**In-class tests held on campus: instructions for Module Convenor, Tutor or Invigilator at start of in-class test**

1. Remind student that all phones, watches and electronic devices must be turned off and placed in their bag at the back of the room. Any notes must also be placed in their bag at the back of the room.
2. Read to the students:

*‘During this in-class test students are not allowed to have, use, or attempt to gain access to, any unauthorised materials. Unauthorised materials include any books, memoranda, notes, unauthorised calculators, phones, watches or other internet enabled devices or any other materials, except those officially supplied by the invigilator as part of the test or authorised by official university bodies. It is also forbidden for students to help, or attempt to help, another student, or get help from other students. No communication is allowed with other students during this test. The University views any of the above mentioned actions as a breach of security of the test. Any breaches of security will result in an investigation of potential academic misconduct even if the student does not appear to gain any benefit from their actions. A breach of security of the test also includes cases where the test question paper or model answers are obtained and/or shared in advance of the test, except where the material is provided as part of the test.’*

1. Give student a few minutes to check their pockets etc. and place any items in their bags at the back on the room.
2. Tell students regulations about leaving the room (no late arrival after 30 minutes, no departure during first 60 minutes or last 10 minutes, no re-entry after visit to the toilet because it is not possible to confirm no breaches in the security of the assessment. Students with reasonable adjustments agreed via SSU may be accompanied to the toilet by an invigilator/tutor and may re-enter the exam afterwards.)
3. Tell students when the test will end.
4. Start the test.
5. Follow the above for any late arrivals.

**To be completed by the Tutor or Invigilator during the in-class test:**

I confirm that the above instructions have been followed.

Tutor/Invigilator name: ……………………………………………………………………………………………………………

Tutor/Invigilator signature:

…………………………….……………………………………………………………………………

Module title and code

………………….………………………………………………………………………………………

Number of breaches of examination conditions (details to be provided on separate form at **Annex A**): ……………………………………………………………………………………………………………

Date:

……………………………………..……………………………………………………………………

**Annex A: Record of assessment security breaches**

**Please complete a separate record for each candidate**

Following this process will enable a breach of exam room conditions to be taken forwards as academic misconduct.

|  |  |
| --- | --- |
| Candidate number |  |
| Module title and code |  |
| Date and start time of the Test |  |
| Time of breach |  |
| Description of breach e.g. student with phone/notes on their person |  |
| Action taken e.g. phone/notes removed (student may complete test) |  |

**Note: this form can be completed after the in-class test where the question paper or model answers appear to have been obtained and/or shared in advance of the test.**

**I confirm the information provided above.**

Tutor/Invigilator name: ……………………………………………………………………………………………………………

Tutor/Invigilator signature: …………………………….……………………………………………………………………………

Date: ……………………………………..……………………………………………………………………

Academic Regulations Team (October 2022)