

# Examination Arrangements: What you need to know

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This is a summary of important information for exam candidates in the Summer Term 2024 undertaking exams, both online and in person.

**Please read this document carefully and fully before sitting any examinations and save it for future reference.**

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## Personal examination timetables

Your personal timetable will be published on your RISISweb student portal by early April 2024 and we will email students when it is ready to view. Your timetable shows the date, start time, duration and location of each of your exams, together with your candidate number. Please check your timetable carefully. If you have any queries about your timetable, please contact the Exams Team immediately by:

- phoning 0118 378 5522
- emailing [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk)
- contacting your [Support Centre](#) or [HBS School Office](#)

**You should print or save a copy of your timetable for reference. You will need your 5 digit candidate number (which is shown on the top right-hand corner of your timetable) in all your exams including those taken online.**

## In person exams

### Mobile phones and other valuables

You are advised not to bring valuables to exams and to keep money and keys on your person. The University cannot accept any liability for loss or damage to any property in exam centres, howsoever caused.

**You must not have a mobile phone, smart watch, ear buds or any other electronic communication device on your person during an exam, even if it is switched off.**

If you enter the exam room with a phone, smart watch, ear buds or other device, **please switch them off and leave them in your bag**. If you do not have a bag give the item(s) to an invigilator who will place them at the front of the room until the end of the exam. Remember to cancel any alarms that may ring even if the device is switched off.

**Check your pockets before you sit down** – if you leave your phone or any device in them, even by accident, you will face **academic misconduct procedures**.

The University reserves the right to confiscate from examination candidates any electronic device or other items that are not permitted within the examination centre. Confiscated items will not normally be returned until the end of the exam.

If you are caught with a mobile phone, smart watch, ear buds or any other electronic communication device anywhere in the exam centre (including the toilets) it will be considered **cheating** you and will face **academic misconduct procedures**.

### Calculators and dictionaries

The University's formal calculator and dictionary policy is available at: [Sitting your exams, dictionaries and calculators.](#)

You may **only bring a calculator into the exam venue, if the calculator is permitted** under the University's [Calculator policy](#) and your exam paper specifies that calculators are permitted.

Please note that some exam papers may specify that only certain models from the permitted calculator list can be used. You should check with your school to find out which calculator model is permitted for your specific exams.

### Location of exams

The location of your exam is shown on your RISIS timetable with a specific building under the 'Location'. You can also [view a map](#) of where on-campus exam venues are located, if you are unfamiliar with campus.

Your **specific room and seat number** for each of your exams will be displayed on a list outside/in the entrance of the exam venue. Please check this carefully as it is vital that you sit in the correct seat in the correct room. **Please note** that it is highly likely that you will be sat in a different seat for each exam so you must always check the lists when you arrive at the venue. Larger modules may also be split across

multiple venues so check carefully.

Please note that for Students with Special Arrangements, depending on when your arrangements were put in place, the location of your exam showing on your timetable may no longer be correct. If the location has changed you will have received an email from our Special Arrangements examination team, confirming your new details. If you are unsure whether your exam location has changed, please contact the [Exams team](#) to check this.

## On the day of the exam - before the exam starts

- Written papers will be held at the venue shown on your personal timetable, published on your RISISweb student portal.
- Candidates' desk numbers are shown on the Seating List for each exam at the entrance to the exam hall. **If your name does not appear on the seating list for a paper that you believe you should be taking, you should ask to see the Chief Invigilator as soon as you are permitted to enter the exam venue, you will then be allocated a seat.**
- When admitted to the venue, please follow the signage within the building and any instructions from invigilators to find the room in which you are sitting your exam.
- Each room is set up with either single or double desks, depending on the requirements of the exam. These are uniquely numbered. Please place any personal belongings, including coats and jackets, phones/devices (turned off) at the side of the room, or in the designated area instructed by the invigilator. Once you have placed your belongings in the designated area, go directly to your seat. **Check your pockets.**
- **You must bring your University Campus Card to every exam.** You must display the card on your desk as a means of identification. If you do not have your Campus Card, you should bring a passport or driver's licence instead.
- You must bring your own drawing instruments as appropriate. Candidates will be permitted to use stencils for making diagrams or drawings of apparatus. Mathematical, statistical and certain other specialist tables will be provided by the University where required. You must not bring any other books or papers to the exam room except where specified by the Examiners.
- **You must not have a mobile phone, smart watch, ear buds or any other electronic communication device on your person during an exam,** even if it is switched off (please see 'Mobile phones and other valuables' section for more information). You may be asked to turn out your pockets if you visit the toilet during an exam.
- You may only bring a calculator into the exam venue, **if the calculator is permitted** under the University's Calculator policy and your exam paper specifies that calculators are permitted. Please note that some exam papers may specify that only certain models from the permitted calculator list can be used. You should check with your school to find out which calculator model is permitted for your specific exams.
- You must not have a pencil case or other container in the vicinity of your exam desk, unless the pencil case or container is transparent.
- You can enter an exam up to 30 minutes after the exam has started, but you will not be permitted any extra time at the end of the exam. In some exceptional cases, students may be permitted to enter the exam after the standard 30 minute threshold has passed, however this will be at the

discretion of the senior invigilator and the Exams Team. If you are going to be late for an exam and you think this may exceed 30 minutes, you must contact the Exams Team as soon as possible for advice (Exams tel: 0118 378 5522).

