

CARDIFF
UNIVERSITY

PRIFYSGOL
CAERDYDD

EXAMINATION AND ASSESSMENT POLICY AND PROCEDURES

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1. Institutional Oversight

The Examination and Assessment Policy and Procedures (the Policy) has been endorsed by the Academic Standards and Quality Committee (ASQC).¹ It will be kept under regular review to ensure it continues both to support internal processes that function efficiently and effectively, and to fully meet the requirements of the [revised UK Quality Code for Higher Education](#), with the expectations and practices noted in the supporting advice and guidance on ‘Assessment’ and ‘Monitoring and Evaluation’ being particularly relevant:

Expectations for standards	Expectations for quality
The academic standards of courses meet the requirements of the relevant national qualifications framework.	Courses are well-designed, provide a high-quality academic experience for all students and enable a student’s achievement to be reliably assessed.
The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.	The provider designs and/or delivers high-quality courses
The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.	The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience.
Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure irrespective of where or how courses are delivered or who delivers them	
The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.	
Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider’s approach to managing quality takes account of external expertise.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

2. University Expectations

- 2.1 As a student, you will engage in assessments and examinations and are expected to follow procedures related to all your assessment.
- 2.2 You are expected to take responsibility for checking the Examination Timetable to know when and where examinations take place and what is expected from you and University staff involved in overseeing them.
- 2.3 You are expected to be aware of submission deadlines for assessments and ensure that they are submitted on time.

3. Methods of Assessment

- 3.1 The following methods of assessment are approved by the University:

1. **Time-limited assessment 1**

Assessments students are expected to complete within a prescribed time period that is no longer than 48 hours in duration and which is organised and managed by the relevant School and held outside of an Examination Period.

The assessments may include for example, open book examinations, presentations, oral assessments, and some practically focused assessments, including OSCEs.

2. **Time-limited assessment 2**

Assessments students are expected to complete within a prescribed time period that is no longer than 48 hours in duration and which are held within a formal Examination Period; their organisation and conduct being overseen by Registry. The assessments are likely to include open and/or closed book examinations only.

- A closed-book examination is a formal written assessment with fixed time limit of between 1-3 Hours which is specified in multiples of half hours, usually held in an Examination Venue.

3. **In-course Assessment**

Assessments given to students with a deadline for submission that exceeds 48 hours from the date on which the task is given to students. The assessments will include most forms of coursework, whether undertaken individually or in groups.

4 Examination Papers

- 4.1 Heads of School will establish School verification mechanisms to ensure that each examination paper is verified by more than one member of staff before being submitted for printing.
- 4.2 The rubric on the front of an examination paper defines the expectations being placed on students sitting that examination in a clear and transparent way. The greater the variety and complexity of the rubrics used within an individual programme, the greater the chance that students may fail to follow the instructions fully.
- 4.3 Rubrics must provide clear guidelines to students on the number of examination questions that should be answered. Advice on the rubric and format for exam papers is provided in the [Exam Liaison Officer Handbook](#).
- 4.4 Convenors of Programme or Subject Examining Boards will submit examination papers for printing to the Head of Registry, in a format, and by the deadline specified. In submitting examination papers for printing the Convenor will signify that the School verification mechanisms have been followed in each case.
- 4.5 Following the Examination Period, unless requested otherwise by the Convenor of a Programme or Subject Examining Board, the Head of Registry will deposit the examination question papers in the University Library where they will be retained for a minimum period of ten years.

5. Examination Periods

- 5.1 The main examination periods are as follows:
 - **Autumn Semester** – January (a minimum 2-week period);
 - **Spring Semester** – May/June (a minimum 5-week period);
 - **Summer Re-sits** – August (a minimum 2-week period).
- 5.2 Additional examination periods may be arranged in January, April, June and December.
- 5.3 Re-sit assessments will normally be held in the Re-sit Examination Period prior to the start of the next academic session.
- 5.4 Where a student is required to re-sit modules in the Re-sit Examination Period the student will either sit the failed elements of assessment or undertake a synoptic assessment as defined in the module information.

6 Examination Scheduling Procedure Each School has an Examination Liaison Officer who will be the link between Schools and the Registry. This network of staff ensures that the criteria for examination scheduling is applied uniformly for all Schools and students. The Examination Liaison Officer Handbook provides annually updated guidance for the scheduling and arrangements for examinations as well as the deadlines for meetings of examining boards, publication of examining Board decisions to students, and the submission of exam papers. The following principles will apply to all examinations, however in exceptional circumstances, it may be necessary to depart from some principles. Where this is the case students will be notified in advance:

