

# **EXAMINATION PROGRAMME GUIDE FOR CANDIDATES: 2012-2013**

This guidance document has been sourced from the UCL document *Examination Programme Guide for Students 2012-2013* and adapted to the UCL Australia context.

## **1 REGULATIONS FOR EXAMINATIONS**

- 1.1** Examinations of UCL are governed by UCL Regulations and candidates should ensure that they are aware of these.

## **2 IRREGULARITIES AT EXAMINATIONS**

UCL takes matters of examination misconduct very seriously. The following are examples of actions that constitute examination offences:

- cheating attempting to cheat or assisting someone else to cheat
- having unauthorised items on or under your desk or about your person
- writing before the start or after the end of the examination
- writing notes on hands, arms or other parts of the body
- leaving the hall unaccompanied or without permission
- tampering with answer books, question papers or other examination stationary
- committing plagiarism or self-plagiarism
- causing a disturbance or disrupting the examination process.

Anyone suspected of an examination offence will be reported to the UCL authorities and may be called to appear before an Examination Irregularities Panel. Penalties for examination offences include, but are not limited to, formal reprimand, disqualification from one or all examinations for the session, and exclusion from UCL on a temporary or permanent basis.

### **2.1 WORK COMPLETED IN CANDIDATES OWN TIME**

You are reminded that all work submitted as part of the requirements for any examination of UCL must be expressed in your own words and incorporate your own ideas and judgements.

### **2.2 PLAGIARISM**

- 2.2.1** UCL takes attempts at examination misconduct very seriously and candidates should ensure that they do not commit plagiarism.
- 2.2.2** Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own.
- 2.2.3** Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible.
- 2.2.4** A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgements, figures, diagrams or software, a reference to that person in the text must be made and the work referred to must be included in the bibliography.
- 2.2.5** Recourse to the services of "ghost-writing" agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer "correction/improvement of English" is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.
- 2.2.6** Use of unacknowledged information downloaded from the internet also constitutes plagiarism.
- 2.2.7** Where part of an examination consists of "take away" papers, essays or other work written in a student's own time, or a coursework assessment, the work submitted must be the candidate's own.

- 2.2.8** UCL uses Turnitin®, a sophisticated detection system, to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (website, journals, etc) as well as work previously submitted to UCL and other universities.
- 2.2.9.** Failure to observe any of the provisions of this policy or of approved departmental/divisional guidelines constitutes an **examination offence** under UCL Regulations. Examination offences will normally be treated as cheating or irregularities under the Regulations in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded from all further examinations of UCL. Please refer to the UCL web pages for further information on plagiarism (<http://www.ucl.ac.uk/current-students/guidelines/policies/plagiarism>).

## **2.3 WRITTEN PAPERS**

- 2.3.1** If anyone is suspected of cheating, attempting to cheat or of assisting someone else to cheat, the facts must be reported to UCL. Such a person may in consequence be disqualified from the examination and excluded from all future examinations of UCL. Any unauthorised notes or materials may be retained by UCL at its discretion.
- 2.3.2** Candidates may not bring into the examination hall or any practical, oral or similar examination, any books, papers, media storage devices or other instruments except those which have been specifically permitted.
- 2.3.3** Candidates are warned that any unauthorised documentation or unauthorised items brought into the examination hall will constitute an Examination Irregularity and the UCL Authorities will be informed of this.

