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Kingston
University
London

Academic Regulations 12:

Conduct of Examinations

2024-2025

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General Requirements

- 1 Students entering an exam venue have a responsibility to have read and be familiar with the exam venue rules for students on [MyKingston](#)
- 2 Any student in breach of these regulations and/or committing any act which might obtain for him/herself or for another student an unpermitted advantage shall be regarded as academic misconduct.
- 3 Students entering an exam venue are required to follow fully the instructions given by the invigilators. Students disregarding the instructions of invigilators will be referred to the [Academic Integrity Procedure](#) or the [Student Conduct and Behaviour Procedure](#) as appropriate.
- 4 Any student found to be attempting to disrupt in any way the orderly proceedings of an examination will be referred to the Student Conduct and Behaviour Procedure.

Attendance

- 5 It is the responsibility of students to attend exams as required. If a student fails to attend an exam without good cause, the Assessment Board has authority to deem the student to have failed the assessments concerned.
- 6 The University recognises that there are occasions when students are too ill or otherwise affected by mitigating circumstances to take an assessment. It is the responsibility of each student to decide if they are too ill or otherwise affected by mitigating circumstances to take an exam and to submit a claim for [Mitigating Circumstances \(AR5\)](#) before the exam. The University will not accept claims of mitigation relating to an exam if the student attended the exam unless they were taken ill during the exam. In this case, students must still submit a claim, but corroboration will be provided by the Chief Invigilator.
- 7 The Chief Invigilator, following consultation with the Academic Registrar (or their nominee), may refuse admission of any student and/or exclude any student from the exam venue where good cause has deemed to be established.
- 8 Any students excluded from or refused entry or excluded from the exam venue under the provisions of 7 above shall be deemed to have failed the assessments concerned.

Exam Schedules

- 9 Students must be available during exam periods to attend their exams. Students should not make holiday plans until dates of exams are confirmed

- 10 Overall exam schedules will be published on the MyKingston pages approximately four weeks before the exam period.
<https://mykingston.kingston.ac.uk/myuni/exams/Pages/default.aspx>
- 11 Individual student exam schedules will be released via the MyTimetable app approximately three weeks before the exam period and will show the module, date, time and venue for the exam.
- 12 Students who have a summary of support need (SOSN) in place will be sent individual itineraries detailing their specific requirements and venue information in addition to the entry in MyTimetable.
- 13 There may be unavoidable amendments made to schedules after they have been released. Students are responsible for checking their exam schedule regularly to avoid missing their exam. In the event of queries, contact your student office immediately so that the issue can be resolved as quickly as possible.

Proof of Identity

- 14 Students are required to have a valid form of photographic ID on their desk for the duration of the exam. Attempts at impersonation of any student shall be deemed to constitute an attempt to cheat as defined by the University's Academic Integrity Procedure. Both the impersonator and the student shall be deemed to be in breach of the regulations and subject to the Academic Integrity procedures.
- 15 Students without a valid form of photographic ID have the following options open to them:
 - Use the KU digital ID card installed on your mobile phone – you will be able to show this on entry and be issued a Digital ID Checked slip for displaying on your desk throughout the exam – the slip is valid for one exam only and must be handed in with your exam paperwork
 - Obtain a confirmation of enrolment certificate from the Information Centre prior to entry to the exam venue
- 16 No additional time will be added to an exam for any delay to entry whilst these checks and slips are issued.
- 17 The wearing of headgear is not permitted except on religious, cultural or medical grounds (prior approval is required for the latter). In order to verify the identity of individual female students with a facial covering, the University will endeavour to make available a female member of staff to perform this check in a private area. If a female staff member is not available, then, female students must be prepared to unveil for a male member of staff performing any such check. If ears are covered by either headwear or hair, then we reserve the right to request to see the students ears to confirm there are no earbuds or other wireless earpieces.

