SUMMER EXAMINATIONS: INFORMATION FOR STUDENTS

Introduction

There are two types of examination being undertaken this summer: in-person exams and online exams.

In-person exams

These are so-called ‘traditional exams’ and will take place under exam conditions. Typically, this will mean that you will be seated in an examination hall; you will be unable to consult any notes (unless your department has told you otherwise), and the assessment will take place in silence while being monitored by invigilators whose job it is to uphold the University rules.

You will have already been notified if you have any exams that you must take in person. You can check this by viewing your examination timetable, available on the student portal.

Examination Procedures

Please read these instructions carefully regarding the logistical arrangements for your examinations.

Before the Examination:

• Please check your examination timetable carefully to ensure that you are aware of the time, date and venue of your examinations.
• You will receive a push notification via iLancaster and the Student Portal at approximately 7pm on the day before an examination confirming the venue and your seat number. A list will also be displayed outside the venue confirming your seat number.
• Please ensure that you arrive at the venue 20 minutes before the start of the examination.
• You will be admitted to the examination room either 15 minutes (for the Great Hall or LICA buildings) or 10 minutes (for all other venues) before the start of the examination.
• You must bring your university card with you as a form of identification and place this on the corner of your desk in the venue.
• Pens or pencils must either be carried in your hand or in a clear pencil case/clear bag.
• You are not permitted to bring your own paper into the examination. Additional answer books for rough workings will be provided as required.
• It is an academic offence to be in possession of a mobile phone during an examination, even if it is switched off. If you do bring your phone to an exam you must leave it in your bag (making sure that it is switched off) or in the plastic container provided on your exam desk. Do not leave your phone in your pocket.
• All watches must be removed and left with your other belongings at the perimeter of the venue or in the plastic container provided on your exam desk.
• Calculators are only permitted if specified by your department. Calculators that can store text are not permitted unless specifically agreed by the department. The storage of text is classified as cheating.
• Students whose first language is not English may use an unannotated dual language dictionary in an examination providing they have received permission to do this from their major department. If you do wish to use a dictionary please ensure you obtain a letter of authorisation from your department and attach the letter inside your dictionary.
• You may bring a bottle of water into the examination providing it is in a clear bottle with no label. You may not bring food into an examination.
• You will be expected to leave your bag/possessions at the back of the venue so please bring as little as possible with you.

During the Examination:

• No students will be admitted into the examination venue after 30 minutes of the start of an examination.
• You are not permitted to leave the examination room in the first 30 minutes of the examination or in the last 15 minutes.
• Silence must be preserved in the examination at all times. This includes when you are entering and leaving the venue.
• You may only leave the examination room with the permission of, and for reasons approved by, the invigilators present. If permitted to leave the examination room temporarily you may do so only if you are accompanied by an invigilator or by another authorised person. You are not allowed to leave the examination room without good cause during the first half-hour of the examination.

At the End of the Examination:

• You must ensure that you have correctly labelled your examination answer books and made them anonymous following the instructions on the front cover of the book.
• You must remain in your seat whilst the examination scripts are being collected. Silence must be preserved whilst this is being done. You may only leave when the invigilators tell you to do so.
• You must not remove any written material from the examination room.

Absence from Examinations

• It is your responsibility to find out the time and place of your examinations and to get yourself there at the right time. If you miss an examination a mark of 0 will normally be recorded which will almost certainly affect your end of year or overall degree result.
• If you miss an examination because of illness or other grave cause, you must immediately notify the relevant people of your absence. You must notify your department and the Student Registry within 48 hours of the scheduled start of the examination. You must then submit your written evidence explaining the circumstances of your absence as soon as practicable. The exceptional circumstances committee will not excuse your absence without this written proof. In the absence of proof, you will receive a mark of F4(0%). Please note self-certification forms will not be regarded as sufficient.
• If you missed your examination because you had COVID, we will accept as proof of this, a photograph of you holding a positive LFD test. The photograph must be on the day of the
examination. Note: you will need to purchase an LFD test after 1st April 2022 because the government is no longer providing such tests free.

Deferral of Examinations and Intercalation

- Final year students are not normally permitted to intercalate after the end of the Lent term.
- All examinations should be sat in the same year of study that the module was taken.
- Deferrals may be permitted in exceptional circumstances such as illness or other grave cause. Any request for deferral should be made to your department in the first instance.

Exceptional Circumstances

- If you sit your examination but feel that your performance was impaired because of illness or other grave cause, you must produce documentary evidence, for example a doctor’s note or a letter from the counselling service, and present it immediately to your department if you wish the matter to be considered at the board of examiners.

Likewise if you feel that your assessment in general has been impaired because of illness or other grave cause, you must provide evidence and present it to your department before the meeting of the board of examiners. You should use the Additional Evidence for Examination Board form when submitting your evidence. Your department will be able to inform you of the latest date for submission of evidence. Please note, however, that such information will not automatically make a difference to your results.

