



UNIVERSITY
of York

Examination Guide For Candidates 2019-0

All students must read this guide carefully before undertaking any York examinations.

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Introduction

Exams can be a stressful time for anyone. This guide is designed to give you a clear picture of how exams work here at the University of York. It should give you some sense of what you can expect, what is expected of you, and how you can keep from falling foul of rules that you didn't know existed.

General Regulations

Examinations will be timetabled according to the following restrictions:

- Examinations will be held in one of three available 'slots' in each day of the Common Assessment Period (CAP). These are normally:
 - 9:00am (with standard scheduled durations up to 3 hours) *
 - 1:30pm (with standard scheduled durations up to 3 hours) *
 - 6:00pm (with standard scheduled durations up to 1.5 hours)

*For Postgraduates with exams in Summer Week 1, the start time for exams are 09:30 and 14:00.

- Students will not be required to sit more than two exams per day.
- Total exam duration for any individual student will not exceed 10 hours per day or 16 hours in 2 days (including extra time as adjustment for any disability).
- Additional time in examinations is added on to the end of the advertised time, which may impact on the break available between examinations if a student has more than one examination scheduled per day. Reasonable attempts will be made to accommodate at least 1.5 hours between examinations.

Examinations may be timetabled for any day falling within term time. Saturdays are regularly used, and the use of Bank Holidays may also be necessary depending on the volume of examinations to be scheduled. Examinations are normally scheduled Monday to Saturday between 9.00am and 7.30pm. However, they may be scheduled up to 8.00pm where necessary.

University-administered examinations will have the following durations: one hour; one hour and thirty minutes; two hours; two hours and thirty minutes; three hours.

Preparing for your Examinations

Individual Exam Arrangements

If you have a disability, dyslexia or health issue you may be entitled to extra time, to use a PC or to sit in an individual room. Individual arrangements are designed to ensure that equitable examination conditions are provided and to enable students to demonstrate their knowledge and competence notwithstanding their disability.

Applications for individual arrangements on the basis of a disability or a long-term health condition are made via Disability Services. It is your responsibility to book an appointment with a Disability Advisor who will work with you, your department and the Exams Office to make appropriate adjustments. Individual arrangements must be received in the Exams Office six weeks prior to an exam period. Any arrangements received after this time will not be in place until the following exam period.

Your Student Card

On the back of your student card you will find your candidate number. You must enter your candidate number in the space provided on all examination answer books. This allows for your answers to be marked anonymously. You must bring your student card with you to all examinations; no other form of identification will be accepted.

Your Individual Timetable

You will be notified by email when your individual timetable for the Common Assessment Period is available to view on 'My Timetable'. Your timetable contains details of all the examinations you have been entered for. If any of the details are incorrect you must contact your department immediately.

Once the final timetable is released, you should check to make sure that you don't have any clashes. Let your department know **immediately** if there are any problems.

Check it again, nearer the exam, as some changes can happen after the original timetable is published. If a change is made to the timetable you will receive an email notification informing you there has been a change. Please ensure you note the change.

Main Examination Venues

York examinations are held in a number of different locations on both Campus East and Campus West. Please note that examinations may take place in more than one venue so ensure you go to the venue on your individual timetable and not that of other students. **It is your responsibility to ensure you know the date, location and start time of all your examinations and arrive at the correct venue on time.**

Items Permitted in Examinations

General Guidance

You are strongly advised to leave all non-essential items at home as we cannot accept responsibility for the loss of your property or guarantee its safety.

All valuables including wallets and keys **must** be placed under your chair for the duration of the exam.

It is an examination offence to have unauthorised items on your desk or about your person and you will be deemed to have used any item found. All unauthorised items will be confiscated for the duration of the exam.

Checklists

Check the lists below to make sure you know what items are allowed in any written examination:

What is allowed:

- ✓ 500 ml clear bottle of still water
- ✓ Student ID card
- ✓ Question paper and exam equipment
- ✓ Clear pencil case containing pens, pencils, erasers and rulers
- ✓ A watch, which must be removed from your wrist and placed on the corner of your desk
- ✓ University approved calculator (see page 6 for models) **with cover removed**

What is NOT allowed:

- × Revision or course notes¹
- × Books¹
- × Food or drinks (other than 500ml clear bottle of water)
- × Electronic devices such as smartwatches, electronic dictionaries or iPad mini's
- × Pencil cases that are not see-through
- × Correction fluid or tape (e.g. Tippex)
- × Wearing of headgear²
- × Ear plugs/defenders³

¹ Unless explicitly permitted for a particular exam, in which case you will be advised of this by your department in advance

² Except on religious or medical grounds

³ Except on medical grounds (prior approval required)

Calculators and Dictionaries

General Information

Until now, the use of personal calculators was prohibited. However, for this academic year (2019/0) students **are expected** to bring their own calculators to their exams, but the calculator **must** be on the approved list and the exam **must** permit their use. The Exams Office will still continue to provide calculators, when a student has forgotten to bring their own, and the model provided will be a **Casio fx-85GT PLUS**.

