The Dean of Faculty with Associate Deans should co-ordinate preparation of assessment tasks across the Faculty.
- 16.1.2. The programme leader should co-ordinate all assessment tasks for all modules associated with the particular programme.
- 16.1.3. The module leader should prepare the assessment tasks for their module. They must ensure that the assessment task meets the guiding principles of assessment and that the tasks/set questions are unique in each year and for each resit.
- 16.1.4. The programme leader and module leaders should review the assessment tasks for the programme in terms of consistency of standards and parity of student effort.
- 16.1.5. The Dean of Faculty with Associate Deans should ensure that the processes set out in this policy are adhered to. Confirmation that the processes have been adhered to should be documented for the audit trail.

#### 16.2. Guiding Principles of Assessment:

Assessment tasks must:

- be reliable and unambiguous in what they require of students
- be valid
- be up-to-date and relevant
- be fair in terms of weighting and required student effort
- be accurate and grammatically correct
- meet the learning outcomes and enable markers to distinguish between students who meet and who do not meet those outcomes

- enable markers to distinguish the level of performance of achievement
- be current and not duplicated from past papers.

### **16.3. Timetable:**

A timeline which underpins the management of assessment and in particular the assessment season is approved by Academic Board on an annual basis. Formal examinations should be scheduled during the University's designated examination periods unless exceptionally agreed by the Dean of Faculty or Associate Dean.

### **16.4. Security of papers:**

Papers must:

- be encrypted if held on staff PCs and sent by e-mail;
- be sent to external examiners by secure means e.g. via encrypted e-mail, and/or recorded delivery;
- if hard copies are retained these must be kept in a secure location (i.e. locked filing cabinet).

### **16.5. Peer Review of Assessment Tasks**

Peer Review of all examination papers and assessment tasks should take place and be formally recorded. The process of internal peer review should ensure that the following matters are addressed in every assessment task:

- Is it relevant to the curriculum and if appropriate, to current practice;
- Is it linked to the learning outcomes being assessed;
- Is there overlap with other assessment;
- Are there adequate, appropriate and clear assessment criteria;
- Is it appropriately challenging for the level;
- Is it appropriately challenging to merit the marks awarded;
- Is it coherent and accurate;
- Is it free of any ambiguity which may mean that some students could interpret the question in a way different from the way it was designed to be read?

### **16.6. Preparation and Translation of Examination Papers**

It is expected that examination papers for all formal examinations including first and resit papers will be prepared, peer reviewed, externally approved and lodged with Student Administration by 31 October each year for Semester 1 assessment and by 28th February each year for Semester 2 and Semester 3 assessment. This process seeks to ensure consistency between the initial assessment and the resit assessment.

**16.7.** Where requests have been received and approved for examinations to be undertaken in Welsh, translation of the examination papers should be undertaken before submission of both the Welsh and English versions to the Student Administration exams staff.

**16.8.** Where students are enrolled on a programme at a partner institution where bi-lingual delivery has been approved, translation of the examination papers should be undertaken before submission of both the home language and English versions to the Student Administration examinations team.

**16.9. Sampling of Assessment Tasks**

16.9.1. External Examiners should review and approve a minimum of 25% of all assessment tasks which contribute to an award and that proportion should include all formal examination papers.

16.9.2. Bi-lingual External Examiners should review and approve **all** assessment tasks which contribute to an award including all formal examination papers.

16.9.3. The assessment tasks sent to externals should be accompanied by module guides and marking schemes.

16.9.4. The programme leader will be responsible for determining the sample of assessment tasks, in consultation with the External Examiner, and for ensuring that the appropriate sample is made available to the External Examiner. They will also be responsible for maintaining records of the sample undertaken.

16.9.5. The External Examiner should be advised that comment on the assessment tasks is due within three weeks and that after that deadline, the University will assume that they have no comment and that the assessment task is approved.