### **PLEASE NOTE:-**

**IF YOU ARE FOUND WITH UNAUTHORISED MATERIALS ON YOUR DESK, UNDER YOUR DESK OR ON YOUR PERSON, YOU WILL HAVE BEEN DEEMED TO HAVE USED THEM.  
(Please also see Appendix 1).**

**You are warned that random checks could be made at any time.**

- 2.3.4** Candidates who were previously found with materials at their desks had to go before an Examination Misconduct Panel. In some cases, such candidates had their examinations for the session cancelled or were excluded from UCL for a period of time. The most severe punishment is to be expelled from UCL permanently. Please ensure that you do not put yourself in this position and check very carefully to ensure you have no unauthorised materials on you before the examination starts.
- 2.3.5** Permitted items comprise mathematical instruments, slide rules, pens, pencils, rubbers and small bottles of ink which must not be in a box or other container. Pencil cases to hold these items are allowed but should NOT contain any unauthorised items and may be subject to random checks. You must provide yourself with appropriate writing materials and calculators. **You may not use correcting fluid or staplers.**
- 2.3.6** Candidates who have been advised that they may use electronic calculators must consult Section 12 of this guide. Certain reference documents may be provided in the examination hall and candidates may, on occasion, be instructed to bring with them certain specified documents. Any other materials or aids in the possession of candidates must be deposited immediately with the Supervisor. A candidate who finds that he/she has inadvertently brought into the examination room notes/papers which are not permitted or other unauthorised items should surrender them immediately to the Examination Supervisor and no action will be taken for the duration of the examination.

### **2.3.7 ABSOLUTELY NO FOOD OR CARBONATED DRINKS ARE PERMITTED IN THE EXAMINATION HALL.**

Water and non-carbonated drinks are permitted but these **MUST** be in screw cap bottles or cartons with straws. Students must take responsibility if drink is spilled on scripts.

**2.3.8** Candidates who may need to take prescribed medication during examinations must inform the UCL Australia Student Services Manager of this prior to the start of the examination period. Candidates in main examination halls will not be given additional time for taking medication. If additional time is required, an application for special examination arrangements must be made.

**2.3.9** The wearing of any form of headgear is only permitted on religious or medical grounds. Similarly, the wearing of ear plugs is only permitted on medical grounds. You may be asked about this by the invigilators.

**2.3.10** Bags, coats, revision notes, unauthorised materials or other similar articles must not be brought into the examination hall and may be left in a locker.

You will be provided with a clear plastic bag in which to deposit **WALLETS, PURSES, MOBILE PHONES, TRAVEL CARDS** and similar essential items. This should be placed under your desk for the duration of the examination. Please leave the empty bag on your desk when you leave the hall at the end of the examination.

You are strongly advised to leave credit cards, media players and other valuable items at home or in your locker.

Mobile phones and other similar communication devices must be switched off before you enter the hall. Sending or receiving calls or text messages during an examination will constitute an examination offence. Any disturbance caused during the examination by ringtones or preset alarms will also be treated as an examination irregularity.

Ucl cannot accept responsibility for the loss of any such items and cannot guarantee their safety.

**2.3.11** The use of dictionaries is **NOT** permitted where the object is to help a candidate overcome any deficiency in their command of the English language. Dictionaries will only be permitted for any other purpose where the examiner has informed the Examinations Section in writing beforehand.

## **3 COMPLETION OF EXAMINATIONS**

**3.1** Candidates are required to complete all tests prescribed for the degree for which they are entering, and must show a competent knowledge in the examination as a whole. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) they must take each prescribed test and must submit sufficient work to enable them to be examined.

## **4 CANDIDATE NUMBERS**

**4.1** All UCL written examinations will be examined anonymously, i.e. by candidate number instead of name and you have been allocated a personal Candidate Number. You must use this number at all times and it should be entered in the space provided on the answer books for each of your examinations. **DO NOT** write your name anywhere on the answer booklet. If you forget your number, please consult the Supervisor in the Hall. In addition, you must write your desk number in the top right-hand corner of your answer booklet and all other material to be submitted for marking.

**4.2** For examinations involving Multiple Choice Questions [MCQ], you will be required to enter your SPR number on the MCQ Test Card. In the event of any query you should ask the Supervisor.

