

DELIVERY OF EXAMINATIONS

This document provides information on the delivery of examinations, including question papers and titles, and the conduct of examinations. This information is intended for staff use. For students, please see the [Student Hub](#).

From 2025-26, it replaces two previously published documents; Conduct of Examinations and Question Papers and Titles.

SECTION 1: Question Papers and Titles of Written Assessments Requiring Agreement

The preparation of examination question papers

1. All question papers relating to assessment which contribute to progression or award must be set by the Module Convenor and at least one other marker, under the oversight of the Chair of the Board of Study. In drawing up the examination paper, the Module Convenor setting the paper should normally consult with all members of the module teaching team. Once the Module Convenor signs off the academic content of the draft question paper, the Chair of the Board of Study will check it prior to passing it to the Deputy Chair of the Progression and Award Board (PAB) for formal approval of the External Examiner and confirmation that the standards required by the Exams and Assessment Office have been met. Question papers relating to stage 1 assessment do not normally require External Examiner approval, unless there is a Professional Statutory and Regulatory Body (PSRB) requirement.
2. The questions set must take account of the module learning outcomes and the content that will be delivered. Students should not be invited to choose the subjects they wish to write about in an unguided way, but a choice from prescribed topics is permissible. Question-papers should not be used repeatedly year after year without reformulation, to avoid repetition of questions from year to year.
3. The Deputy Chair of the PAB is required to submit the resit question papers at the same time as the first attempt papers for both the Semester 1 and Semester 2 examinations, where the resit mode for the module is an examination. Unused resit papers may be retained for use at future resit examinations.

Production and formatting of examination question papers

4. The Exams and Assessment Office does not produce question papers on behalf of the Faculty/School. The Deputy Chair of the PAB is provided with the house-style for the layout of question papers and should ensure that any examiners who are setting papers are provided with the appropriate style template.
5. In particular, question-papers must be headed correctly in the following convention:
BA [or LLB, or BSc, or BEng, or MChem, or MMath, or MPhys, or MEng]

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6. The module code, as set out in the course specification must appear on each page (first page top right, subsequent pages top left). It is also important to ensure that an adequate margin is left to avoid any printing difficulties.
7. Question papers for on campus exams must be returned to the Exams and Assessment Office in the prescribed format after scrutiny and approval by External Examiners, where this is required. Email attachment of exam papers is NOT permitted for security purposes.
8. The Exams and Assessment Office will arrange for finalised questionpapers to be printed, as required. Papers will be printed in A4-size unless otherwise specified. Printing instructions (such as backed/unbacked) must be flagged at time of submission.

Print Deadline for on campus exam question papers

9. The Exams and Assessment Office oversees and arranges a schedule for the production of question papers. The deadline by which the master copy of a question paper must be submitted to the Exams Office will be published early in Semester 1 by the Exams Office. In order for papers to be reproduced in accordance with the schedule original copies of the question papers must be submitted by the deadlines specified. Failure to present papers by these deadlines risks the ability to have the papers ready on time.

Procedures if errors on exam question papers are discovered

10. Should any errors be discovered during the examination (remote and campus exams) a note and explanation should be incorporated in the annual report for the Module Assessment Board (MAB). The Chair of theMAB will recommend any remedy for the cohort to the PVC (Education and Students). A report of the error and any action taken will be included in the Chief Invigilator's report (for on campus exams) and be reported to the Chair of the Board of Study which owns the module to ensure the error is not repeated for future cohorts.

Titles of written assessments requiring agreement

11. Where the title of a written submission must be agreed between the student and the Module Convenor such as for a dissertation, project or an essay, the following procedures apply:
 - Before the end of the module, the student must collect a title form from the School Office and consult either the Module Convenor or another specifically designated member of academic faculty.
 - The Module Convenor should discuss the title with the student and sign the form in approval, after:
 - ensuring that the subject is relevant to the module;

- reminding the student that the onus is on them to avoid overlap in the subject matter of written submissions that contribute to progression or award.
12. Students must submit the assessment together with the approved title form. The marker should check whether a title form is attached to the assessment where these are required. Assessments without title forms will not be marked. The marker must accept and mark approved titles as dealing with an appropriate topic.

