

Liverpool John Moores University Examination Regulations

Assessment Procedures (Invigilated Examinations)

Responsibilities of the Student

Prior to the examination

1. It is the responsibility of the student to be aware of the Academic Framework Assessment Regulations.
2. It is the responsibility of the student to ensure that they are registered correctly for all modules in which they are to be assessed. Failure to do so will preclude a student from assessment.
3. Factors such as scheduling, accommodation and the module combinations of each student may require students to sit up to six hours of formal assessment in any one day.
4. Students who require special arrangements (e.g. additional time or special equipment) for examinations should refer to <https://myservices.ljmu.ac.uk/> or disability@ljmu.ac.uk
5. It is the responsibility of the student to check the examination timetable and report any clashes immediately. The University defines a clash as two examinations at the same time. When the final timetable is published, the student must ensure that s/he is aware of the date, time, and location of all their examinations.
6. The module leader will give four weeks notice of what materials may be taken into the examination, including what websites may be accessed, where appropriate. It is the responsibility of the student to ensure that they are equipped with the appropriate permitted materials or equipment. Students are responsible for providing their own copies of particular texts which are allowed into the examination but are not provided by the School.

During the examination

1. Candidates must display their University identification card throughout all examinations. Where a student does not have an LJMU card, an alternative form of photo ID must be produced e.g. passport/driving licence.
2. The student is required to complete and sign an attendance slip at each examination, ensuring that their name and registration number are shown clearly on the form. The attendance slip will be collected by the invigilator during the early part of the examination.
3. Candidates must ensure that all personal belongings, bags and materials not specified for the examination are left in a designated area as instructed by the invigilators and that they have on their desks ONLY the materials specified for the examination. Candidates who have unauthorised materials on or near their desk may be considered to be in breach of discipline.

CANDIDATES MUST NOT HAVE A MOBILE PHONE OR OTHER ELECTRONIC DEVICE ON THEIR PERSON. These should be switched off and stored in a bag or surrendered to an Invigilator.

Examination rooms will have a designated area where candidates can leave their personal belongings. Any belongings brought to the venue which are not permitted on or near desks are left in the designated area entirely at the owners risk.

4. Candidates are permitted to bring a small bottle of still water into the examination room. Other than this, no food or drink is permitted in the examination room.

5. A candidate may be admitted after the start of the examination if no unaccompanied candidate has, by that time, left the examination room. No additional time will be allowed for a late candidate, and they will be required to finish the examination at the same time as all other candidates. The late candidate must complete an attendance slip prior to commencing the examination. The invigilator will note the time of arrival and the reasons for lateness on the candidate's script.
6. **Candidates cannot leave in the first 30 minutes and the last 30 minutes of the examination. All candidates are required to remain in the examination room and must remain seated and in silence until authorised to leave by the invigilator.** A candidate must attract the attention of the invigilator by raising their hand when they wish to leave. A candidate may leave the examination room temporarily for sickness or other valid reasons provided that they are accompanied by an invigilator or member of the University staff
7. A candidate who wishes to ask a question or requires extra paper must not leave their seat. They must attract the attention of the invigilator by raising their hand.
8. **Where an invigilator believes that a candidate is attempting to communicate with another candidate or is thought to be using unfair means, their script will be clearly annotated at that point with the time and signed by the invigilator. The candidate will be permitted to continue the examination. A full report together with any evidence of unfair means will be submitted by the Chief Invigilator to the Director of School or nominee for further investigation**
9. Candidates must not distract other candidates in any way. If an invigilator believes that a candidate is causing a disturbance to other candidates in the room, they have the authority to require that candidate to leave the examination. Normally one warning will be issued and a record of the warning made. **If this is not heeded, the candidate will be instructed to leave the examination.**
10. Any candidate who refuses to obey the instructions of an invigilator shall be deemed guilty of a breach of discipline. The matter will be reported immediately to the Vice Chancellor or their nominated deputy before the paper is marked. The Vice Chancellor / nominated deputy will determine the course of action. **Such action may include suspension of the student from the University pending further investigation and sanctions may include expulsion from the University.**
11. If, during the examination, the fire alarm is sounded, candidates will be instructed by the Chief Invigilator to vacate the room as quickly as possible. The candidates should leave their scripts on the desk for collection by the invigilators after the all clear. The examination will not be resumed.