Cheating in Examinations

- It is an academic offence to attempt to communicate with or copy from any other student during an examination; to communicate during an examination with any person other than a properly authorised invigilator or other member of the University staff; to introduce any unauthorised material into an examination room; to gain access to unauthorised material during or before an examination or in other ways to attempt to provide false evidence of knowledge or understanding.
- Having a mobile phone, a smart watch, an electronic dictionary or any other electronic device in an examination is an academic offence.
- You will be expected to co-operate fully with any investigation if you are suspected of cheating. If you are in any doubt about what you can or can’t do please ask. Falling under suspicion of cheating can be a traumatic experience.

For the detailed rules on cheating in exams, please see the University regulations on Academic Malpractice.

Resit Period
If you are required to resit any examinations the resit period takes place between 08 August and 26 August 2022. Further details about resit examinations will be made available to you in due course.

Online exams

The second type of exam that will be undertaken is the online exam. Those of you who were at Lancaster University in 2020/21 will already be familiar with these, but for those people taking an online exam for the first time, please familiarise yourself with the three types of exam that can be used:

a. **Timed, Single Sitting.** These are examinations that take place within a defined period, with all students starting simultaneously.

b. **Restricted Time Period.** These are examinations that are open for a defined period. Students can start at any time during that window, but everyone must submit no later than the defined deadline.

c. **Multiple Choice Quizzes.** These may be set as either a Restricted Time Period or Timed, Single Sitting type of exam, with the relevant rules applied as explained above.

d. **Take-Home Examination.** These are examinations within a more extended period (typically 48- or 72-hours) and are akin to coursework, albeit with a shorter deadline for completion.

Your department will have let you know what type of examination they will be using. You can view the date, start time and duration of your exams on your individual exam timetable, available through the [student portal](#).

Where will I find the exam?

There is an Examination Moodle specially developed for our online exams and your exam timetable will link you directly to the space that your exam is located. This link will be available 7 days before the start date of your exam, but you will not be able to access your paper until the exact start time displayed on your timetable. The Examination Moodle is separate from the Moodle site you would usually use to find your learning resources, lectures etc. A test document will normally be present to show that you have found the correct space 7 days before your exam.

*I have an ILSP that says I should get additional time in exams; will I get additional time?*

This answer will depend on what type of exam you are sitting. Timed, Single-Sitting exams will have a different deadline for students who are entitled to additional time. Your ILSP will indicate this. For further information on the types of adjustments applicable to each type of
exam, please see the 2022 Exam Adjustments webpage. If you have any queries, you should discuss this with your department, or contact the Disability and Inclusivity Service.

Where you are sitting a Restricted Time Period exam then you will not be given additional time. This is because these assessments are designed to be inclusive. While the exam will last for a specific period of time (e.g. 5 hours), you will be expected to write for a much shorter period of time (e.g. 2 hours). Thus, your additional time is already factored into the exam. The questions are designed to be answered in the notional writing time, and spending additional time on the question will not lead to any improvement because of the nature of the questions.

Upload window

Your department will tell you how long the exam lasts for. You do not need to use the full time available to you, but you must submit your answer by the deadline.

We appreciate that uploading a file to be marked is different to what happens when you leave an examination hall, where the invigilator simply collects your exam booklet for marking. Therefore, for all Timed, Single-Sittings you will receive a 30-minute window to upload your work. See the scenario below of what this exactly means.

Example

Surbjit and Thomas have a 2-hour timed, single sitting beginning at 09:30. All of the class will be able to access the paper at 09:30 and must complete their writing by 11:30. They will then have 30 minutes to upload their answer, meaning that the final deadline is 12:00.

You must be very clear that this 30-minute period is not to continue writing your answer. It is only for the submission of work. If you use some of these 30-minutes to write your answer, and you are subsequently late, you will receive a fail mark.

Late Submissions

Any work that is submitted late will attract a mark of F4/0%. It is your responsibility to ensure the work is uploaded in time. As noted above, we have provided you a 30-minute window to do this.

There is no margin of error for late submissions. If your work is even one-minute late, you will receive a mark of F4/0%.

Example

Let us return to the example of Surbjit and Thomas above.

Surbjit stops writing at 11:30 and uploads their submission at 11:40. This is a valid submission and will be marked.

Thomas stops writing at 11:52 and uploads their submission at 12:01. This is late and will not be marked. It will receive an F4/0%.
This rule is to ensure that it is fair to all students. The 30-minute window is not designed to be used as additional writing time, and if you use it for that purpose, you are risking a fail.

What if it’s not my fault I am late?