1. Examination criteria will be applied in the same way for all Schools and students
 2. Students will only sit one 3-hour examination or two 2-hour examinations per day.
 3. Non-final year students will sit a maximum of 12 hours of examinations per week in an examination period.
 4. Final year students will sit a maximum of 9 hours of examinations in any four days of any examination period.
 5. Examinations will follow the same duration schedule across examination venues in any examination period.
 6. Where possible, examinations that have similar subject content will be scheduled at the same time.
 7. Examination scheduling for Joint Honours programmes will be arranged by negotiation between both Schools so that students will have a co-ordinated and reasonable examination schedule.
 8. Schools will discuss examination scheduling with students at a staff/student panel before sending final information to the Registry.
 9. Assessments will be designed to be accessible and inclusive.
- 6.4 Staff are expected to provide examination information to the Head of Registry in accordance with requests so that examination timetables and examination papers can be prepared on time. Dates are published each year [on-line](#).
- 6.5 Information submitted past the requested deadlines will not be included when scheduling examinations.
- 6.6 Examination timetables will be published to students at least 6 weeks before the examination period and 2 weeks before the Re-sit Examination period.
- 6.7 Examination timetables will be published by Registry on the University student [intranet](#).

7 Alternative Examination Arrangements

- 7.1 Students who want to take re-sit examinations outside of Cardiff and the University should apply by completing the Exams Outside of Cardiff Form (EOC) by the end of week 12 (1st week of May) of the Spring Semester. The Head of School will consider and decide whether or not to endorse the application, specifying if a different paper will be required. For students externally repeating examinations, the School will need to submit a request to the Registry at least 5 weeks before the start of the exam period. The final approval of the arrangement will depend on the examination being able to be arranged on the same day in a different location OR a different paper being available from the School. A fee of £350 plus external venue fees will be payable by the student when the application is approved. Students must also notify Registry of any Public Holidays in the country where they are requesting to take the examinations.
- 7.2 The University will consider requests from individual Schools for the assessment of a cohort/group of students to take place in venues outside Cardiff. Requests will be considered by the Academic Standards & Quality Committee usually as part of the programme approval process.

8 Examination Venues

- 8.1 Examinations will be located in University venues or external venues that are deemed suitable by the Head of Registry.

9 Management of Assessment Events

- 9.1 Supervisors and invigilators will be appointed to supervise and oversee examinations in accordance with the duties described in the Invigilation Procedure.
- 9.2 The Head of Registry will appoint staff to manage assessments that take place in the main University Examination periods.
- 9.3 The Head of School will appoint staff for School-based assessments such as class tests and practical-based assessments.

10 Examination Organisation

- 10.1 Registry staff will dispatch examination papers, stationery, seating arrangements and all relevant instructions for the operation of examinations to the examination venue.

11 Use of Equipment in Examinations

- 11.1 **Calculators** – are permitted in examinations unless indicated by a Head of School at the start of an academic session. Where they are not permitted, this will be stated on the examination paper:
1. Calculators must be noiseless and battery/solar powered.
 2. Calculators that can be pre-programmed and have an alphabetic keyboard are not permitted.
 3. Invigilators may examine calculators to ensure that they are permitted for use.
 4. Use of other electronic devices can be approved by Heads of Schools.
- 11.2 **Mobile phones** – are not permitted in any examination and must be switched off and be placed in the box under your chair at the examination venue. The phone must be turned off and breaching this requirement may result in a student being referred to the Student Conduct Procedure for formal investigation.
- 11.3 **Electronic devices** – students are not permitted to take any electronic devices, such as smart watches, head phones etc. into examination venues.
- 11.4 **Translation dictionaries** – the use of non-electronic English to Welsh and/or another language translation dictionary is permitted where this is stated on an examination paper. Any dictionaries must be free from annotation or notes.
1. Students will provide their own dictionary which must contain a recent School approval stamp. The dictionary must be a clean copy without annotation or notes.
 2. Invigilators may examine dictionaries to ensure that they are permitted for use.
 3. Electronic dictionaries are not permitted.

12 Conduct of Students in Examinations

- 12.1 As a student, you are expected to be aware of and act in accordance with the University regulations and associated policies and procedures. Any breaches of these in assessment events will be reported and may be dealt with via the Academic Integrity or Student Conduct procedure.
- 12.2 You should arrive on time; no entry will be allowed after 45 minutes from the published start time of the examination.
- 12.3 You may leave any time after the first 60 minutes of an examination. If you want to leave early, make sure you have thoroughly checked your answers and raise your hand to let invigilation staff know that you intend to leave. All paperwork must remain on your desk and not be removed from the examination venue.
- 12.4 You may not leave during the last 30 minutes of the exam so as not to disturb other students who are still completing their papers.
- 12.5 Personal belongings must be left in the designated place at each examination venue.
- 12.6 Writing materials and permitted texts and equipment are allowed on the examination desk. No other materials are permitted and will be removed by invigilation staff.
- 12.7 Writing materials taken to your examination desk must be kept in a transparent case/receptacle so that the contents can be seen.
- 12.8 No electronic communication devices, (i.e. mobile phones, ear plugs etc.) are permitted in examinations. Please note any student found who has one of these devices in their pockets during an examination may be investigated for Academic Misconduct.
- 12.9 Your student card must be placed on your examination desk so that it is visible to invigilation staff.
- 12.10 Before you start your examination, you must follow the instructions of invigilation staff to check that the title and information on your examination paper are as expected. If you are expecting to sit a different examination paper, or for the examination paper to be in Welsh language, you should raise a query with the invigilator.
- 12.11 You should not turn over your examination paper until instructed to do so.
- 12.12 There should be no communication during the examination with any other person other than invigilation staff. If you need to talk to invigilation staff, you should raise your hand and wait for them to come to your desk.
- 12.13 If you need to take a toilet break during an examination, you should raise your hand and let invigilation staff know. They will escort you to the toilet

and back to your desk. You will not be permitted extra time to cover your toilet break (except if you have an agreed reasonable adjustment).