16.9.6. A record of the sample and the approval of the External Examiner should be retained by the programme leader.

## **Assessment: Marking, Moderation, Sampling, Feedback and Retention of Student Work**

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### **17.1. Maintenance of Standards of Assessment**

Deans of Faculties with Associate Deans are responsible for ensuring the appropriate standards of programmes in their departments (including those run collaboratively). They are expected to ensure that arrangements to oversee the preparation and monitoring of assessment tasks and for the sampling of marked assessed work (both internally and externally) are in place and that all staff are appropriately briefed on their respective roles. The Dean of Faculty with Associate Deans will also be responsible for ensuring that appropriate records of these processes are maintained so that they are fully auditable.

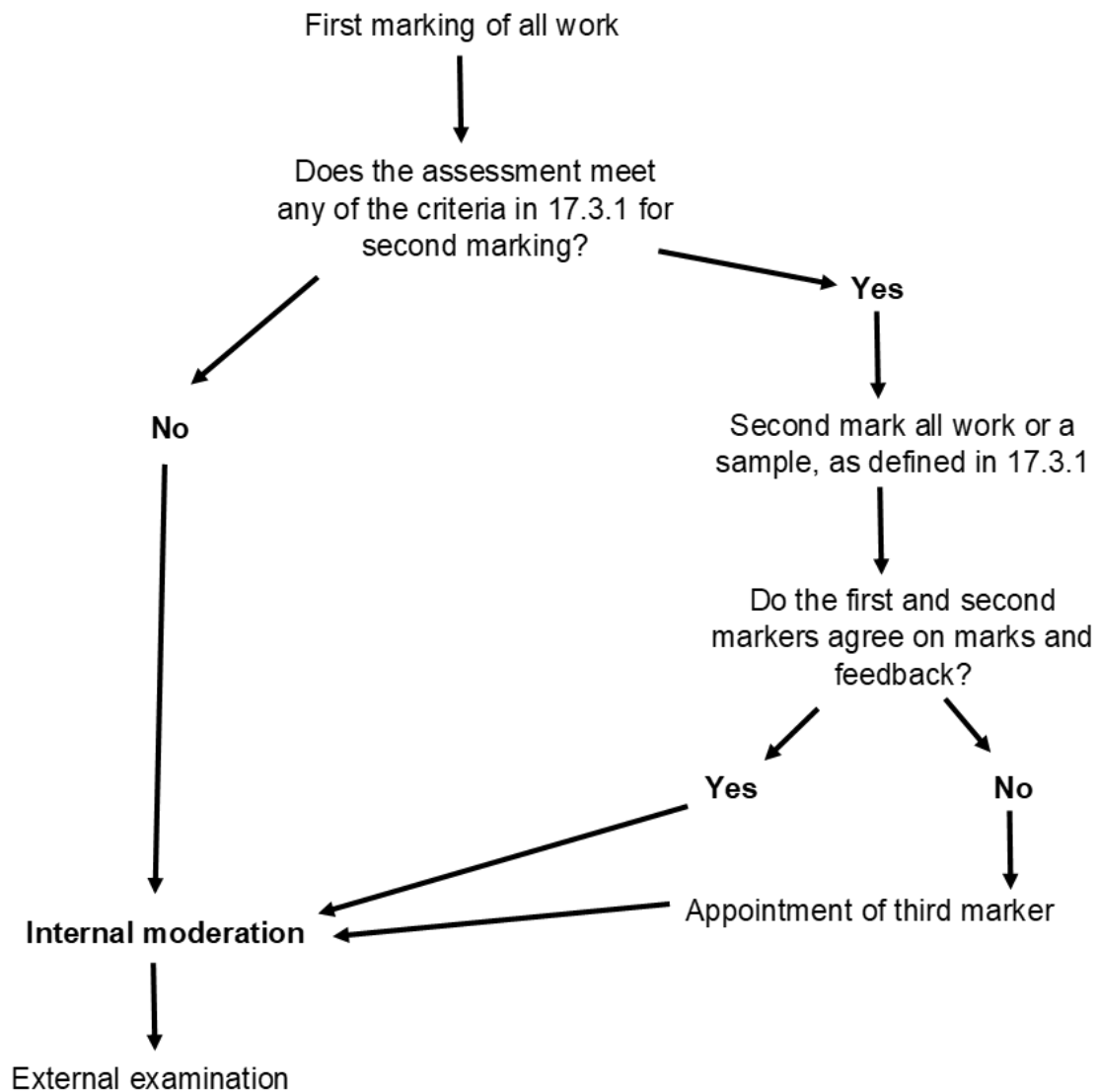
### **17.2. Definitions**

<b>Assessment Tasks</b>	Work set for the assessment of students to ensure learning outcomes have been met e.g. examination papers, assignment briefs etc.
<b>Assessed Work</b>	Completed and submitted student work which has been marked by teaching staff
<b>Moderation/Sampling</b>	Overarching term to explain the processes that are undertaken following first marking to confirm the judgement of the first marker. The moderation process may involve an escalation to second marking, where marking issues have been identified. The rationale and comments of the moderators should be made available to the external examiner.
<b>First marking</b>	A process during which a member of teaching staff awards marks to a piece of student work and gives feedback
<b>Second Marking</b>	A process during which a member of teaching staff marks the entire student work in addition to the first marker and gives feedback. This process may be blind second marking, when the second marker will mark the piece of work without sight of the marks or feedback given by the first marker, or the marks and comments of the first marker may be made available to the second marker. Whichever process is chosen, the marks and comments of both the first and second markers should be made available to the internal moderator and/or external examiner with the sample of marked student work. Second marking may be applied to the work of a whole group or cohort or to a sample only. Second marking may take place at a partner or delivery location.