Exam Conditions

- 18 Exam conditions are deemed to be in place once a student enters the exam venue. No student shall communicate with any other student in an exam venue prior to, during or at the end of the exam on any matter or in any way whatsoever.
- 19 Students are responsible for ensuring that they are in the correct exam venue, they sit at the right desk and that they have the correct question paper in front of them.
- 20 Students must not open/read the question paper or begin writing notes/answers until instructed to do so by the Chief Invigilator. Any attempts to do so before the start of the exam will be considered as suspected [academic misconduct](#). The examination stationery can be completed with KU ID numbers whilst waiting for the exam to start
- 21 Students must ensure that work produced in an exam is legible to the examiners unless alternative assessment arrangements have been agreed in advance. Illegible work will be marked as failed unless the work is transcribed into a legible form under supervision and at the student's expense. This may delay determination of the grade.
- 22 All answers and rough work shall be completed on the stationery provided and written legibly. Any material not to be marked by the examiner should be crossed through.

Arrival and Entry to the Exam Venue

- 23 Exam venues normally allow entry up to 20 minutes before the exam/s start. Students will not be permitted entry to an exam room later than **30 minutes after the scheduled start time of the exam**. Students arriving late for an exam will not be permitted additional time
- 24 Students are allocated a desk number, the details of which can be found outside the exam venue. Students should sit at their allocated desk only.
- 25 Entry to the exam venue is only permitted on the instruction of the Chief Invigilator and following a photographic ID check.

Personal Belongings in an Exam Venue

- 26 Personal belongings, including coats and bags, should be placed in the designated area of the exam venue. Students leave belongings at their own risk and **the University accepts no responsibility for the loss or damage of personal property**. Invigilators are not permitted to look after personal items on behalf of individuals.

Permitted Items in an Exam Venue

- 27 Subject to the authorisation of the University, the use of equipment, tables, texts or other aids in exams may be permitted. Any such authorisation shall be indicated on the rubric of the question paper.
- 28 The following items are permitted on an exam desk:
- The supplied exam question paper and stationery
 - Pens, pencils, eraser, ruler, mathematical instruments
 - An approved calculator if permitted in the exam (see paragraph 41).
 - Clear pencil cases can be placed on the desk otherwise pens/pencils should be removed and cases should be placed on the floor.
- 29 Where exams are defined as 'open book', books or materials that are permitted in the exam will be specified in the question paper rubric and communicated to students prior to the exam. Permitted materials will be checked for unauthorised notes or annotations. Any notes or annotations discovered regardless of whether they have been used or not, will be reported as suspected academic misconduct.

Prohibited items in an exam venue

- 30 Students are not permitted to have revision or course notes either on their desk or about their person, during the exam. Any notes or annotations discovered by the Invigilator, regardless of whether they have been used or not, will be reported as suspected academic misconduct.
- 31 Students undertaking online exams must not access electronic course materials, internet search engines or any other website and where appropriate a lockdown browser will be used. Any instances recorded by the Invigilator will be reported as suspected academic misconduct.
- 32 Food is not permitted in exam venue except where detailed on a student's summary of support needs. A small bottle of water, in a clear plastic bottle, is permitted but should be placed on the floor under the desk.

Data storage watches and other electronic devices

- 33 The use of electronic devices is not permitted in University exams unless the use of a University approved calculator is specified on the front of the exam paper (paragraph 41). In this context electronic devices includes and is not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches/bands') with a means of inputting or storing information and or capable of transmitting or receiving information.

Clocks & watches

- 34 There will always be a clock/s on display in the exam venue. **All watches (standard, digital or smartwatch/bands) must be placed on the floor under your desk.** Students are not permitted to use a mobile phone and/or a smart watch/band as a timekeeping device.

Dictionaries

- 35 The use of dictionaries is not permitted in an exam unless specified on the front cover of the exam paper.

Writing on person

- 36 Students must not have any writing on their person. Where students are found to have writing on their person they will be escorted from the venue to wash the writing off and will be reported as suspected [academic misconduct](#).

Mobile Phones

- 37 Mobile phones brought into the exam venue must be switched off; this includes the de-activation of ring tones and pre-set alarms. Mobile phones must be placed face-up on the floor underneath the student's desk. Any activation of a mobile phone, whether deliberate or accidental during an examination will be reported as suspected [academic misconduct](#). If, in the event of an emergency evacuation, exam conditions will be maintained throughout the duration of the evacuation and the activation of mobile phones will be reported as suspected [academic misconduct](#).

