Administration of Lancaster University International Study Centre Examinations – 2026-27

These procedures replace MARP General Regulations section GR 5

Section 1: General Procedures

1.1 Exams are held at times set out in the centre's Academic and Assessment Calendar.
1.2 Support Services will be responsible for communicating information about examination schedules and deadlines to students
1.3 Academic Managers will be responsible for providing the Support Services details of the modules for which there is to be an examination. The number of written and practical papers to be taken by categories of students shall be specified, as shall the title and duration of each paper, the sequence in which papers are to be taken (if relevant), and any special requirements (e.g. the provision of graph paper, calculators, statistical tables).
1.4 Support Services shall request the Academic Managers provide the required number of persons to act as invigilators on specified dates and to provide names to Support Services.
1.5 There shall be at least one invigilator for every fifty students but always at least two in each examination venue and, where practicable, at least one for each subject area to be examined. The invigilators and members of Support Services staff shall arrive at the examination room not less than twenty minutes before the start of the examination. These persons shall be responsible for the preparation of the examination room and for posting outside the examination room details of the seating arrangements for candidates. They shall also ensure that notices covering conduct in the examination venue shall be displayed both inside and outside each examination room. Prior to the examination the invigilators shall ensure candidates deposit their belongings in a designated place.
1.6 Support Services have responsibility to make available to markers assessment cover sheets where relevant, in accordance with students' ILSPs. The cover sheets are to be affixed to students' completed scripts prior to collection by the subject staff for marking. Students will be advised that names are not to be disclosed on the provided cover sheets.
1.7 The Centre shall be responsible for arranging venues, making the necessary physical arrangements for examinations, and providing examination stationery and for administering all examinations.
1.8 Class examinations/in-class tests which can be held in hours allocated to lectures in that subject are excluded from these requirements.

Section 2: Regulations For The Use Of Electronic Devices In Lancaster University International Study Centre Examinations

2.1 The use in examinations of electronic calculators and other portable micro-computing and electronic devices (hereafter shortened to 'electronic devices') will only be allowed when permission has been granted by the appropriate Academic Manager, subject (where appropriate) to the approval of the external examiner(s) and prior consultation with those students taking the course. Any change in regulations for the use of electronic devices in examinations shall be announced not later than the beginning of the Lent term.
2.2 Carrying a mobile phone, or similar electronic device such as a pager, in an examination is an academic offence. If a candidate has such a device, it should be switched off and placed at the perimeter of the room with the candidate's other belongings, or handed to an invigilator.
2.3 Electronic devices, where permitted, must be of the hand-held type, quiet in operation, compact and having their own power supply. External or user-written programs, or storage media, and/or instruction manuals may not normally be taken into the examination room and students must be able to demonstrate that internal user storage has been cleared before the start of the examination. Candidates shall be entirely responsible for ensuring that their electronic devices are in good working order (e.g. fully charged), and for making alternative provision (e.g. slide rule) in case the instrument should fail.

2.4 Where required, and so indicated on the examination question paper, candidates shall state the make and model of their electronic device on the examination script.
2.5 In setting questions for examinations in which candidates may use their own electronic devices examiners should take careful account of the different potentialities of such devices, and require candidates to show sufficient intermediate calculations to demonstrate that they understand what they are calculating.
2.6 Candidates shall not be allowed to borrow electronic devices from each other during examinations.
2.7 The Centre, with the agreement of external examiners (where relevant), and after consultation with the students concerned, may introduce supplementary regulations (additional to these general regulations) for particular examinations. Such regulations may specify or limit the types and facilities of electronic calculators or other electronic devices which can be used in particular examinations.

Section 3: Security And Confidentiality Of Examination Papers And Scripts

3.1 The manuscripts of examination papers, as agreed with external examiner(s) and in a finalised form will be secured until the date of the examination and the exam room is ready. Exam papers will have the Lancaster University International Study Centre exam cover sheet and be appropriately set out, having been checked before use.
3.2 With the exception of open book examinations or those requiring advance preparatory tasks, the content of questions in examination papers is both restricted and reserved material (i.e. not to be disclosed to or discussed with students or to be discussed until after the examinations have been held).
3.3 Since revision classes and other preparatory work for examinations will inevitably provide some guidance as to the areas of a subject which may be examined, staff will be reminded to limit disclosure and, where disclosure is made, the extent of such guidance will be shared with external examiners. Where guidance is provided to candidates, Academic Managers must ensure that it is provided consistently for all those to be examined on the course concerned.
3.4 All examination scripts, and other assessed work not returned to the originating student, should be retained by Lancaster University International Study Centre for a period of three years (36 months) after the mark has been confirmed. Additionally, the papers should be kept in a repository, from where they can be accessed and/or published should this be needed
3.5 Scripts and other assessed material should be held securely and clearly labelled, and disposal should be in accordance with Lancaster University International Study Centre's procedures for the disposal of confidential waste.
3.6 In the case of an academic appeal or complaint by the candidate, any examination scripts or other assessed work relevant to the case should be sent to Support Services to be held on an indefinite basis with the student's central file.

Section 4: Alternative Examination Arrangements For Disabled Students

4.1 Adapted examination arrangements shall be provided where necessary for disabled students.

4.2 Disabled students requesting examination adjustments need to register with Lancaster University International Study Centre's Student Support Services and provide a copy of their relevant medical evidence.

4.3 Students are required to make early requests for alternative examination arrangements. Lancaster University International Study Centre cannot guarantee to process requests unless made before the end of the term preceding the examinations.
4.4 Appropriate examination adjustments for disabled students are determined by Lancaster University International Study Centre's Student Support Services in agreement with the student. Examination adjustments are defined on a student's ILSP and shared with academic teams to enable appropriate examination arrangements to be made.

4.5 Where alternative assessments are required, these will be determined in consultation with Lancaster University International Study Centre's Student Support, academic teams and the student.