<b>Internal Moderation</b>	A central University process where a group of teaching staff reviews a sample of assessed student work, including the first and second marks

and feedback given, in order to ensure that agreed marking criteria have been applied and there is consistency and fairness in the marking process, especially where the work covers more than one delivery location or has been marked by more than one individual. Moderation must take place across all the delivery sites and partners and be coordinated by the appointed University programme leader and academic link.

**External Examination:** A process undertaken by the external examiner appointed to the programme, which involves reviewing a sample of marked student work in accordance with the regulations.

**Flow chart to aid decision making for second marking and moderation**



### 17.3. Moderation of marks and Second Marking

17..1. The programme leader, in consultation with the programme team, will decide the moderation of marking and second marking process to be followed throughout the academic year. As a minimum, moderation of a sample of the assessed student work for the element or module will be undertaken. In some instances, however, it may be appropriate to second mark all or a sample of the student work for an element or module. A record will be maintained of the processes agreed. Where any of the following apply, second marking of all work is recommended for either the whole cohort or a sample.

#### **Second marking of a whole cohort/module:**

- The module is a dissertation/major project at the final level of the award.
- Presentation and performance based assessments

#### **Second marking of a representative sample:**

- The module is being delivered for the first time at a partner institution
- An innovative form of assessment is being used that has not been employed previously;
- Disagreement following the moderation process

17..2. Moderation should apply to both assessed coursework and examination scripts. With regards to marking from collaborative delivery or multiple locations, work from each partner or delivery location must be included in the moderation sample. Where a sample is moderated the sample will include as a minimum:

- not less than 10% of assessed student work or five pieces of assessed student work whichever is the greater
- papers across the full range of marks, including fails and borderlines

If there is disagreement between the first marker and moderator, the module or programme leader will discuss the issues. If there is no resolution, then a sample may be second marked (see 17.3.1).

