



## **University College Birmingham - Student Code of Conduct for Examinations**

This Code/Policy/Regulation will use “student” to refer to all undergraduate, taught postgraduate, further education, apprenticeship, part-time or Block students (for example, Hong Kong Block students) who are enrolled and registered at UCB.

1. Candidates must be in possession of their UCB identity card which must be placed on their examination desk for reference by the invigilator.
2. Candidates must bring their own pens, pencils, ink, ruler and eraser but no pencil cases.
3. Students whose first language is not English will be permitted to use a standard, un-annotated and unmarked dictionary during their examinations unless the question paper rubric specifically prohibits their use. This should only cover English and the student’s first language. Technical, annotated or electronic dictionaries will not be permitted. An Invigilator may inspect any dictionary during the course of an examination.
4. No candidate may bring canned drinks into the venue. Only bottled drinks (labels removed) will be allowed.
5. The use of smart phones, smart watches, mobile phones or other mobile devices that permit the storing of exam notes is not permitted and could be regarded as cheating for which penalties apply.
6. If a calculator is required for an examination, one will be issued by the University at the examination venue. No calculator, other than the one issued by the University, may be used during examinations.
7. Before the session begins, students should ensure they have left all papers, notes, textbooks, bags and coats, watches, communication devices and other unauthorised electronic or mobile device in the area designated within the examination venue. Mobile communication devices must be switched off. Students must not have airpods, earphones or earbuds during the examination. Any student using a reader pen or other reading device must use wired earphones with no Bluetooth or wireless capability. Smart glasses
8. Possession by a candidate of any unauthorised material during the examination may be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means.

9. No candidate shall communicate with another candidate in the examination room or attempt to complete their script by unfair means.
10. Students must listen carefully to the Senior Invigilator's announcements at the start, during and at the end of the examination and act upon these.
11. Students must ensure that they take note of the rubric at the top of each examination question paper.
12. Students must ensure that they do not engage in any form of cheating in connection with the examination.
13. Candidates are required to use only approved examination booklets and stationery. A candidate must not tear any pages out of an examination booklet or question paper unless it is clearly stated on the question paper. Mistakes should be clearly crossed out. If a candidate uses more than one answer booklet tags will be provided by an invigilator.
14. A further education (college) candidate can enter the exam room in the first 60 minutes of an examination and will have the time added at the end. Higher Education students can enter if they are less than 30 minutes late. They do not get extra time
15. A candidate is not normally allowed to leave the exam room in the first hour of the start or in the last 15 minutes of the end of the examination.
16. If at any time after the first hour, but before the last 15 minutes of the examination, a candidate wishes to hand in their script, the candidate should attract the attention of the invigilator and remain seated until the script has been collected.
17. Any candidate who leaves the examination room without the express permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be readmitted to the examination room.
18. If a candidate wishes to communicate with an invigilator, or wishes to leave the room temporarily, they should raise their hand and wait until the invigilator is able to attend them.
19. Students must leave all question sheets and answer books provided in the examination venue when leaving the exam.
20. No candidate shall continue writing after the invigilator has announced the end of the time allowed for the examination.
21. At the end of the examination candidates must remain seated until an invigilator has collected all the scripts.
22. Failure to comply with these instructions may result in sanctions in accordance with the Code of Practice for Plagiarism and Academic Misconduct.