



**Examinations  
Student and Registry Services**

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# **Aide Memoir for Departments**

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Author: Examinations Office  
Reference: Aide Memoir for Departments  
Date: November 2019

**INSTRUCTIONS FOR DEPARTMENTS  
AIDE MEMOIR EXAMINATIONS**



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## 1.1 SCOPE OF THIS DOCUMENT

This document is primarily for running exams that students have to take in departments rather than centrally run exams during the Main Exam Period and the Late Summer Assessment Period. For all other departmentally run exams this document can be used as a guide.

## 2 CHANGES FOR 2019

### 2.1 Examination Adjustments

There is a new deadlines for applications for examination adjustments. The application must now be received by Student Support and Wellbeing (SSW) at least 3 weeks before the main examination period and 3 weeks before the late summer assessment examination period.

## 3 COLLECTION OF EXAMINATION PAPERS

Individual examination packs will be available for collection from the examination base room a few days before the timetabled examination.

The pack will include the following:

- a) Examination Envelope
- b) Examination Paper
- c) Examination answer books
- d) Examination Paper Query Form
- e) Student Sickness Form
- f) Any other handouts/publications that relate to the exam in question

It is important to note that the collection of exam packs from the exams office is for those students that are sitting their exams in the relevant department (SRT) during the centrally organised exam periods (i.e. the Main Examinations Period and the Late Assessment Period). For exams run exclusively by departments or those run outside of the centrally organised exam periods, departments are responsible for all aspects for said exams. However, should departments wish to order stationary or printing there is a link to the printers on our website at <https://www.ucl.ac.uk/srs/exams-and-records/examinations/examination-liaison-officers>.

### 3.0 INSTRUCTIONS FOR EXAMINATIONS TO BE RUN BY CANDIDATE NUMBERS

**All** UCL written examinations will be examined anonymously by candidate number instead of name all students have been emailed their candidate number earlier in the academic year. Student may also obtain this from Portico.

The set of lists marked Examiner's Copy showing seat and candidate number should be handed to the Examiner with the collected scripts. If the scripts are not collected, these sheets should be attached to the appropriate batch of scripts and returned to the Examinations Office at the end of the day. These sheets should also be annotated to record the absentees.

Please note that these sheets must not be used to record the times of early leavers. However, details of non-standard incidents affecting all candidates, such as the granting of extra time to compensate for some form of disruption, can be recorded on the examiners' sheets.

#### 4.0 MCQ Examinations

Candidates sitting MCQ Examinations will use a separate MCQ Number in addition to their five-character candidate number. This is the candidate's Student Number code which will consist of 9 digits and is printed on his/her Candidate Number Card. Lists of Student Number codes will also be provided where appropriate. The Student Number code should be entered on the MCQ card exactly as it appears on the Candidate Number Card including any leading zeros.

There are two types of MCQ card and instructions for their use will be included in the rubric on the examination paper.

#### 5.0 DISTRIBUTION OF ANSWER BOOKS

##### 5.1 Examination Envelopes

To ensure that all examination scripts, as well as MCQ's and examination papers that are not permitted to leave the examination hall, are collected in, each candidate **MUST** be issued with the examination envelope. The candidate should complete the front of the envelope. At the end of the examination all collectable materials should be placed in the envelope ready for collection. Where a candidate is absent the envelope should be marked to indicate this, the envelope is to be collected as per normal and placed within the scripts. The candidate **MUST** be marked as absent on the attendance list.

##### 5.2 Supplementary Answer Books

These books will be supplied in a variety of colours to be used on a random basis but the same colour must be given to all candidates in each session.

Full instructions about the stationery requirements for each examination will be set out on the Examination Hall Requirements Sheet issued for that day as well as being on the front of the exam paper. Supplementary answer books should not be given out at the beginning of the examination, but only when requested by candidates **once they have filled the main book**. Any exceptions to this rule will be indicated on the Examination Hall Requirements Sheet and on the front of the exams paper.

**It is very important that you keep control of the supplementary answer books as they may be used by candidates attempting to cheat.**

Candidates must **not** be given loose sheets of paper unless there is a specific instruction to do so, and the use of scrap paper is prohibited. Rough work must be done in the answer book and crossed through.

## 6.0 Entry to the Hall

Candidates should not be permitted to enter the hall until it has been fully prepared and you have given permission to allow candidates in (they have been told to arrive between 10 and twenty minutes before the start time). However, please note that candidates have been instructed in their own Examination Guide that they must be in their seats at 9.55am and 2.25pm for the morning and afternoon sessions. You are, therefore, asked to use your discretion on the timing of admittance.