17..1. The sample of work for second marking should be agreed by the programme leader and programme team, who will take account the examples in section 17.3.1. Where an assessment is selected for second marking the sample will include as a minimum:

- not less than 10% of assessed student work or five pieces of assessed student work whichever is the greater
- assessment work across the full range of marks, including fails and borderlines
- all final year projects and dissertations

17..2. If there is no agreement between first and second marks, the first and second markers must meet and they are expected to come to an agreement about whether changes are



needed and if so what changes. Arbitrary averaging of conflicting marks is not enough as the problem identified may well affect a whole set of marks. If no resolution is reached or if either person remains seriously concerned, the matter must be referred to the module leader and/or programme leader who will also be responsible for maintaining records of the sample reviewed and conducting internal moderation. It may be appropriate to appoint an independent third marker. The External Examiner should not be used as a third marker.

#### **17.4. Internal Examiners/Markers**

- 17.4.1. All members of the full time and part-time teaching staff of the University are approved by Academic Board as Internal Examiners. Internal Examiners for Research Degrees must be appointed in accordance with the appropriate Regulations for MPhil and PhD Awards.
- 17.4.2. Where, for whatever reason, such as illness or absence from the University, the member of teaching staff who would normally mark scripts or coursework for a programme is unable to act, another member of staff with the appropriate knowledge would normally be requested to undertake the work.

#### **17.5. Collection and Security of Assignments and Exam Scripts by Internal Markers**

- 17.5.1. Internal Markers (or their nominees) collecting completed examination scripts or assignments for marking must sign a Collection Sheet, provided by Student Administration, to confirm receipt. In signing the sheet, and taking the assignments or scripts, the Marker (or nominee) is also confirming that they understand it is their responsibility to ensure that those assignments/scripts are kept secure at all times, in accordance with the University regulations and data protection legislation.
- 17.5.2. It is the responsibility of the First Marker (or nominee) to keep the documents secure once they have signed for safe receipt. The Collection Sheet must be kept with the assignments/scripts and used to record each time the assignments are handed to additional Markers or moderators (including the external examiner)<sup>1</sup>. The assignments/scripts, and the completed Collection Sheet, must be retained within the Faculty in accordance with the University's Records Management Policy (Retention Schedule).
- 17.5.3. Where assessment is organised and undertaken locally, such as an in-class test, it is the Programme Team's responsibility to ensure that the scripts are kept secure at all times, in accordance with the University regulations and data protection legislation.

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<sup>1</sup> Where scripts are sent to the external examiner a copy of the collection sheet should be retained and the original should be passed to the external examiner with the scripts, being returned to the University when the scripts are returned.

## **17.6. Role of the Internal Moderator**

17.6.1. In some cases, as under the flow chart above, a sample of assessed student work should be checked by a group of moderators, who are drawn from the markers and programme team to ensure that:

- a) an assessment has been marked in line with the expressed aims and learning outcomes of the assignment/examination, and in terms of the marking criteria
- b) the final mark is arithmetically correct
- c) internal consistency of assessment within a module has been maintained
- d) all first and second markers have interpreted and applied the marking criteria in a comparable and consistent way;
- e) marks across delivery sites are comparable, and are calibrated if required;
- f) the resulting total mark has face validity compared to the feedback;
- g) feedback is helpful and sufficient.

17.6.2. The sample for moderation will include as a minimum:

- not less than 10% of assessed student work or five pieces of assessed student work whichever is the greater
- papers across the full range of marks, including fails and borderlines
- all final year projects and dissertations
- the above criteria will be applied individually at all sites of delivery.

17.6.3. Moderators are expected to come to an agreement about any issues and whether second marking is required (see sections 17.3.1 – 17.3.3). Arbitrary averaging of conflicting marks is not enough as the problem identified may well affect a whole set of marks. If a sample has been taken, it may be appropriate to increase the sample to moderate the work of the whole group.

17.6.4. Records should be kept by the Faculty to confirm that second marking and internal moderation (when appropriate – see flow chart at para 17.2 above) has taken place and the mark given following second marking and internal moderation should also be recorded. The student should not be made aware of multiple marks and only advised of the final mark agreed.