## **5 TIMETABLE**

- 5.1 Your timetable lists the examinations scheduled to take place during the academic year.
- 5.2 It is your responsibility to make sure that you know the date, time and place of each paper you expect to take as set out in the relevant timetable. It is in your own interest to attend punctually.
- 5.3 you should aim to arrive no earlier than **15 minutes** and no later than **5 minutes** before the start of your examination. If you arrive too early and congregate outside the hall, this often causes great inconvenience to staff and other users of the building. Please also try to use toilets elsewhere before you arrive otherwise delays result at the start of exams.
- 5.4 Examinations will start at 9am unless otherwise indicated on the timetable. Please take care to note the exceptions. You must be seated by 8.55am to hear the announcements made by the Supervisor. You will also be given a sheet of instructions which you must read before you start the examination. You will find a copy of these at the end of this document (see Appendix 1).

## 6 SEATING AT EXAMINATIONS

- 6.1 A number will be displayed on each desk in the examinations hall. This number must also be noted on your examination answer booklet.
- 6.2 If you are sitting any examinations in a special examination facility, you will be advised where to sit when you arrive at the venue.
- 6.3 You should take your current Identity Card with you for admission to the examination hall and display it on your desk to enable the officials to check that every candidate is correctly seated. Other than the question paper and your answer book, the only materials you are allowed to place on your desk will be your writing materials and your UCL Identity Card. Any candidate who fails to produce one of the approved means of identification will be required to sign a declaration form and a label will be attached to your script, advising the Examiners.
- 6.4 **Approved means of identification are:-**
- UCL ID Card
  - Passport
  - Driving licence with photograph
- 6.5 You are required to observe all instructions given to you by Examiners, Supervisors, Invigilators or other officers responsible for the conduct of examinations.

## 7 IMPORTANT INFORMATION

- 7.1 Please also note the following essential points:
- Once you have entered the examination hall you should **not** speak to other candidates. If you have any queries, raise your hand and speak to the Supervisor, Invigilators or Examiners
  - You **should** read the sheet of instructions provided
  - You **must not** read the question paper until instructed to do so by the Supervisor
  - You **should** fill in the front cover of your answer book: please write the following:-
    - Your desk number and candidate number, in the top right-hand corner of **all** material submitted for marking
    - The title and code for the course you are being examined

- The date - in the box provided
- If applicable, the name and type of calculator
- You **are not permitted** to write anything else on either the answer book or the question paper **before the start of the examination** unless instructed to do so by the Supervisor. Any breach of this regulation will constitute an Examination Irregularity
- Visits to the toilet are permitted at the discretion of the Supervisor but you will be accompanied and the visit will be recorded on an attendance sheet against your name. Toilet visits will not normally be permitted during the first 30 minutes.

**7.2** please note that smoking is not permitted at any time during the examination and this includes in the toilets.

**7.3** Normally the Examiner(s) who set the paper will be present at the start of the examination to answer any queries. If he/she is not present you may seek advice from the Supervisor of the hall on any substantial query which may arise.

**7.4** You may leave the examination hall permanently only after the first half-hour and not during the final fifteen minutes; departure during the first half-hour, except in cases of illness or other emergency, may constitute an examination offence.

**7.5** It is important that you note the following procedure which will be strictly enforced:

- If you wish to leave the hall permanently after the first half-hour but before the designated finishing time for that examination, please remain in your seat, raise your hand and wait for your script to be collected by an official. You may not leave the examination hall until your script has been collected.
- Once the final fifteen minutes have been announced, you must remain seated until **ALL** scripts have been collected by the officials and you are told that you may leave. The final five minutes will also be called.

**7.6** five minutes before the end of the examination you will be told:

*“In five minutes time your script will be removed from you”.*

By the time the end of the examination is called you must ensure that you have numbered all answer books and tied any supplementaries behind the main answer book with the string or tag provided.

You should also enter the total number of answer books used and the numbers and subsections of the questions in the order in which you have attempted them in the box provided.

