

## SECTION 2

### Guidelines and Guidance Notes

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## GUIDANCE NOTES FOR CANDIDATES FOR WRITTEN EXAMINATIONS

1. All candidates are required to bring their Student ID card to the examination venue.
2. All candidates are advised to arrive at the examination venue at least 15 minutes prior to the start of an examination. NB: for examinations in RGU Sport, students will be called in up to 20 mins prior to the start of an examination.
3. In line with the University's *Fit to Sit Policy* all students who undertake an assessment, including attendance at an examination, are declaring themselves well enough to do so (refer also paragraph 25 below).
4. All written examinations conducted by the Robert Gordon University will be supervised by External Invigilators. Anonymous marking will normally be used for examinations; students will have been informed of this in advance.
5. Candidates shall be instructed by the Senior Invigilator when to enter the examination venue.
6. Candidates will not normally be allowed to enter the examination venue late. However, in exceptional circumstances, and at the discretion of the Senior Invigilator, students may be permitted to enter the venue late but only during the first 30 minutes of the examination. No candidates will be permitted to enter the examination venue after 30 minutes have elapsed, and the Senior Invigilator will not debate this with any student.
7. Candidates will be required to remain in the examination venue until the examination has been in progress for at least 30 minutes and may only leave at the discretion of an Invigilator. Candidates who have left the examination venue, having handed in their answer books may not return.
8. Candidates shall not be allowed to temporarily leave the examination venue once the examination has started unless accompanied by an Invigilator. Candidates visiting the toilet will always be accompanied by an Invigilator, and, if requested, must empty their pockets before entering a toilet cubicle.
9. Candidates shall not be allowed to leave the examination venue during the last 15 minutes of the examination.
10. Candidates will be advised when there are only 15 minutes of the examination left.
11. Candidates should bring their own pens, pencils, rulers and, where permitted, any other materials prescribed for the examination e.g. calculator. Only transparent pencil cases will be permitted on desks. It is a serious offence to take to your examination desk any books, notes, blank paper, other materials or aids that have not been specifically authorised for use in that examination. Food is not permitted in

examination venues unless this has been approved by your School in advance on medical grounds. The only drink that is permitted is bottled water and this must be kept on the floor under your desk. If you are caught in possession of any unauthorised material, whether or not you intended to use it, you will be subject to disciplinary action.

12. Candidates will be asked by the Invigilators to remove unauthorised materials (including coats/bags) to the front/back/side (as appropriate to the venue) of the examination area, to switch off mobile phones and to take their seats promptly. Candidates are advised NOT to bring valuable items with them to examinations; they do so at their own risk.
13. Candidates are not allowed to have mobile phones or any other kind of electronic device (e.g. iPod, MP3 Player, smart watch) or earpiece on their person during examinations. Watches must be removed and placed on, or underneath, the candidate's desk. Other small, valuable items such as wallets and switched off mobile phones may, **at the Invigilator's discretion**, be stored under the front of the candidate's desk. Anyone found with an unauthorised device will be reported to the School and this will be subject to disciplinary action.
14. Unless it is permitted by the School, and stated on the examination paper, that calculators are permitted, calculators may not be used. Where they are permitted, the School/paper may specify a restriction on the model or type of calculator allowed in an examination. Where such a restriction has been imposed, students may only use the approved type or model of calculator. All calculators used must be silent.

It is a student's own responsibility to equip him or herself with the approved type or model of calculator. The University will not provide spare calculators and reserves the right to carry out spot checks on any calculators used in exams. Calculators cannot be shared amongst students.

Failure to comply with the guidance may result in the confiscation of your calculator. Refer to the *Guidance on the Use of Calculators in Examinations* for further information.

15. Students whose first language is NOT English may use a simple, paper-based translation dictionary which only provides translation from their own language to English and vice versa. Electronic dictionaries are not permitted. A translation dictionary is defined as a dictionary that simply gives equivalent words or phrases in two languages, without further explanatory text or description. These dictionaries require prior approval by the School and a copy of the signed *Translation Dictionary Approval Form* must be taken to each exam. Failure to do so may result in the confiscation of the dictionary by the Invigilator.

Students are responsible for ensuring that the dictionary they are using does not contain any hand-written notes or additional pieces of paper. Should anything of this kind be identified, the user of the dictionary will be reported to the Head of School on the suspicion of Academic Misconduct.

Please refer to the *Guidance on the Use of Dictionaries in Examinations* for further information.