## **17.7. Role of the External Examiner**

17.7.1. External Examiners will be supplied with sufficient information to enable them to ensure that the academic standards for the award, and/or specified modules that they have responsibility for, are maintained, with particular reference

to those parts of the programme, which contribute to the final award classification. The information provided should ensure that work from all sites of delivery is considered by the External Examiner.

- 17.7.2. The External Examiner should see a sample of work reflecting the full range of achievements of students and the full range of markers, in order to ensure that each student is fairly placed in relation to the rest of the cohort. The extent of and method for determining such sampling shall be agreed between the programme leader and External Examiner, but the minimum size of any sample shall be 10% or five individual pieces of work, whichever is the larger and shall refer to paragraphs 17.6.2 and 17.6.3 above. The External Examiner has the right to see all work.
- 17.7.3. Further information regarding the role of the External Examiner is available in the External Examiner Handbook.

### **17.8. Role of the Programme Leader**

- 17.8.1. The programme leader will be responsible for determining the sample of assessed student work, in consultation with the External Examiner and in accordance with paragraph 17.3.3 above.
- 17.8.2. The Programme Leader shall ensure that module packs of student work to be moderated are made available to External Examiners on the VLE/Moodle. The submission of paper copies of student work for moderation should be for exceptional reasons approved by the Associate Dean, Academic Affairs. These module packs, as a minimum, will include:
- a schedule of the sample chosen with reasons for the selection and evidence of second marking and any moderation discussion;
  - the module specification;
  - the assignment brief with sample answers;
  - the marking criteria;
  - a draft set of the marks for the cohort.
- 17.8.3. Records of all information sent to External Examiners including the sample moderated should be kept by the programme leader.

### **17.9. Penalty for Excess Word Count**

- 17.9.1. A penalty for excessive word count shall be applied to all modules that use numerical marking. The word count shall not include appendices, bibliographies or references to sources. Wherever possible students should include the number of words on the front of the assignment cover sheet, excluding those items identified above.

- 17.9.2. There will be a 10% leeway allowed above the specified word count before the penalty is imposed (e.g. 1000 word assignment is allowed 1100 words before a penalty is applied). Assignments must be marked in their entirety and the penalty imposed at the end. The penalty for exceeding the word count will be 5 marks per 1000 words excess (e.g. 1000 word assignment would have 5 marks deducted if 1101-2100 words submitted, 10 marks deducted for 2101-3100 words and so on).
- 17.9.3. All cases where the word-count penalty has been applied should be recorded in the Module Assessment Board minutes.

### **17.10. Assignment Feedback to Students**

- 17.10.1. These arrangements should apply to feedback on all assessment submissions throughout the year, including work submitted at the end of modules.
- 17.10.2. Timing of feedback: As a general principle, unconfirmed results should be given to students as soon as possible, and normally within three working weeks from the date of submission. If unexpected events result in that deadline not being met, students should be informed of the likely date that feedback will be received.
- 17.10.3. Feedback of indicative marks: Unconfirmed results for summative work should be given to students in the format of the final grade (e.g. as a percentage). Results are unconfirmed until the progression board and this should be made clear to students.
- 17.10.4. Form of feedback: Feedback on coursework should be provided in a permanent format either written or digitally recorded. It may also include comments on the student work or other communications or discussion, as appropriate. The format of feedback should be agreed at programme level and Module Tutors should make clear the arrangements for feedback on assignment briefs.

### **17.11. Feedback on examination scripts**

Examination scripts are not returned to students, however, students are entitled to have feedback on examination scripts. The feedback provided must be in a way that promotes learning and facilitates improvement. To support good feedback markers should ensure that appropriate and constructive qualitative comments are made on the script itself or on a separate feedback sheet. The feedback should indicate how marks were arrived at. If a student requests feedback, a copy of the feedback sheet and/or the annotated examination script will be available for the feedback session. Faculties may institute local policies for providing additional feedback to groups or cohorts of students.