All students who make a late submission will be able to make an application for exceptional circumstances. Your department will be expected to hold an exceptional circumstances committee to determine whether your application should be granted. If it is, then the department can either mark your work (with no penalty) or provide another opportunity to do an assessment.

All applications for exceptional circumstances require evidence to show good cause why you were late. Examples of circumstances that might be justified include:

a. screenshots of a failure to upload message;
b. photographs/screenshots showing a loss of WiFi connection (but you would need to explain why a mobile signal would not allow the work to be sent);
c. photographs/screenshots/video of a computer that fails to boot;
d. photographs/screenshots/video showing that the student cannot access Moodle.

Examples of reasons that would not typically constitute exceptional circumstances would include:

a. missed bus or train connections;
b. no PC available in the PC lab;
c. the loss of a file (it is your responsibility to ensure that you regularly save and backup your work, including using the ‘autosave’ function on most word processors);
d. a corrupt file (as you should be regularly saving the file);
e. uploading the wrong file;
f. misunderstanding the instructions.

If I have a problem, what should I do?

Your department will make clear to you in advance of the exam who you should contact if you are having any problems in accessing or uploading your answer. You should contact your department as soon as possible. When considering your exceptional circumstances claim, departments will be able to take into account whether you sought to contact the department during the 30-minute upload window, as this may demonstrate the validity of your problem. The department has the right to ask you to email it to them during this 30-minute window.
What happens if Moodle crashes?

ISS are aware when these exams take place, so we will be monitoring Moodle carefully. In the unlikely event that Moodle suffers a systematic failure, your department will tell you how to submit your work (if Moodle fails before the exam begins, the exam will be postponed).

Uploading the wrong file

Only your first submission will be marked. You have 30-minutes to upload your answer. It is your responsibility to ensure that you upload the correct submission. If your submission is corrupted or is the wrong file, you will receive a mark of F4/0%. This includes where you try to change your submission, where you upload the question paper or any other instance.

I am due to have an online exam, but I feel ill

If you are ill on the day of your exam then you need to make an application for exceptional circumstances.

You must notify your department and the Student Registry within 48 hours of the scheduled start of the examination. You must then submit your written evidence explaining the circumstances of your absence as soon as practicable. The exceptional circumstances committee will not excuse your absence without this written proof. In the absence of proof, you will receive a mark of F4(0%)

Academic Misconduct in Online Examinations

Unlike invigilated exams, you will take your online exam in an uncontrolled environment. This means that you will have the ability to use your books, notes and online sources. However, you must ensure you do not commit academic misconduct.

The University takes academic misconduct seriously. Any accusation of academic misconduct in an online examination will be referred to the Standing Academic Committee. This is a university committee that has the power to terminate your studies and permanently exclude you from the university.

Every year, students think they will ‘get away with it’. Last year, several students tried to cheat. They were caught. Various punishments were imposed ranging from failing the exam through to being required to repeat the year and, in a small number of cases, permanent exclusion from the university.

Copying and Pasting

In online examinations you are not required to provide full bibliographic references for your sources. However, you must attribute the work, even if it is in an abridged way. If you take the ideas of another without acknowledging the source, this constitutes plagiarism.
Any text that is the same as in the source must always be put in quotation marks and attributed. If you copy and paste text from ANY source without acknowledgement, you will commit the academic offence of plagiarism.

You should be very careful how you use your own notes. If, when you produced your notes, you copied and pasted chunks of work from elsewhere and added to them, you must be able to show where you got that work from. Any unattributed copying of the work of others will be considered an academic offence.

Help sites

You must not under any circumstances upload any part of the exam questions to a ‘help’ site (e.g. Chegg.com). Doing so constitutes one of the most serious forms of academic misconduct, and it will typically lead either to the temporary or permanent exclusion of the student.

Talking to others

While this exam takes place in an uncontrolled environment, you must undertake it completely independently. You are not allowed to discuss any of the content of the exam with anyone. If you speak to your parent, sibling, partner, friend or anyone else you will commit an academic offence.

You should remember that people will submit their answers at a different time to you. It is not possible for you to know whether someone has additional time or not. Similarly, just because someone tells you they have submitted their work does not mean they have.

You should not talk to anyone about the exam until at least 8 hours elapsed since the start of the exam.

Helping others

Helping others is the same as talking to them. Occasionally, a student will ask another to see a copy of their answer ‘to check structure’ or ‘because I am desperate’. You do not know what they will do with that file. It is possible that they will just copy and paste your answer.

You should never send your answer to another student. Doing so, is a serious academic offence and both the sender and receiver of the file will commit an academic offence, and will face punishment.

Impersonation

Only you must take the exam. We monitor Moodle access and identify those who try to get someone else to take the exam on their behalf. Asking someone to take the exam on your behalf is the most serious form of academic misconduct and it will normally lead to your immediate, permanent exclusion from the university.