The examination paper must be placed face up on the desk with the examination envelope and the supplementary answer booklet on top. Candidates should complete the front of the examination envelope and booklet, but **must not read** the examination paper until given permission to do so. The cover of each examination paper has been backed with a grid to prevent candidates from reading the questions before the start of the examination.

Where an errata has been issued, this is to be placed on top of all paperwork so that candidates can see it.

Once they have taken their seats, candidates must not speak to each other, but may address queries to you or the Invigilators or Examiners present. Candidates have been advised of this procedure. **No admittance allowed to the hall after the first 45 minutes**

## 6.1 Storage of valuables

For security purposes, candidates should be instructed to store their valuables, including wallets, mobile phones (which must be switched off) and travel cards, under their desk, rather than leaving them in their bags at the back of the hall.

## 6.2 Candidate Identification

Approved means of identification are:-

- 8.1.3.1 UCL ID card
- 8.1.3.2 Home College ID card for intercollegiate students
- 8.1.3.3 Passport
- 8.1.3.4 Driving licence with photograph

If the exam is being sat in the department the department can verify the identity of the student if they are known to them.

Identity checks of candidates wearing face coverings should be undertaken in a private area, away from the main group of candidates, and by an invigilator of the same gender. Before the start of the examination, candidates should be asked to lift their face covering so that their identity can be confirmed against their ID card. Invigilators should not touch candidates' face/head coverings at any time. A visual inspection to see if a candidate has a communication device in their ear should only be undertaken if there is reasonable cause, not as standard practice. Such an inspection should also only be undertaken by an invigilator of the same gender

All candidates have been informed that they must display both their UCL ID card (and other approved means of identification) and their Candidate Number Card on their desk at each examination. Before the start of the examination, you should instruct candidates to remove these cards from any wallets or holders and place them directly on their desk. This will enable candidates' numbers to be checked with the minimum amount of disturbance.

### 6.3 Individual Timetables

Every official candidate has had access to their individual timetable either via Portico (UCL's online Student Information System) or in hard copy format (out-of-attendance re-entry candidates and intercollegiate students only). Candidates have been advised to print a copy of their timetable on plain paper for ease of reference and ensure it remains unmarked for the duration of the examination period. Candidates have been informed that they are not permitted to keep their timetable on their desk but must place it under their desk.

It is important to that for exams which take place during the centrally organised exam periods, where students are allocated the exam venue EXAMDEP or EXAMSRT – the department will need to confirm the local arrangements for the exams with the student. However, the exam packs themselves will still be available for collection if the exam takes place during the centrally organised exam periods.

For departmentally managed exams all communication for all students must be communicated by the department.

### 6.4 Permitted Materials

Items which are and are not permitted in the hall are listed in the Examination Guide for Candidates and on the Instruction Sheets for Candidates. If any group of candidates is permitted to bring in specified documents/items you will be advised of this on the Examination Hall Requirements Sheets and on the front of the exam paper.

Invigilators are required to check all permitted materials to ensure that there are not any unpermitted annotations or inserts. – This will be detailed on the Examination Hall Requirements Sheet.

**Please note** that for Law examinations you will be provided with a list of Statutes which candidates are permitted to bring into the examination hall.

If any candidate is required to bring medication/tablets etc. into the examination hall he/she should report this to you for clearance before the start of the examination. Candidates are not permitted to bring food into the hall, non-carbonated cold drinks are permitted, unless their examination adjustments specify that they are permitted to consume food. Use of e-cigarettes are not permitted in the hall and candidates are not permitted to leave the hall during an examination to use one.

Candidates are not permitted to wear headgear such as baseball caps or woollen hats. The only headwear permitted is that required on specific grounds, such as religious or medical grounds. If a candidate is wearing a hat which does not appear to have any

religious or medical connection, please approach them with diplomacy to find out the reason why they are wearing it. It is important that you are not heavy-handed about this. The use of earplugs is also only permitted on medical grounds.

## 6.5 Use of Calculators

You will be advised via the front of the examination paper whether a calculator is permitted.

- (i) Calculators - approved models only
- (ii) Calculators - non-standard models allowed
- (iii) Calculators - NOT PERMITTED
- (iv) Calculators - not applicable (*contact Assessment and Student Records if a query arises*)

Candidates are required to state on the script the name and type of calculator used and every official candidate will have been instructed to read the Examination Guide for Candidates which includes this information.