## **17.12. Retention of Student Work**

- 17.12.1. Faculties should establish arrangements for retaining a record of marking of student work which evidences the breakdown of marks by components and sub-components where appropriate.
- 17.12.2. Faculties should retain records of verification and moderation processes associated with each element of assessment.

## **17.13. Period of retention of examination scripts**

- 17.13.1. *To provide evidence in case of a request of a review of a decision of an assessment board:* Faculties should retain examination scripts, associated feedback sheets and /or marks/grades until completion of the assessment board procedures plus a further 2 years.
- 17.13.2. *For quality assurance purposes:* A sample of student examination scripts should be kept for a period of five years. Examination papers, mark sheets, the examination script, evidence of moderation; associated feedback sheets and schedule of marks should be retained for a period of five years.
- 17.13.3. The sample size should be equal to the square root of the total number of students within a cohort or 10%, whichever is the larger number. The sample should be applied to each component of assessment of each module. The sample should reflect: the whole mark range, examples of work from all markers in modules where more than one marker contributes to the module assessment and the full range of programmes to which the module is delivered.

## **17.14. Period of retention of student coursework**

- 17.14.1. *To provide evidence in case of a request for a review of a decision of an assessment board:* All summatively assessed course work should be retained until completion of the assessment board procedures plus a further two years with the exception of minor items such as routine laboratory tests and in-course tests. Feedback sheets and evidence of moderation should be retained for the same period of time as the work to which they refer.
- 17.14.2. *For quality assurance purposes:* A sample of summative and formative work for each module for an academic year should be maintained by the Faculties for a period of five years for the purposes of both internal and external quality scrutiny. The module specification/handbook, actual assignment briefs, feedback sheets and mark schedules should be retained for the same period of time.
- 17.14.3. The sample size should be equal to the square root of the total number of students within a cohort or 10%, whichever is the larger number. The sample should be applied to each component of assessment of each module. The sample should reflect: the whole mark range; examples of work from all markers

in modules where more than one marker contributes to the module assessment and the full range of programmes to which the module is delivered.

- 17.14.4. Assessed course work will normally be returned to students. If this is not possible or if there is only one copy of the work (as may be the case with some forms of practical work, mapping exercises etc.) and the work is to be returned to the student, then the master copy should be initialled by the marker on each page and the student should be advised that in the case of an appeal or recall of the work by the external examiner they must return the original initialled copy. It will be for the Faculty to devise how the sample work is enabled. Students may be required to provide two copies of their work, or the Faculty may undertake to photocopy work. The Faculty may devise other mechanisms that provide for student work to be made available to an internal/external inspection panel. Students should be informed that they should retain a copy of their own coursework.

#### **17.15. Data Protection**

- 17.15.1. When the work is no longer required for the purpose for which it is retained (i.e. in the case of a request for a review of a decision of an assessment board or quality assurance purposes) the work should be destroyed.
- 17.15.2. Notwithstanding the procedures and guidelines laid out above, Faculties should have in place a robust system for the confidential disposal of assessed work (e.g. shredding or via a commercial confidential waste contractor); assessed work must not be disposed of in the general waste.

## Annex 1: Retention Schedule – Assessed Material

Assessed Material	Retention period	Responsibility for retention	Notes for retention	Action at the end of retention period
Examination scripts, associated feedback, moderation evidence, marks/grades	Completion of assessment board processes + 2 years.  Sample to be kept for a period of five years	Academic department		Ethical disposal
Assessed Course work	Completion of assessment board processes + 2 years.  Sample to be kept for a period of five years	Academic department		
Dissertations associated with taught programmes	Either: permanently completion assessment board processes + 2 years	Academic department	Not all dissertations will be selected for permanent preservation	Review for long term value
Examination papers	5 years	Academic department	To be maintained by year, i.e. all the examination papers provided to students in a single year to be maintained in a 'year box'	
External examiners reports	5 years	Student Administration	Maintained electronically  Some reports may be selected for long term preservation	Review for long term value