Earbuds/Earpieces

- 38 The use of earbuds or other wireless earpieces is not permitted during exams. If ears are covered by either headwear or hair then the university reserves the right to request to ask the students to show their ears to confirm there are no devices present. If any devices are found or the student does not wish to show their ears this will be reported as suspected [academic misconduct](#).

Use of Calculators

- 39 The University does not permit the use of calculators in exams unless specifically stated on the front page of the question paper. If permitted only university approved calculators can be used (see paragraph 41).
- 40 The Head of School or his/her nominee must ensure that students are notified at least four weeks before the scheduled exam date whether

calculators will be permitted in the exam and if so, the approved list of calculators.

41 Approved Calculators:

- Casio FX83, FX85 or FX991 series (with any suffix)
- FX115MS
- FX570ES

42 Students are responsible for bringing an approved calculator to their exam. The use of other models is not permitted. Use of unapproved calculators during an exam will be reported under the procedures for suspected academic misconduct. Unapproved calculators will be confiscated by invigilators. Replacement calculators will not be supplied by the University.

Suspected Academic Misconduct

43 Where students are suspected of academic misconduct the Chief Invigilator will confiscate any prohibited items. Additionally, Chief Invigilators are authorised to confiscate mobile phones or other electronic devices suspected of having been used during an exam; this includes where ring tones or alarms have been activated. This will be reported as suspected [academic misconduct](#). Confiscated items will be returned to the student at the end of the exam.

44 Where students suspected of academic misconduct refuse to relinquish notes etc. to the Chief Invigilator this will be recorded in the Academic Misconduct Report.

45 Students suspected of academic misconduct will be issued with a letter explaining the nature of the suspected academic misconduct and the process for investigation and notification.

End of the Exam

46 Once the Chief Invigilator announces that the exam is over:

Written examinations - students must stop writing immediately and remain seated in silence whilst paperwork is collected by invigilators. When all paperwork is collected permission to leave the exam venue will be given. Failure to stop writing will be reported as suspected [academic misconduct](#).

PC/Device based examinations – students must stop typing immediately and submit their answers. Students should log out of the PC /Device and remain seated until any paperwork has been collected and permission to leave the exam has been given. Failure to stop typing will be reported as suspected [academic misconduct](#).

- 47 Students must not take any exams stationery or question papers from the exam venue at the conclusion of the exam. The removal of any exam stationery from the exam venue will be reported as suspected [academic misconduct](#).

Leaving an Exam Venue

- 48 Once the exam has commenced, students are not permitted to leave their desk without permission from an invigilator.
- 49 Students should raise their hand if they have a query, feel unwell, require additional stationery or require a visit to the toilet.
- 50 No student may leave the exam venue **during the first 30 minutes of the exam**, this includes toilet visits, unless the express permission of the Chief Invigilator has been given.
- 51 No student may leave the exam venue **during the last 15 minutes of the exam**, this includes toilet visits, unless the express permission of the Chief Invigilator has been given.
- 52 Any student leaving the venue temporarily must be accompanied by an invigilator. Any student leaving the venue unaccompanied by an invigilator will be deemed to have left the exam and not be allowed re-admission to the venue.

Emergency Evacuations

- 53 In the event of an emergency evacuation, the Chief Invigilator will instruct students to leave the venue as quickly and quietly as possible by the nearest emergency exit, leaving all materials on their exam desk, only collecting personal items from under their desk. Students with impaired mobility will be escorted to the relevant refuge point. Exam conditions still apply and students must not:
- speak to any other student
 - refer to their mobile phone or any other material.
- Any student that leaves the assembly point will be deemed to have left the exam and will not be permitted to re-enter the venue when it restarts.
- 54 Where the duration of the evacuation is less than 30 minutes, students will be escorted back to the venue (maintaining exam conditions throughout). The exam will be resumed and will run its full length with the duration of the evacuation added. Students will be instructed to draw a line under their work showing the point at which their work was disturbed. The incident will be fully reported in the Chief Invigilators report.