The current models of UCL-approved calculator for use in written examinations are:

### **Casio FX-85GT X**

Candidates who already own one of the following older, discontinued models of the same calculator, are still permitted to use it:

Casio FX83GT+	}	battery operated
Casio FX83MS	}	
Casio FX83ES	}	
Casio FX83WA	}	
Casio FX85GT+	}	solar powered
Casio FX85MS	}	
Casio FX85ES	}	
Casio FX85WA	}	

Candidates are responsible for ensuring that their calculator is in good working order and for providing an alternative means of calculating should their calculator fail during an examination. Spare calculators will not be available at the hall on the day. The sharing of calculators between candidates is not permitted. If a candidate does not have a working calculator they are not permitted to use any other device as a replacement (e.g. mobile phone)

**Please note** that a candidate will be deemed to have committed an Examination Irregularity if found to be using a calculator when this is not permitted or using a non-standard model when approved models only are permitted

## 6.6 Use of Dictionaries

UCL has ruled that dictionaries are not permitted where the object is to help a student overcome any deficiency in their command of the English language. If any candidate is discovered to be using a dictionary he/she should be asked to deposit it with you. You will be notified if dictionaries have been permitted for any other purpose by prior arrangement with UCL Examinations Office. If an individual student produces a letter from an Examiner/Tutor allowing the use of a dictionary, please check with the Examinations Office. It is possible that this has been done contrary to the Regulations.

**Please note** that a candidate will be deemed to have committed an Examination Irregularity if found to be using an unauthorised dictionary.

## 6.7 Leaving the Hall

Normally no candidate may leave the hall in the first forty-five or the last fifteen minutes of the examination except to have first-aid treatment, when he/she must be accompanied by a member of staff. If a candidate insists on leaving the examination hall without permission during the first forty five minutes, every effort should be made to persuade her/him not to leave the building and to keep her/him under supervision for the remainder of the forty-five minutes. It should be pointed out to the candidate that departure during the forty-five minutes will be reported to the UCL authorities, and that steps may be taken to ascertain whether an examination offence could have occurred.



## 7.0 LATECOMERS

### 7.1 During the First 45 Minutes

Candidates arriving late may be admitted during the first 45 minutes but should not be given any additional time (in other words, they finish at the same time as all other candidates).

### 7.2 After the First 45 Minutes

**Any** candidate arriving after the first 45 minutes, for whatever reason, must **not** be admitted to the hall. .

## 8.0 EARLY LEAVERS

Candidates who wish to leave after the first 45 minutes but before the last 15 minutes should be permitted to do so. You should remove their script from their desk before they leave the hall. You do not need to record the time they leave. No examination papers are to leave the examination hall.

Once a candidate has left the hall they must not be allowed back in for any reason, even after the examination has finished.

## 9.0 Examination Paper Errors

Examination corrections on the day of the exam are not permitted. If a candidate raises a query with an examination paper they should be issued with an "Examination Query Form". The candidate/s should be advised to "make assumptions" to enable them to complete the question. The form should be completed to detail any assumptions that have been made. The form will be duplicated and distributed as follows:

- a) Script Copy – to be placed with the script inside the examinations envelope
- b) Registry Copy – to be returned to UCL Examinations Office

**The procedure for issuing an Informal Warning Notification is as follows:**

- (i) Explain very briefly which regulation has been broken, remove any unauthorised items, and then allow the candidate to continue with the examination undisturbed. **It is important to ensure that candidates are not unduly disturbed when dealing with suspected irregularities.**
- (ii) Record the details, including the contravention code, in the appropriate section of the Supervisor's Report Form. You do not need to report the irregularity to the Examinations Office at this stage.
- (iii) Complete and sign an Informal Warning Notification form and hand this to the candidate at the end of the examination along with any confiscated items.
- (iv) The candidate can submit a statement of appeal to the Secretary of the UCL Examination Irregularities Panel if they feel they have been issued with the informal warning unfairly.

**All other examination irregularities not covered on the table above must be treated as allegations for the Panel to consider and should be dealt with in the following way:**

- (i) Explain very briefly which regulation has been broken, remove any unauthorised items, draw a line on the script at the appropriate point (add your signature and note the time),

and then allow the candidate to continue with the examination undisturbed. **It is important to ensure that candidates are not unduly disturbed when dealing with suspected irregularities.**

- (ii) Report the incident to the Examinations Office as soon as possible and record the details in the appropriate section of the Supervisor's Report Form.
- (iii) You and any invigilators involved with the incident should provide a report about the suspected irregularity on the forms supplied. You should ensure that your report is as full as possible and that it clearly indicates the facts. It is possible that the candidate will see a copy of your statement as part of any further investigation so it is important that it is factual and does not include any personal remarks about the candidate that could cause offence. You may be asked about your report after the event for points of clarification.
- (iv) Before the candidate leaves the hall, he/she should make and sign a statement about the incident on the appropriate form and must be advised that the UCL authorities will decide what action will be taken. If the candidate should choose not to make a statement, this should be noted on his/her form.
- (v) Return any confiscated items of value to the candidate except for items which will need to be reviewed by the Panel, such as notes or text books.
- (vi) The candidate's script and all statements about the suspected irregularity must be returned to the Examinations Office in the Supervisor's Daily Folder. The script must **not** be given to the presiding Examiner with the other scripts for that particular examination.