Assessed Material	Retention period	Responsibility for retention	Notes for retention	Action at the end of retention period
Reports of supervisors, internal and external examiners on theses for research degrees	Completion of programme + 1 year	Student Administration	Some reports may be selected for long term preservation	Review for long term value
Theses for degrees by research	Permanently	Glyndŵr University library University of Wales library University of Chester library		

**Note:**

- *Examination scripts will be retained securely in the academic departments responsible for the assessment.*
- *Samples may be retained longer for specific purposes, for example where there are specific requirements set out by the PSRB.*



## **Addendum to Section 3 Academic Regulations: Assessment & Examinations**

### **Regulation for Online Examination:**

This regulation is a supplementary to Section 2 Conduct of Examinations in the Assessment and Examinations regulation to set out special rules for online examinations where the practices differ from traditional examinations taking place in University Premises. The regulations in Section 1 about absences to examinations and consideration of extenuating circumstances remain applicable to online examinations. The regulations in Section 4 and 5 about assessment preparation, marking, moderation, sampling, feedback and retention of student work remain valid for online examinations.

#### **1. Definition:**

- 1.1 Online Examination is an alternative to the traditional on-campus examination where students are required to complete the examination remotely under timed conditions and to return answers electronically by the end of the examination via the university's VLE. Online Examination can be taken by students on their own device in any location and does not require invigilation.
- 1.2 Online examination can be in the format of open book or closed book. In open book exams, students are allowed to use a range of additional materials (for example, lecture notes, text books, online resources, etc.) as stipulated in the assessment briefing, whilst students are not permitted to use additional materials in closed book exams.

#### **2. Exam Timetabling:**

- 2.1 Online Examination timetables are created with consideration of the examination requirements and students' inclusion and accessibility. The date, time and duration of the online examination (start time and end time) should be made available to students not less than four calendar weeks before the commencement of the relevant examination period.
- 2.2 Every effort will be made to prevent exam timetable clashes. Where such a clash is identified, the candidate must notify the Programme Leader at the earliest possible opportunity and in any event no more than one week after the timetable is published.

#### **3. Online Exam Procedures**

- 3.1 Students should access their online exam on the relevant module site on the VLE, usually on the Assessment and Feedback section. The log-in details and the IP address will be recorded in the system to verify the identity. Students must review the exam information to ensure they are presenting themselves for the correct exam and are aware of the timings allocated to them.
- 3.2 Before starting the exam, students must read the exam guidance notes and complete self-declaration for academic integrity.
- 3.3 Exams will be released on the scheduled start time when students can access to the exam questions or download exam papers and any supporting documents.
- 3.4 Students are advised to read the instructions on the front page of the examination carefully and be aware of the timing and submission requirement.

- 3.5 The module examiner (module leader) will be approachable online during working time (8:30am-5:00pm) during the exam period to deal with queries of exam papers and make corrections if applicable.
- 3.6 Students must submit their answers before the end of the exam duration. Late submissions will not be considered and will be classed as absence, unless there are proven technical problems or the student is eligible for additional time.
- 3.7 Students who encounter technical difficulties during the examination must report the issue to the module examiner immediately, who will be available at the working time during the exam period. If problems cannot be resolved during the exam period, students can submit their answer scripts via email to the module examiner before the exam ends and this should only be allowed when students are not able to submit their work for marking on the VLE.
- 3.8 There will be no central distribution of examination papers or collection of examination scripts for online examinations. Exams will be issued by programme teams to students and all submitted exams will be managed by the programme teams in accordance with the University regulations and data protection legislation.

#### **4. Conduct during the Examination**

- 4.1 Students are reminded that any use of unfair means in online examinations will lead to disciplinary action under the academic integrity procedure.
- 4.2 Communication of examination paper content with other students is forbidden before, during and after the examination.