Once time has been called, you must stop writing and your script must be ready for collection. You must obey this and any other instructions given to you by the invigilating staff.

## **8 EXAMINATION ANSWER BOOKS**

**8.1** Do NOT use scrap paper; do all rough work in the answer books and cross it through (including any questions which you have answered over and above the number required by the examiners), as well as any other work you do not wish to be marked. Supplementary answer books should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string provided. You must not tamper with the answer books.

**8.2** Answer books and all other material provided by UCL must be submitted to the invigilating staff. You may, however, take away the question paper, with the exception of certain multiple-choice question papers.

**8.3** All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (black or blue only) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible.

## **9 LATECOMERS**

**9.1** **it is very important that you note and comply with the following instructions. Failure to do so may result in you missing an examination.**

**9.2** If you arrive after the examination has started and within the first half-hour, you should report to an invigilator so that the time of your arrival may be recorded and any instructions provided. You will be admitted and allowed to sit the examination but you will not be given any additional time and **must** finish at the same time as the other candidates sitting the paper.

**9.3** If you arrive after the first half-hour, you may be allowed to sit the paper, and thirty minutes will be deducted from the total time allowed for that examination. You will be required to make a written statement of explanation for your late arrival and to confirm that you have not discussed the paper with anyone.

**9.4** **if you arrive after the time for the normal end of the examination you will not be allowed to sit the paper.**

## **10 ILLNESS**

**10.1** If you are ill on the day of an examination, you should let the UCL Australia Student Services Manager know as soon as possible. They will advise you about the options available to you if you made no attempt at the paper. See also Section 16 Extenuating Circumstances.

## **11 EMERGENCIES**

**11.1** You are reminded that examination conditions still apply if you are instructed by the Supervisor to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic and must follow the instructions of the Supervisor to the letter.

**11.2** In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and to leave as quickly as possible in an orderly manner.

## **12 ELECTRONIC CALCULATORS**

**12.1** Boards of Examiners are authorised to determine at which examinations candidates shall be permitted to take in and use their own electronic calculators. However, UCL has approved a standard calculator for use in examinations and candidates will be committing an examination irregularity if they are found using the wrong model.

**12.2** **The permitted models are:-**

**Casio FX100AU Scientific**

**Casio FX82AU Scientific Plus**

**12.3** Candidates must accept full responsibility for ensuring that their calculators are in working order for their examination and for providing, in advance, an alternative means of calculating in the event of the calculator failing during the examination.

**12.4** Every candidate is required to state clearly on his/her script the name and type of electronic calculator(s) used.

**12.5** Candidates are reminded that:-

- If credit is to be given for correctness of method, when a final answer is wrong, it is essential that the examiner has sufficient information as to the process of derivation. Numerical values at interim steps should be regularly given, even when the calculator has sufficient memory to make the recording of interim values strictly unnecessary.
- The use of material stored in a pre-programmable memory could constitute cheating.
- Candidates should note that random checks will be made during examinations to ensure that these regulations are being complied with.

**12.6** **The unspecified use of electronic calculators is banned and will be treated as an Examination Irregularity.**

## **13 ENTRY TO EXAMINATIONS**

**UCL Academic Regulations for Students  
Section 3: Examination Regulations**

### **Examination Entry Criteria**

Students will be admitted to an examination if they have attended and pursued the course unit(s)/module(s) to the satisfaction of the teaching Department/Division. The minimum requirement for 'satisfactory performance' is attendance on 70% of the course unit/module, unless a higher requirement has been specified.

## **14 RE-ENTRY TO EXAMINATIONS**

**UCL Academic Regulations for Students  
Section 3: Examination Regulations**

### **14.1 Postgraduate Candidates only:-**

Students who obtain a mark below the minimum pass mark (50%) will be required to re-enter that examination at the next normal occasion. The mark achieved will apply even if this is lower than the original mark.