16. The Senior Invigilator will read out the Standard Set of Announcements before the start of the examination. Students are advised to observe any special instructions on the front of the question paper and script before commencing work.
17. At the start of an examination, candidates will be required to write their name, course, module, Student ID Number, examination title and sign and date the Attendance Slip provided.
18. Candidates shall leave the Attendance Slip on the top corner of their desk, along with their Student ID Card for spot checking and subsequent collection of the Attendance Slip by the Invigilators.
19. Candidates who do not produce a valid Student ID Card will be asked for another valid form of identification bearing a photograph (a driving licence or passport will be accepted). This will be noted on the Attendance Slip. Candidates who do not have the appropriate photographic ID, and cannot be identified by an academic will be required to stay behind at the end of the examination so that steps can be taken to verify their identity. This will result in returning to the School Office with the Senior Invigilator in order to verify their identity on school records. Failure to comply with a request to stay behind in these circumstances will be regarded as a serious disciplinary matter.
20. An academic member of staff will normally be available for the first 15 minutes of the examination, in the examination venue, to answer appropriate questions. If queries are raised after the first 15 minutes, the academic staff member will be contacted to answer the query. Students should alert an Invigilator if they have a query.
21. Candidates must write in ink and only use pencil for diagrams, graphs etc. where appropriate. Scripts written in pencil are not acceptable.
22. Candidates should write legibly as marks may be lost if the examiner cannot understand the content of a script.
23. All rough work must be done on the exam scripts and subsequently struck through if it is not intended for examiners' attention.
24. Candidates must not speak to or communicate with any other candidate during the examination. If a candidate wishes to ask a question he/she should attract the attention of an Invigilator by raising their hand.
25. If you unexpectedly become unwell during an exam to the extent that it impacts on your wellbeing and you are unable to continue with the exam, you must notify an invigilator immediately and prior to leaving the exam. You should also, where possible, notify the invigilator of the type of illness.

26. In a case where the Invigilator has any doubt about whether a candidate has infringed the examination regulations he/she has the authority to remove the answer book and any unauthorised material. The candidate will then be issued with a new answer book and instructed to continue the examination from the place where he/she was interrupted. The Senior Invigilator will mark the point in the first answer book the candidate has reached. The Senior Invigilator will be asked to complete a short report on returning to the School office. The Head of School will be informed and will deal with the report in line with the University's Academic Regulations on academic misconduct.
27. Any unruly, inappropriate or disruptive behaviour, for example, talking to fellow candidates during an examination, will result in the candidate(s) receiving a verbal warning from the Invigilator present. The candidate(s) Student ID Number will be noted and a report will be made to the Head of School. Any further inappropriate behaviour will result in the student being issued with a final verbal warning as well as a warning that any continued inappropriate behaviour may result in a student(s) having their examination papers removed and being asked to leave the examination hall. In all cases, the Senior Invigilator is obliged to report the incident to the Head of School.
28. Candidates must cease writing (or using a computer, where appropriate) when the end of the examination is announced. Writing (or inputting data) after the end of the examination is regarded as a serious disciplinary matter. Any student(s) failing to stop writing when requested will be reported to their Head of School.
29. Candidates are required to remain seated, and quiet, while the papers are collected and until instructed that they may leave.
30. If the Fire Alarm should sound, candidates will be instructed by the Senior Invigilator to leave all examination papers and materials at their desks, and proceed to the nearest exit. No person shall be allowed to use the lift. When candidates are permitted to return to the examination hall, they shall await instructions from the Senior Invigilator as to the restart time and length of additional time (if any) to be allowed.
31. Candidates whose time for prayer coincides with the time of an examination should request the necessary dispensation from their religious leader in advance of the examination.
32. In the event of very severe weather candidates should try, if possible, to access the University website from home. If the University has cancelled examinations there will be an advisory banner on the RGU home page. Alternatively, candidates are advised to listen for information about closures/cancellations on NorthSound, Original FM and BBC Aberdeen. Twitter and Facebook will also be updated. In addition, students will be emailed information about closures/cancellations if these occur. **Please note that cancellation of examinations is a very rare event and such a decision would only be taken by a member of the University's senior management in extreme circumstances.**

## GUIDANCE ON THE USE OF CALCULATORS IN EXAMINATIONS

### 1. General Guidance

- 1.1 Unless it is permitted by the School, and stated on the examination paper, that calculators are permitted, calculators may not be used.
- 1.2 Where calculators are permitted, a Head of School or his/her nominee may specify a restriction on the model (e.g. Casio fx-85WA, Casio fx-85MS etc) or type of calculator (e.g. programmable\*/programmable only if reset/not programmable) allowed in an examination. Where such a restriction has been imposed, students may only use the approved type or model of calculator.  
  
\*A programmable calculator is one which can store textual information or formulae.
- 1.3 The use of any other electronic device (e.g. mobile phone, watch) capable of operating as a calculator or retrieving stored numerical and/or textual information is strictly forbidden.
- 1.4 All calculators used must be silent.
- 1.5 The University reserves the right to carry out spot checks on any calculators being used in exams and to confiscate any unauthorised devices.