#### 10.0 CANDIDATES TAKEN ILL DURING AN EXAMINATION

If Candidates are unwell during an examination they may be escorted by an invigilator to outside the exam hall. If they are too unwell to continue with the exam then the candidate should be permitted to go home and call a third party if they wish. Fill out a "Student Taken Ill" form prior to the student leaving.

UCL Examinations

**November 2019**

## Appendix 1: Examination Room Announcement

- 1 Please remove your ID card and Candidate Number Card from any holders and place them on your desk.
- 2 Whilst waiting for the start of your examination complete the front of the Examination Envelope and if relevant complete the MCQ answer sheet
- 3 If you have unauthorised materials, such as revision notes, these must be handed in **now**. You must **not** have any unauthorised items on your desk, under your desk or anywhere about your person. If you are found with any you will be deemed to have used them. Anyone suspected of an examination offence will be reported to the UCL authorities.
- 4 Mobile phones and other similar communication devices including the use of any smart watches **must** be switched off, not left on standby, and placed in the plastic wallet under your desk with your other valuables. If you are found with a communication device on your person it will be treated as an examination offence. It is also an offence to send or receive calls or messages during an examination, or allow ringtones or pre-set alarms to cause a disturbance.
- 5 You will be given warnings 15 minutes and 5 minutes before the end of your examination. When the time permitted for your examination has passed you will be given **one extra minute** to prepare your answer books for collection by writing your candidate number on the examination envelope. Place all scripts and all examination papers and handouts in the envelope. **When the end of the one minute allowance is announced you must stop writing immediately**
- 6 If you suspect there is an error on the question paper, raise your hand to inform a member of invigilation staff. You will be issued with a form to complete for you to indicate any assumptions you have made to enable you to continue to answer the exam questions. **THERE WILL BE NO EXAM PAPER CORRECTIONS GIVEN IN THE EXAM HALL**
- 7 If you have any problems or issues during the examination, please notify a member of invigilation staff so that they can be addressed at the time. Issues raised after the examination has ended cannot be taken into account.
- 8 You will be advised when you can start your examination, please do not turn over the question paper until advised to do so.
- 9 When you have finished your examination please leave the exam hall quietly as there may be other examinations still in progress.

### **END OF EXAMINATION ANNOUNCEMENT**

You have one extra minute to prepare your answer books for collection.  
Place all examination materials to be collected in inside the examination envelope ready for collection.  
**DO NOT PLACE ANY PUBLICATIONS IN THE ENVELOPE**

#### **At the end of the one minute allowance:**

Stop writing. The one minute allowance has passed.  
Place your pen on your desk and remain quietly in your seat until all examination envelopes have been collected.

## APPENDIX 2 Aid Memoir

- 1** Lay out the examination envelope, stationery, Instruction Sheets for Candidates, examination papers and any other materials provided, according to the Examination Hall Requirements sheet. **Examination paper face up and script on top.** If there is an errata, please place a copy on each desk.
- 2** At about 09:50 or 14:20 bring in the candidates.
- 3** Make the announcements at 09:55 or 14:25.
- 4** **START THE EXAMINATION**
- 5** Check each candidate's ID card. At the same time, check that candidates do not have notes or any other unauthorised items on their desk or elsewhere.
- 6** If candidates are absent from the exam, mark the examination envelope and tick the relevant box, leave the examination envelope on the assigned desk ready for collection with the scripts.
- 7** Latecomers arriving within the first 45 minutes may be admitted but they cannot be given any additional time.
- 8** Anyone arriving after the first 45 minutes should not be admitted to the hall. They have missed this opportunity to sit their exam.
- 9** Only hand out supplementary books when the main answer book is full unless the examiner has requested that multiple books be given out from the start. It is essential that all answer books are stored securely at all times.
- 10** If a candidate wishes to leave before the finish time for the examination, remove his/her script from them before you allow them to leave the hall.
- 11** Give warning announcements at **15** and **5** minutes before the end of each examination as appropriate. At the end of the permitted time for the examination, inform candidates that they have **one extra minute** to prepare their answer books for collection. Once the one minute allowance has passed, all candidates **must** stop writing.
- 12** All examination scripts, MCQ's and exam papers are not permitted to leave the exam hall must be placed in the examination envelope.