

## CONDUCT OF EXAMINATIONS AND CHANGES TO EXAMINATION AND ASSESSMENT ARRANGEMENTS

### Conduct of Examinations

#### Examinations timetables

1. The timetables for examinations are made available in a timely manner and are published via School or Departmental Examination notice boards. Students can also access personalised individual timetables via their Sussex Direct Study Timetable. Timetables are also published on the University website at the following URL: <https://student.sussex.ac.uk/assessment/exams/timetable>
2. Changes to the published timetable will only be made if a previously overlooked clash between exams is identified or in special cases as set out in Regulation 17, where this is requested early in the academic year. Examinations are currently 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

3. The Student Administration 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: **Student Administration Office Reception ext: 7093 (except for evening and weekend sessions when direct contact numbers will be provided)**
4. 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 Assessment and Examinations Manager (Student Administration Office) will proceed on their best judgement.
5. If an error is discovered it is the responsibility of the Chief Invigilator (with the Student Administration 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

6. 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.
7. Students may not leave the examination room during the first 60 minutes or the last 10 minutes of an examination.

## **Attendance lists**

8. 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 Student Administration 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 Student Administration Office in the event of any queries over the number of scripts submitted by students.

## **Examination aids**

9. 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.

## **Calculators**

10. 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.
11. 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**

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

## **Open and Seen Examinations**

13. In open examinations, students may bring prescribed materials into the examination hall.
14. In seen 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**

15. Reasonable adjustments to assessments, including deadlines and examination arrangements, are considered via the Disability Service. Students should contact the Disability Service at the start of their course in order to allow time for any reasonable adjustments to assessment to be implemented. The Student Administration 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.
16. See also **Assessments by candidates with a dyslexia flag** in '**Marking, Moderation and Feedback Regulations**'.

### **Deferral of a scheduled examination (not a resit)**

17. 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 School Director of Student Experience (DoSE) 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 DoSE will consider the request and the evidence and inform the Student Administration Office (SAO) of any requests approved in order that the SAO 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 SAO will inform the DoSE 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 DoSE will confirm to the student and to the SAO that the student has been excused from the examination. The SAO will notify the Progression and Award Board (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.
18. The DoSE 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**

19. The School Director of Student Experience (DoSE) 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.
20. Exceptionally the DoSE 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 DoSE 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.

### **Deferral of a PGT Dissertation/Project**

21. The School Director of Student Experience (DoSE) may consider an application from a PGT student who wishes to defer their dissertation/project from the resit assessment period to the Semester 1 assessment period of the following academic year. Applications must be considered after the Summer PGT PAB has met and may be refused where the applicant does not indicate that they are likely to complete or where the School has logistic or resource related concerns.

### **Variation to a submission deadline**

22. A student may make a formal request to the School Director of Student Experience (DoSE) for a submission deadline to be extended. A request will only be considered where it is supported by evidence and where it can be demonstrated that the student will not be able to benefit from the provision of feedback to the cohort. This process may only be used to consider individual requests resulting from a delay in teaching provision, for example, a delay in the provision of a placement provided through a placement provider. A request may also be considered for a postgraduate student to defer the submission of the dissertation where they take up a sabbatical officer role with the University. No requests for an extension to a deadline for a cohort may be considered and requests related to individual exceptional circumstances may not be considered.

### **Study after deregistration**

23. Deregistration as a result of non-payment of fees will result in a student being unable to take part in teaching, learning and assessment. In cases where the period of deregistration is within the teaching semester the Student Progress Committee will determine if re-entry is appropriate, dependent upon the teaching missed. Where re-entry is not approved and in cases where the student was deregistered during an assessment period, the PAB will review academic performance in the same way as for candidates on a period of temporary withdrawal. This does not apply in cases where the registration status is 'provisional'.

### **Progression and classification after temporary withdrawal/repeat**

24. Any student who has taken a period of temporary withdrawal or who has repeated a stage/semester will be progressed and classified in accordance with the regulations which relate to the year/stage in which the student is considered for progression or award (and not the regulations in operation when the student initially registered).

### **University errors with printing and technical services**

25. Exceptionally where there has been a systematic University printing error, or an error with specialist equipment provided by the University, the Student Administration Office will reset the assessment deadline, provided that the University service where the error occurred provides appropriate evidence of such an error.