- 55 There is no specified limit to the number of evacuations that can take place in an exam as long as exam conditions have continued to be maintained throughout.
- 56 If during an evacuation there is clear evidence that exam conditions have been compromised, the Chief Invigilator should consult with the Academic Registrar (or their nominee) on whether to resume the exam. Under these circumstances the exam may be abandoned and rescheduled. The incident will be fully reported in the Chief Invigilators report.
- 57 Where an exam cannot be resumed within 30 minutes, the Chief Invigilator should consult with the Academic Registrar (or their nominee) for confirmation as to whether to resume the exam. Where the decision is taken to abandon the exam students will be notified and exam scripts collected and returned to the Exams Office as soon as it is safe to do so. The incident will be fully reported in the Chief Invigilators report. See paragraph 67 for information on rescheduling postponed exams.
- 58 If a decision is made to abandon an exam that may be running across multiple venues, only the venue/s affected by the evacuation will be rescheduled.

Illness/Unexpected Events during an exam

- 59 Students who enter an exam venue and undertake the exam are deemed to have declared themselves fit to do so.
- 60 Students who are absent from an exam because of illness/injury, bereavement or other serious personal circumstances, should refer to the following process: Academic Regulations 5: Mitigating Circumstances and Student Assessment
- 61 Students who are taken ill during an exam must inform an invigilator straight away so that they can arrange for medical assistance. This will be recorded in the Chief Invigilators report.
- 62 Students who decide to continue with the exam will not be granted extra time to compensate for the time lost. Students too unwell to continue with the exam should follow the process in the Academic Regulations 5: [Mitigating Circumstances and Student Assessment](#)

Exams and Force-Majeure

Sudden and Unplanned Short-term Circumstances

- 63 In the event that the University is closed due to adverse weather conditions, any scheduled exams will be postponed. Students will be notified of closures via the KU Weather Line on 020 8417 2000 and MyKingston. In the event that selected University sites are closed,

only the exams at the affected site will be postponed. If the same exam is held in more than one venue, only the exam at the affected site will be postponed.

- 64 In the event of a major unexpected disruption immediately preceding an exam (i.e. rail or road accident, major traffic disruption in the environs of Kingston, weather conditions (fog/snow) etc.) and, following consultation with the Academic Registrar (or their nominee), the scheduled start time of exams may be delayed by up to one hour. Students will be permitted the full allocated time for the exam. In such an event students unable to reach their venue should be referred to the [Mitigating Circumstances Procedure](#).
- 65 If it is not possible to commence the exam because it is unsafe or impractical to do so (i.e. fire or flood) and, following consultation with the Academic Registrar (or their nominee), the affected exams will be postponed.
- 66 If an exam has already started, any decision to postpone will be taken by the Academic Registrar (or their nominee) in consultation with the Dean of Faculty (or their nominee).

Rescheduling of Postponed Exams

- 67 Any postponed exam/s will be rescheduled as soon as is practicable. Students will be advised of the new date by the Student Office. The rescheduled exam will only apply to those students who sat in the affected venue/s.

Planned Industrial Action Affecting the Transport Network

- 68 If there is planned industrial action affecting public transport network, exams will continue as scheduled. In these circumstances and, following consultation with the Academic Registrar (or their nominee), the following emergency regulations will be put in place for morning exams only. Students will be notified via MyKingston when these regulations are to be enforced.

Emergency Regulations

Students affected by the travel disruption who arrive no more than one hour after the start of the exam will be permitted to choose either to:

- i. Enter the exam venue and sit the exam in the remaining time. No additional time will be added; or
- ii. Make their way directly to a designated room where they will be supervised under exam conditions until a specified time when they will be permitted to sit the exam with full time allocated (staff and room availability permitting)

- 69 Failed transport arrangements or late arrivals are not normally considered as acceptable grounds to submit a claim for mitigating circumstances. The University recognises that some students, despite their best efforts, will have been genuinely delayed in reaching their exam venue in time. Late students are advised to report to their exam venue so that their late arrival can be recorded on the Chief Invigilator report. This may be used as corroborating evidence.

Serious Longer-Term Circumstances

- 70 In the case of more serious circumstances that have impacted, or are likely to impact, the academic business of the University for a lengthier period, the Academic Registrar (or their nominee), may revise the examinations schedule. This may include rescheduling the whole examination period if it is feasible to do so within the published term time dates or deferring it to the retake period. The PVC (Education) may also decide to replace exams with alternative assessments if this is deemed to be appropriate.