It is **your** responsibility to familiarise yourself with the use of this calculator. Instructions on its use are available on our web page. Invigilators are not permitted to help you if you have any difficulties using the calculator during your exams.

The University of York's approved list of calculators:

- **Casio FX-83GT¹**
- **Casio FX-85GT**
- **Casio FX-83GTX²**
- **Casio FX-85GTX**
- **Casio FX-83GT Plus³**
- **Casio FX-85GT Plus**
- **Casio FX-83ES⁴**
- **Casio FX-85ES**

Dictionaries

The use of dictionaries is also prohibited. You must **not** bring any kind of dictionary to your exam desk. Translation dictionaries are not allowed in any exam.

¹ Model discontinued but still permitted

² Model discontinued but still permitted

³ Model discontinued but still permitted

⁴ Model discontinued but still permitted

Examination Venue Regulations

You must observe all of the following regulations and any other instructions given to you on the day by the invigilation team.

- × **DO NOT speak to other candidates once you have entered the venue**
Examination conditions apply as soon as you enter the venue. If you have any queries you should raise your hand and speak to a member of the invigilation team.
- ✓ **DO put your ID card on the corner of your desk**
Remove your card from any holder so it can be easily viewed by the invigilation team. Ensure the card is legible. If the Invigilator cannot read the card then you will be marked as having shown no ID and have to follow the 'No ID procedure'.
- × **DO NOT keep unauthorised items about your person or put them on or under your desk**
If you are found with unauthorised materials on your desk or about your person you will be deemed to have used them. It will not be a defence to say they were not used. General revision notes are not allowed inside the exam venue

If you find that you have inadvertently brought unauthorised items into an examination you must raise your hand and inform a member of the invigilation team immediately.
- ✓ **DO switch off your mobile phone before you enter the exam venue**
All mobile phones and other communication devices must be switched off before you enter the venue. If you are found with a communication device about your person it will be treated as an academic offence. It is also an offence to send or receive calls or messages during an examination, or allow pre-set alarms to cause a disturbance.
- × **DO NOT read the question paper until told to do so but DO check you have the correct paper**
It is an academic offence to begin reading the question paper before the start of the examination. However, you should check the module number and module title on the front of your question paper. Alert a member of the invigilation team immediately if you have been given the wrong question paper.
- ✓ **DO fill in the front cover of your answer book and your attendance slip. Ensure you listen to the Senior Invigilator's announcements**
You may enter the following information on the front cover of your answer book and your attendance slip prior to the start of the examination:
 - Your candidate number
 - Your desk number
 - The examination title and code
 - The date of the examination

Examination Venue Regulations (continued)

- × **DO NOT write anything else on your answer booklet or the question paper before the start of the examination.**

It is an academic offence to write or type any notes, formulae etc. on any of the materials present on your desk before the start of the examination.

- ✓ **DO raise your hand if you have a query, feel unwell, need more stationery, need the toilet or want to leave the hall after the first 45 minutes or before the last 15 minutes of the examination**

If you have a query concerning a question please raise your hand and inform a member of the invigilation team. The Senior Invigilator will contact the paper setter for you and relay any clarifications or corrections.

You should only request a continuation sheet when your main answer book is full.

You may not leave the venue during the first 45 minutes or the last 15 minutes of the examination. Toilet visits will not be permitted during these times. All candidates will be accompanied on toilet visits and each visit will be recorded. You will be asked to empty your pockets before entering the toilet.

If you wish to leave the venue after the first 45 minutes but before the designated end time, you must raise your hand and remain in your seat

until your answer books have been collected. Once the final 15 minute warning has been announced, you must remain in your seat until the answer books for all candidates have been collected and you have been told to leave.

- × **DO NOT leave your seat without permission**

Except in cases of illness or emergency, it may constitute an academic offence to leave your seat unless accompanied by a member of the invigilation team.

- ✓ **DO heed the 15 minute warning and use the time at the end to prepare your answer books for collection**

It is your responsibility to enter the following information on the front cover of your main answer book and on any additional answer books or continuation paper in the boxes provided:

- Your candidate number
- The number of answer books used
- The module number
- The date of the exam
- Your desk number
- The question numbers answered

You must ensure all supplementary answer books or continuation sheets are tied securely together using the plastic tag provided.

Examination Venue Regulations (continued)

- × **DO NOT write your name on any answer books**

To ensure your anonymity is maintained you must not write your name on any of your answer books.

- ✓ **DO stop writing as soon as time is called; remain seated and silent until all answer books have been collected.**

When the end time is announced you must stop writing immediately. It is an academic offence to continue writing after the end of an examination.

You must not speak to other candidates while the answer books are being collected.

- × **DO NOT take out of the hall any used or unused answer books, secure question papers or Exams Office property such as data books**

It is an academic offence to remove from the venue any used or unused examination book or other items of examination stationery. With the exception of those papers marked with SECURE and printed on pink paper, you may take away your copy of the question paper.