- 12.14 An announcement will confirm when the examination has ended, at which time you should stop writing and remain seated quietly until all paperwork is collected and you are permitted to leave the examination venue.

13 Handwriting and Illegible Scripts

- 13.1 The University expects students to write legibly during examinations.
- 13.2 Where a paper cannot be read by the marker, the paper should be referred to the Chair of the Examining Board for consideration.
- 13.3 If the Chair of the Examining Board cannot read your script, you will be given the option to dictate the answer to a member of staff or via dictation software.
- 13.4 In either event you will be charged all associated costs to transcribe the document.
- 13.5 You must also be aware, you must only dictate the information on the original script as adding additional information will be classified as an attempt to gain an unfair advantage and will be referred for consideration under the Academic Integrity Procedure.

14 Supplementary Assessments

- 14.1 Supplementary assessments are usually considered for students who are in the final stages of their programme to enable them to graduate with their cohort.
- 14.2 If a student has been absent for all or part of an examination or has been present and has reported extenuating circumstances, in accordance with the University regulations and associated procedure, the Chair of the relevant Examining Board may approve the setting of a supplementary assessment to be held before the relevant Examining Board meeting.
- 14.3 The supplementary assessment will be usually arranged in consultation with the Head of Registry once all the relevant information has been confirmed.

15 Examination Invigilation Procedure

- 15.1 All examinations in University appointed venues will be staffed by a minimum of two members of staff. For a venue with more than 100 students, there will be additional invigilators appointed in the ratio of 1 additional invigilator to every 50 students.
- 15.2 The Head of Registry is responsible for the recruitment, appointment and training of invigilators.

16 Duties of Invigilation Supervisors

- .1 To oversee the management of all formal Examinations;
- .2 To ensure all listed examination papers are present and placed on each desk to be used in the venue together with stationery;
- .3 To inform the Registry of any missing paperwork prior to the start of the examination;
- .4 To ensure that student seating arrangements are placed on the notice board outside of the examination venue in clear view of students who are to sit the examination;
- .5 To ensure that all students are informed of the examination procedures for their examination in the venue before the start of the examination;
- .6 To check the identification of all persons entering the examination venue, preventing access to any unauthorised persons;
- .7 To make it very clear that students should not be allowed to enter the examination **45 minutes or more** after the examination has started;
- .8 To inform students arriving after the start of the exam (within 45 minutes) that no extra time will be allowed;
- .9 To complete the attendance register for each examination;
- .10 To keep a record of the duration and reason for any student temporary absence from the examination;
- .11 To ensure that all students who need to leave the examination for a legitimate reason are accompanied;
- .12 To ensure that any student who leaves the venue unaccompanied is not permitted re-access to the examination;

- .13 To make it very clear students should not leave the examination in the **first 60 minutes** of an examination;
- .14 To follow the Academic Integrity Procedure if any student in the examination is suspected of breaching the rules;
- .15 To inform students when there are **30 minutes** left to the end of the examination and after that time they will not be permitted to leave unless authorised;
- .16 To ensure that all examination scripts are complete with student numbers, are collected and checked against the examination register;
- .17 To ensure that examination scripts are securely collected or delivered to the authorised member of academic staff or member of the Registry;
- .18 To complete and submit examination reports to the Head of Registry as appropriate.

17 Duties of Invigilators

- .1 Invigilators are responsible for assisting the running of examinations;
- .2 Assisting with the distribution of examination papers, exam answer books and any other stationery in accordance with the examination seating plan;
- .3 Ensuring that all bags and personal belongings are left outside the examination venue, mobile phones are placed in the provided boxes and that all walkways are free from obstruction;
- .4 Checking that no student has any unauthorised materials on their examination desk;
- .5 Collecting completed student attendance slips and checking that their student identify and details are correct;
- .6 Removing all papers and equipment from unoccupied desks 45 minutes after the start of an exam;
- .7 Maintaining constant supervision over all students in the examination;
- .8 Ensuring that any incidents of academic misconduct are reported and the correct procedure is followed;
- .9 Reporting any events that may have had an impact on the performance of one or more students (e.g. a fire alarm);

- .10 Assisting with the collection of examination scripts and paperwork;
- .11 Ensuring that students do not leave the examination venue with any stationery other than permitted and personal items;
- .12 Ensuring that no students leave the examination venue without authorisation.