SECTION 2: Conduct of Examinations

Examination timetables

13. The timetables for examinations published on the University website at the following URL:
14. <https://student.sussex.ac.uk/assessment/exams/timetable>
15. Students can access personalised individual timetables via their Sussex Direct Study Timetable.
16. Changes to the published timetable will only be made in exceptional circumstances, e.g. if a previously overlooked clash between exams is identified. Examinations can be scheduled in three daily sessions – mornings, afternoons, and evenings and also, if necessary, on Saturdays and Bank Holidays. Although efforts are made to avoid scheduling students with more than one exam on a given day, regrettably this cannot always be avoided.

Invigilation and availability of examiners

17. The Exams and Assessment Office will arrange for appropriate invigilation throughout the published examination periods for on campus exams. However, it is the responsibility of the Module Convenor (or nominee) who set the paper to be available throughout the duration of the paper in the event of a query for on campus and remote exams. Unless instructed otherwise, the Chief Invigilator will direct any queries on a particular paper to the responsible examiner. In the event of a query, the Chief Invigilator will contact: **Exams and Assessment Office ext: 7723 (except for evening and weekend sessions when direct contact numbers will be provided)**
18. In the event of it not being possible to contact the responsible examiner the Chief Invigilator will seek the advice of the Chair of the Board of Study. In the absence of the Chair of the Board of Study, the Exams & Assessment Senior Officer / Manager (Exams and Assessment Office) will proceed on their best judgement.
19. If an error is discovered it is the responsibility of the Chief Invigilator (with the Exams and Assessment Office) to ensure that all examination centres (where the examination is being sat in more than one location) are informed of the error.

Late arrival and early departure

20. Students who arrive late, but within 30 minutes of an examination commencing, will be allowed to join the examination, but no extra time will be allowed. No student will be admitted to the examination room more than 30 minutes after the start of an examination. Arrival more than 30 minutes late will be deemed as absence from the examination, for which a zero mark is recorded.
21. Students may not leave the examination room during the first 60 minutes or the last 10 minutes of an examination. For students with reasonable adjustments, they may not leave during the first 30 minutes.

Attendance lists

22. A record of attendance will be taken as soon as possible after the start of on campus examinations. At the end of the examination session, any absences will be reported to the Exams and Assessment Office by the Chief Invigilator. A record of the scripts submitted by each student will be made on the attendance sheet. Copies of these attendance sheets will be sent to Deputy Chairs of PABs on request or may be checked in the Exams Office in the event of any queries over the number of scripts submitted by students.

Examination aids

23. For certain papers, specific aids or handouts will be provided by the invigilators where questions necessitate their use. The use of other aids (such as dictionaries) is not permitted.
24. The advent of “smart” technology has increased the risk to the integrity of in-person examinations and test rooms. In addition to mobile phones, the use of wrist watches, ear buds, and eyewear, any of which may have built in Bluetooth and AI technology, may form part of an allegation of misconduct.

Calculators

25. Students are allowed to use any of the following non-programmable CASIO calculators in campus examinations: fx50 fx82, fx83, fx85, fx115, fx350, fx365 fx570 and fx-991 (all with any suffix). Students are not allowed to take instruction notes or booklets relating to their calculator into an examination room or to transfer their calculator to another student.
26. If a student has forgotten to bring a calculator or their calculator breaks down or where they have brought an unauthorised calculator, the invigilators will provide one if available.

Recording of music performances

27. The recording by students of music performance or other examinations is forbidden (as is recording by members of the audience).

Open and Unseen Examinations

28. In open examinations, students may bring prescribed materials into the examination hall.
29. In unseen examinations, students must not bring any materials into the examination hall.