#### **Number of Permitted Attempts**

A student who, at their first entry, does not successfully complete an examination may re-enter for the examination on not more than one occasion. This does not apply if they have been awarded a degree or excluded from UCL on the grounds of academic insufficiency, or as a result of examination misconduct.

## **15 WITHDRAWAL FROM EXAMINATIONS**

**UCL Academic Regulations for Students  
Section 3: Examination Regulations**

### **Withdrawal from an Examination on Academic Grounds**

Students may withdraw their entry to an examination on academic grounds with the approval of the Academic Director and Faculty Tutor. Students absenting themselves without prior approval will be marked as absent and deemed to have made an attempt at the examination.

### **Exceptional Withdrawal from Examinations**

Students wishing to withdraw from examinations after the end of the first week of the term in which they will be examined can only do so on the grounds of ill health or following bereavement on the death of a near relative.

### **Unauthorised Absence from Examinations**

Students absent from examinations without permission will be awarded a mark of zero.

### **No Attempt or Minimal Attempt of a Paper or Other Form of Assessment**

Students who do not attempt a paper or other form of assessment, or who make an attempt that is academically un-assessable, will be awarded a mark of zero.

## **16 EXTENUATING CIRCUMSTANCES**

Details and evidence of extenuating circumstances which have affected an examination must be submitted within seven days of the date of that examination. If you are in any doubt, please consult UCL Australia Student Services Manager for guidance. Circumstances which have already been brought to the attention of the Board of Examiners and for which allowance has already been made (e.g. extra time allowed as a result of special assessment arrangements, extension of deadline for coursework) should be notified in this way. The examiners will be aware of these circumstances but any circumstances which might affect your examination performance can only be taken into account once for each diet of examinations. Information submitted after this deadline will not be taken into account and grievances cannot be submitted on the grounds of extenuating circumstances being submitted after the deadline.

## **17 EXAMINATION RESULTS**

- 17.1** Provisional results, in the form of a letter grade, are made available to students a few weeks after the course has completed. Final results, including the overall percentage mark will be made available following the Board of Examiners meeting – typically held in July and December.

Degree certificates and transcripts will be issued to all successful final year students shortly after the awards have been ratified by the UCL Authorities.

All final year students must update their contact address details before leaving UCL to ensure that their degree certificate and transcript can be sent to the correct address.

Please note that these official documents will be sent by special delivery so cannot be sent to impersonal addresses or PO Boxes as they must be signed for on receipt. Any student who fails to update their address prior to the despatch of their documents should expect to be charged for the re-delivery cost.

Degree certificates are official documents and UCL takes the issue and verification of these documents very seriously. Students will only be issued with one degree certificate so it should be retained in a safe place. UCL will not provide you with duplicates of your degree certificate and will not automatically issue you with a replacement should you lose the original.

- 17.2** Additional transcripts can be provided on request. For further information, visit the UCL web site [http://www.ucl.ac.uk/current-students/exams\\_and\\_awards/Qualifications/transcripts](http://www.ucl.ac.uk/current-students/exams_and_awards/Qualifications/transcripts). Please note that there is a charge for this service.

**17.3** Any information concerning results which students receive from their departments/divisions is strictly provisional and unofficial. Results are not confirmed until ratified by the UCL Board of Examiners.

## **18 WITHHOLDING OF DEGREES AND RESULTS**

### **UCL Academic Regulations for Students Section 3: Examination Regulations**

#### **Students with an outstanding debt to UCL**

All students who will, if successful in their examinations, qualify for the award of a degree, should note that UCL will withhold the award in the case of any student who is in debt to UCL. Students should note that debt to UCL includes any payment due, including tuition and examination fees, fees for UCL residential accommodation and fees to the UCL Library. No report will be made on the student's results until the debt has been settled in full and attendance at a Graduation Ceremony will not be permitted unless the whole debt has been cleared by the due date.

All other students who are in debt to UCL will have their official results withheld and/or will not be permitted to enrol at any future session until the debt has been settled in full.