- ✓ **DO leave the venue quickly and quietly when told to do so by the Senior Invigilator**

Remember to collect your valuables from beneath your seat. Also remember to take your student card, pencil case and watch from your desk. You remain under examination conditions until you have left the venue.

There may be longer duration examinations taking place in the same venue or in neighbouring rooms so please exit the venue quickly and quietly and do not loiter outside the room or in other areas of the building.

Emergency Evacuation procedure

In the event of an emergency, such as a fire alarm, the Senior Invigilator will instruct you to leave all the materials on your desk and direct you to the nearest exit. The examination will not be continued. Your department will contact you about the consequences of this.

What should I do if?

I am too ill to attend the exam?

If you are unable to attend an exam because you are ill, or your condition may be a danger to others, or for any other good reason, you must submit a medical certificate or a full report of any exceptional circumstances, to your department as soon as possible. This needs to be done **before** the Board considers the assessment results. If you are not sure when this takes place then please speak to your department who will advise you. If your medical certificate is accepted you are likely to be given another opportunity to sit the exam.

Please remember that misreading of the exam timetable is not regarded as an exceptional circumstance.

I am taken ill during the exam?

If you become ill during the exam and do not feel you can continue, raise your hand and inform a member of the invigilation team. You will be directed to the University Health Centre where they will complete a form confirming your illness.

The University Health Centre (Unity Health) will see any student who is taken ill during exams, even if they are not registered as a patient with them. If your exam is taking place outside of the University Health Centre's opening hours you will need to make an appointment (either with them or your own doctor if you are registered elsewhere) at the next available opportunity. You will be given an "Illness during exams" form by the Senior Invigilator; you must ensure this is completed by your practitioner in order for it to be submitted as part of your exceptional circumstances claim. Your department will advise you further on making this claim.

I am late for my exam?

You must wait outside the venue and an invigilator will check for latecomers up to half an hour after the start of the exam. You will only be allowed into the venue at 15 and 30 minute intervals after the start of the exam. You will **not** be allowed into the venue after 30 minutes. The Invigilator will read you the announcements and then escort you to your desk. You should complete your attendance slip **immediately** and give this to the invigilator before starting your exam.

You will have to leave at the same time as the other people doing the same exam; you **will not** get additional time to complete the examination if you are late.

I have lost my University card?

You should go to the Information Centre to request and pay for a new student card. Your new card will be produced for you while you wait.

I have lost any of my other belongings?

Please report to the Information Centre. Any personal items found by our invigilators at the end of an exam are handed in there.

My property is confiscated?

If you are discovered to have unauthorised material in your possession after an exam has started, it will be confiscated. The Senior Invigilator conducting your exam will return any confiscated items to the Exams Office once all exams in that venue have finished. If you are suspected of academic misconduct the confiscated item(s) may be retained temporarily by the Exams Office. When your property is released it will be returned to your department, to whom you should report.

My examination performance is adversely affected?

If unforeseeable and exceptional circumstances will affect your performance in an examination, you must submit an exceptional circumstances claim before the date of the examination if possible. You must contact your department for guidance on submission of a claim.

If you have any queries regarding your examinations, regulations or anything contained in this guide please contact your department, who will clarify any queries you may have.

Useful Contacts

Examinations Office

e: exams@york.ac.uk

w: <https://www.york.ac.uk/students/studying/assessment-and-examination/>

Disability Services

e: disabilityservices@york.ac.uk

t: 01904 324785

w: <https://www.york.ac.uk/students/support/disability/>

Open Door Team

e: opendoor@york.ac.uk

t: 01904 322140

w: <https://www.york.ac.uk/students/health/help/>

Student Support Hub

e: student-support@york.ac.uk

t: 01904 324140

w: <https://www.york.ac.uk/students/support/student-support-hub/>

Appendix 1 – How to complete your Attendance Slip

How to Complete your Attendance Slip

EXAMINATION ATTENDANCE SLIP

FULL NAME: Harry Johnson

EXAM NO: Y STUDENT ID:

MODULE CODE:

EXAM TITLE: ENVIRONMENTAL LAW & POLICY

SIGNATURE: H. Johnson DESK NO:

This 7- digit number [always starting with a 'Y'] is found on the back of your University card. You will also need to write this on your answer booklet(s) and any separate answer sheets you use

Your full name

Your student ID number [also found on the back of your student card]

Sign your attendance slip here

The exam title can be found on the front cover of your exam paper

This 7-digit module number is found in the top right hand corner of your exam paper. You will also need to write this on your answer booklet(s)

This is the number of the desk where you are seated

Appendix 2 – How to complete your Examination Book

How to complete the front cover of your answer booklet?

Complete the front cover of **each** booklet as follows. This can be completed when you are waiting to start your exam.

Complete these sections with the exam paper details as found on the front cover of your exam question paper

Write your exam candidate number here [the Y number from the back of your University card]

Write the date of the exam here

Write the numbers of the questions you have answered here, for example
1
2
or
a)
b)

At the end of the exam, complete the total number of answer booklets and continuation sheets handed in, here

Write your desk number here