### 2. School Responsibilities

- 2.1 Schools are responsible for ensuring that their students are appropriately advised with regards to the use of calculators in examinations.
- 2.2 The exam front sheet should clearly specify whether or not calculators are permitted in an examination. Furthermore, if there are any restrictions on the type of calculator permitted, this should be clearly stated on the cover sheet. Using a non-permissible calculator in an examination may result in the user being reported to their Head of School on the suspicion of Academic Misconduct.
- 2.3 Academic staff in attendance at the start of an examination where calculators are permitted should undertake, along with the Invigilators, spot checks to ensure that no unauthorised devices are in use.

### 3. Candidate Responsibilities

- 3.1 It is a student's own responsibility to equip him or herself with the approved type or model of calculator.
- 3.2 Students are not allowed to share calculators.
- 3.3 The University **will not** normally provide spare calculators for students who have not supplied their own.

- 3.4 Students are advised to bring along a spare battery for their calculator.
- 3.5 Failure to comply with the guidance may result in the confiscation of a candidate's calculator. If a calculator is confiscated, the University will be under no obligation to issue the candidate with a replacement calculator.

## GUIDANCE ON THE USE OF DICTIONARIES IN EXAMINATIONS

### 1. General Guidance

- 1.1 Students whose first language is NOT English may use a simple, paper-based translation dictionary which only provides translation from their own language to English and vice versa. A translation dictionary is defined as a dictionary that gives equivalent words or phrases in two languages without further explanatory text or description.
- 1.2 All students wishing to use a dictionary in an exam MUST seek prior approval from their School using the *Translation Dictionary Approval Form*. Should a student be unable to present a copy of the signed form in an exam, he/she will not be allowed to use their dictionary.
- 1.3 Students are not allowed to use scientific or other specialist dictionaries unless a specific instruction is provided on the front sheet of the examination paper. Electronic dictionaries are NOT permitted.
- 1.4 The University reserves the right to carry out spot checks on any dictionaries being used in exams and to confiscate any that contain handwritten notes or additional bits of paper.

### 2. School Responsibilities

- 2.1 Schools are responsible for ensuring that their students are appropriately advised with regards to the use of dictionaries in examinations.
- 2.2 Schools must ensure that dictionaries are approved prior to use in an exam, using the *Translation Dictionary Approval Form*. This must be signed by an appropriate member of staff. The relevant Course Leader will be responsible overall but can nominate another member of staff (including administrative staff) to check dictionaries on their behalf.

### 3. Candidate Responsibilities

- 3.1 It is a student's own responsibility to equip him or herself with the approved type of dictionary and to display a copy of the signed *Translation Dictionary Approval Form* on their desk at each exam where they will be using a dictionary. Without the necessary approval form, the right to use the dictionary may be removed.
- 3.2 The University **will not** provide dictionaries for students who have not supplied their own.
- 3.3 Students must ensure that the dictionary they are using does not contain any hand-written notes or additional pieces of paper. Should anything of this kind be identified, the user of the dictionary will be reported to the Head of School on the suspicion of Academic Misconduct. To claim the dictionary is borrowed or second hand will not be an acceptable reason for defence and further action will be taken. If a marked dictionary is confiscated, the University will be under no obligation to issue the

candidate with a replacement dictionary for the remainder of the examination.

- 3.4 Failure to comply with the guidance may result in the confiscation of a candidate's dictionary.

## GUIDANCE ON THE USE OF EDPAC SHEETS IN EXAMINATIONS

### 1. General Guidance

EDPAC sheets may be used in examinations by the School of Pharmacy and Life Sciences. An EDPAC sheet is a multiple choice answer sheet which is scanned by a computer for marking. For this reason, EDPAC sheets should not be date stamped nor hole punched.

EDPAC sheets should not be inserted into answer booklets at the end of an exam but kept separate. A sample EDPAC sheet can be found in Section 8.

### 2. Instructions to Candidates

The School of Pharmacy and Life Sciences provides guidance to candidates on how to complete an EDPAC sheet (refer next page).

## How to complete an EDPAC Sheet

Attempt **ALL** questions. Answers should be written **on the EDPAC sheet**

You must complete an EDPAC form with your answers **BEFORE** the end of the examination period using a **pen or pencil**.

**A mark of zero will be awarded** if a question is answered incorrectly / if two or more answers are given and one does not have a cross through it or your intended answer is not clear / if no answer is given.