Paula Speller  
Head of Examinations

Adapted from UCL documentation by UCL Australia  
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**PLEASE READ THIS SHEET BEFORE THE START OF THE EXAMINATION**

- 1 Once you are in your seat, you should **NOT** speak to any other candidate in the hall. If you have any queries, please raise your hand and speak to an Invigilator.
- 2 Please check that you are sitting in the correct seat. Your seat number will be used to verify your attendance at the examination and by the Examiner to ensure that marks are awarded to the correct candidate.
- 3 Do not read the question paper until instructed to do so by the supervisor, but please check that you have been given the correct paper for the examination you are taking. You can do this by referring to the front cover.
- 4 You should fill in the front cover of your answer book; please write the following:-
  - Your desk number and candidate number (**NOT NAME**) on all material submitted for marking. Your candidate number is located in the top right corner of your timetable, not on your ID card.
  - The examination title and code
  - The date – in the box provided
  - If applicable, the name and type of calculator
- 5 Do not write anything else on the answer book or question paper before the start of the examination unless instructed to do so by the Supervisor
- 6 Place your UCL Identity Card (without the plastic wallet) on your desk. If you do not have your UCL ID card or one of the other approved means of identity (passport/driving licence with photo), you will be required to sign a Declaration of Identity form and a label will be attached to your script.
- 7 If you do not know your candidate number, you should ask the Supervisor or an Invigilator.
- 8 Any bags, coats or other similar articles brought into the examination hall must be deposited as directed by the invigilation staff. This includes any unauthorised materials such as revision notes.
- 9 Only items of value should be stored in the plastic bag provided which should be placed under your desk for the duration of the Examination.
- 10 Mobile phones and other similar communication devices must be switched off and placed under the desk in the plastic bag provided. Sending or receiving calls or text messages during an examination will constitute an examination offence. Any disturbance caused during the examination by ringtones or preset alarms will also be treated as an examination irregularity.
- 11 **ONLY THE FOLLOWING ITEMS ARE ALLOWED ON YOUR DESK:-**
  - Writing materials
  - Question paper
  - Issued answer stationery
  - Any other materials specified by the Examiner
  - Water or non-carbonated drinks in a screw cap bottle or carton with straw

No other items of food or drink are permitted in the hall.

- 12 If you are in doubt about any item speak to the Supervisor. Once the examination has started you will have committed an examination irregularity if you have unauthorised materials on your desk, under your desk or anywhere about your person. If you are found with anything you will be deemed to have used it.

### **RANDOM CHECKS MAY BE MADE AT ANY TIME**

- 13 You may not leave the hall in the first half-hour or the last 15 minutes. Announcements will be made at 15 minutes and 5 minutes before the end of the examination.
- 14 If you wish to leave the hall permanently after the first half-hour and before the last 15 minutes, please remain in your seat, raise your hand and wait for your script to be collected by an invigilator.
- 15 Once the final 15 minutes have been called, you must remain seated until **ALL** scripts have been collected and you are told that you may leave.
- 16 With five minutes to go, you will be told "In five minutes time your script will be removed from you". By then, you **must** have numbered all answer books and tied any supplementary booklets behind the main answer book.
- 17 Once time has been called, you must not write anymore and your script must be ready for collection. You must obey this and any other instructions given to you by the invigilating staff.
- 18 You must hand in your script immediately you are asked.
- 19 You must remain in your seat until all scripts have been collected.

#### **Please Note:-**

- Visits to the toilet are permitted at the discretion of the Supervisor but you will be accompanied and the visit will be recorded on the attendance sheet. Toilet visits will not normally be permitted during the first 30 minutes.
- In the event of the hall being evacuated, you are reminded that examination conditions still apply and you should NOT speak to any other candidates on ANY topic.
- Smoking is not permitted at any time during the examination and this includes in the toilets.