Changes to examination and assessment arrangements

Reasonable adjustments for students with disabilities, mental health conditions and specific learning differences including dyslexia, dyspraxia or AD/HD

30. Reasonable adjustments to assessments, including deadlines and examination arrangements, are considered via Disability Advice (DA). Students should contact the DA service at the start of their course in order to allow time for any reasonable adjustments to assessment to be implemented. The Exams and Assessment Office will inform staff and students of the arrangements that have been made, following approval of reasonable adjustments to assessment. See '**Students with a Declared Disability**' for further details.

See also *Assessments by candidates with a literacy notification* in the Procedures for Marking, Moderation and Feedback'.

Deferral of a scheduled examination (not a resit)

31. Students wishing to observe religious festivals and holy days, or who have a scheduled competitive sporting event, a work placement or internship commitment which may clash with a scheduled examination may make a formal request to the Faculty Assessment Lead accompanied by a letter from the religious/sporting/placement event.

Leader confirming the student's intention to observe/attend the event and the date/duration of the event. Any requests must be made as early as possible in the academic year. The Faculty Assessment Lead will consider the request and the evidence and inform the Exams and Assessment Office of any requests approved in order that the Exams Office can attempt to schedule the examination at a suitable time for all candidates (there will be no opportunity to take the same examination paper at a separate time). Where this is not possible the Exams Office will inform the Faculty Assessment Lead so that the student may be given the option of a deferred sit during the resit assessment period, for an uncapped mark. Having already approved the evidence, the Faculty Assessment Lead will confirm to the student and to the Exams Office that the student has been excused from the examination. The Exams Office will notify the PAB that a sit to be taken in the resit assessment period has been agreed. The regulations under '**Resit Opportunities**' regarding resit modes and resit scheduling apply.

32. The Faculty Assessment Lead may exceptionally consider an application for a student to defer one examination within the duration of their degree course, in order to attend a significant event, for example, a wedding of a close relative. An application may only be made for an exam scheduled in A1 or A2 and will result in a sit of the resit mode being

given in the resit assessment period for the module. The application must be made within one week of the examination schedule being published. Such applications will not be taken into consideration in the production of the examination timetable. The regulations under '**Resit Opportunities**' regarding resit modes and resit scheduling apply.

Rescheduling of a resit

33. The Faculty Assessment Lead may consider a request for a resit (or sit) assessment scheduled in the resit assessment period to be taken in the following resit assessment period. This can only be agreed for a student who will be taking a period of temporary withdrawal or a study abroad/placement year. The same process may be used to consider requests from students as a result of a delay in the issuing of a visa for the resit assessment period, provided the visa was requested in a timely manner.
34. Exceptionally the Faculty Assessment Lead may consider an application for a trailed, second or an optional resit (including following condoned/compensated credit) to be taken in Semester 1 or Semester 2 assessment period (at the time scheduled for the next cohort), instead of in the resit assessment period at the end of the academic year. Applications may only be approved where:
- the assessment cycle has been exhausted and
 - the assessment scheduled for the next cohort tests all the module learning outcomes and
 - the application is approved at least 20 working days before the start of the assessment period in which the resit would be offered
 - for trailed resits, the assessment load does not exceed 150 credits per stage of study
 - for trailed resits, the application is not approved before the confirmed examination timetable has been published, in order that the Faculty Assessment Lead may take the student's assessment load into consideration alongside the student's performance to date
 - for second resits, a maximum of 60 credits are rescheduled

An application to reschedule second or trailed resits may be refused on logistical grounds, including where the assessment set for the next cohort is not appropriate or where a special paper is already being set in the resit assessment period for the preceding cohort, as a result of a change in curriculum. An application may also be refused based on the student's assessment load or previous attendance. A rationale must be provided where an application is refused. Decisions are not subject to appeal.

University errors with printing and technical services

35. Exceptionally where there has been a systematic printing error, or an error with specialist equipment, the Exams and Assessment Office may reset the assessment deadline.

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