1. Enter the Module number under 'Subject' e.g. AS####/PH####

<b>SUBJECT</b>

2. Enter your name beginning with your surname and ending with your first name **one letter per box** under 'Candidate' and your initials under 'Inits'

CANDIDATE NAME										INITS.	
S	M	I	T	H		J	O	H		J	S
A	B	C	D	E	F	G	H	I	J	K	L
M	N	O	P	Q	R	S	T	U	V	W	X
Y	Z										

3. Using the boxes arranged vertically 'spell' out your name by choosing a letter and strike through it like this **one letter per column**: [A] becomes ~~[A]~~

4. Use the same procedure to enter your 'Candidate Number' **(ALWAYS PUT IN AN EXTRA 0 AT THE BEGINNING)**  
Student Number 1234567 becomes 01234567

CANDIDATE NUMBER							
0	1	2	3	4	5	6	7
8	9						

5. Use the same procedure to enter the last 3 numbers of the module number under subject code. E.g AS1130 becomes 130.

SUBJECT CODE		
1	3	0

6. Select your answer to the questions detailed in the exam paper. Choose a letter (A, B, C, D or E) and strike through it like this: [A] becomes ~~[A]~~

1	<del>A</del>	B	C	D	E
2	A	<del>B</del>	C	D	E
3	A	B	<del>C</del>	D	E
4	A	B	C	<del>D</del>	E
5	A	B	C	D	<del>E</del>

7. If you make a mistake when answering questions you must cross out ~~X~~ the original answer like this: ~~[A]~~ becomes ~~X~~ and indicate your new answer as described in section 6.

1	<del>X</del>	B	C	D	E
2	A	<del>B</del>	C	D	E
3	A	B	<del>X</del>	D	E
4	A	B	C	<del>D</del>	E
5	A	B	C	D	<del>E</del>

8. Once the exam is finished please follow any instructions the staff member gives you.

## GUIDELINES ON ANONYMOUS MARKING

Marking is normally anonymous for all written examinations for undergraduate and postgraduate students, unless an element of assessment requires knowledge of student identity. Students will be informed in advance (by their School) if anonymous marking is to be used in an examination.

As such, all undergraduate and postgraduate examinations will normally be answered in anonymous marking answer books (yellow covers).

Anonymous marking does not mean anonymity during the time the examination is being written. Invigilators may need to know a student's identity for any number of reasons (for example, in cases of sudden illness, allegation of cheating, maintaining accurate attendance sheet).

Invigilators should give a verbal reminder at the start of examinations regarding completion of the front page of the answer book (this is included in the Standard Set of Announcements). Students should be instructed **NOT** to close the sealed strip until the examination is finished.

Invigilators should give the above advice in good time to avoid unnecessary waste of scripts caused by students sealing their covers before they have been told to do so.

Students whose work is printed off after using a PC should sign, as directed by a member of staff, once they are satisfied that the work printed off is their own. The number of pages printed off should also be recorded with the USB storage device. The printed work and the device should be taken into the safe keeping of the staff in the print room (or School Office). The student's work should be inserted securely into the cover of an anonymous marking answer book in the presence of the student. The answer book cover should be filled in either by the student, or by the invigilator at the student's dictation.

## **GUIDANCE FOR EXTERNAL INVIGILATORS ON RELIGIOUS OBSERVANCE DURING EXAMINATIONS**

1. The University recognises that some students may be required by their religious faith to pray or worship during the working day and, in this respect, prayer facilities are made available for students:  
<http://www.rgu.ac.uk/studentservices/chaplaincy/page.cfm?pge=29519>).
  
2. The “Guidance Notes for Candidates for Written Examinations” advise:  

“Candidates whose time for prayer coincides with the time of an examination should request the necessary dispensation from their religious leader in advance of the examination.”

There is, therefore, an expectation that students whose prayer time coincides with an examination will make arrangements to fulfil their obligation to pray either before or after the examination; they will not be permitted to pray during an examination, in the examination area. Any student who is unable to make alternative arrangements should speak to their host School.
  
3. Any student who does attempt to pray during an examination will be approached by an Invigilator who will ask them to stop as they may disturb other students in the examination area.
  
4. Invigilators will not be able to accompany any student(s) who leaves the examination area to pray. Therefore, any student who leaves the examination area to undertake prayer will not be permitted to re-enter the examination area.
  
5. The University acknowledges that some people will wish to wear religious dress (including, for example, turbans, skullcaps, hijabs). It may be necessary, for the purposes of identification during an examination, to ask a student to remove any garment that obscures their identity e.g. a veil (Niqab). In the case of a female student who is asked to remove a veil in order for the Invigilator to confirm identity, a female Invigilator will accompany the student to a private area where they can remove their veil to enable identification to take place.
  
6. If Invigilators believe a student wearing a veil may be wearing earphones, or have hidden notes concealed within the garment, the student should be escorted to a private area by an Invigilator and be asked to remove their veil. In the case of a female student who is asked to remove a veil, a female invigilator should accompany the student.