## During the exam

- Invigilators will be present in the exam room throughout the entirety of the exam.
- If you need to speak to an invigilator for any reason, you should raise your hand and wait for an invigilator to come to your desk.
- If you have any queries about the material provided or about possible errors in your question paper, please consult the invigilator immediately. The invigilator may ask you to step outside the room to clarify your query, to avoid disturbing the other candidates.
- If you wish to leave the room before the end of the exam, whether temporarily to use the toilet or permanently, you must ask the invigilator for permission. However, **no candidate will be permitted to leave the exam room until 30 minutes has elapsed from the start of the exam**. After 30 minutes has passed you will be able to leave the room with the invigilator's permission, but please note that **once you have left the exam venue you will not be able to re-enter** whilst the exam is taking place.
- Shortly after the start of each exam session, the invigilator in charge will walk round the room noting the desk number of any absentees. **It is essential that you sit at the correct desk**. Please note that candidates sitting at the wrong desk will be reported absent and may receive a mark of zero for the exam.
- You should write the module/exam paper code on the cover of each answer book used. This code should also be quoted in any correspondence about an exam paper. In accordance with the University's system of anonymous marking, you should write your five digit candidate number (Exam No.) (which is given on your timetable and will also appear on the seating list) on the front of each answer book. **It is therefore essential that you know your candidate number**. You should also write your name in the strip on the right hand side of each answer book, then fold over and seal the strip so the name is obscured. This is to ensure that the examiners do not know the identity of the candidate whose script they are marking. The seal is only broken if there is a mistake in the exam number written down by a candidate, or after the mark for the script has been agreed. You will find instructions on the cover of each book.
- Please write answers in ink, not pencil. You may only use pencil for graphs and diagrams.
- Use both sides of the paper in writing answers. The answer to each question should start at the top of a fresh page. All rough work should be done in the answer book and should be crossed through before the end of the exam. You may use the inside front and back cover to do rough work if you wish.

Please note that invigilators are required to move around the exam room and may need to talk to each other or candidates in order to complete necessary exam duties. However, they will always try to keep these interactions as brief and quiet as possible.

## Medical or personal issues during the exam

If you find you start to feel unwell during the exam, please raise your hand, an Invigilator will then come to you and help as appropriate. Our invigilation team can provide you with water, tissues and sanitary products if the need arises for these during the exam, however they cannot provide any form of medication. If the situation is serious, the invigilators will contact Security and the emergency services.

## Attendance at exams if you are ill or feel unwell

If you are ill or feel unwell on the day of your exam and are experiencing symptoms that may be contagious to others, you should stay at home and you should not attend any in person exams you have scheduled. However, you may sit online exams if you feel well enough to do so. You can submit an [exceptional circumstances](#) form following the publication of results, for any exams you were not able to sit.

Students who are absent from an exam will receive a mark of zero for the exam, unless it is agreed that there is good reason for the absence on the basis of an exceptional circumstances form (ECF). See the section on 'Medical and other problems' below for procedures relating to exceptional circumstances. Please note that proof of illness may be required for your form to be accepted.

**COVID-19 Information** - The University follows the Government guidance on COVID-19. The current guidance means examinations can take place as normal and you can find information on the latest guidance here: [COVID-19 Latest information for current students](#).

## Lost Property

If you leave your campus card or any other property in the exam venue, providing this is found by the invigilators, this will be held in a secure location either in the exam venue or with the Exams Team. If you realise you are missing any property, please contact the as soon as possible and we will be able to advise you if the item has been found and if so, make arrangements with you to collect this. Please note that any property brought to the exam venues is done so at your own risk.

## Online exams

Online exams will be available for 8 hours in most cases. More information about online exams can be found on our Essentials website: [Exams](#).

For some specific exams there may be a time restriction in place, which means once you have started your paper online (within the 8-hour window), it must be submitted within a specified time. Your School will let you know if this applies to any of your exams. If you have any queries about the format of your exams, please contact your [School](#) (Module Convenor) in the first instance. Alternatively, and in the case of anything urgent once exams have started, please seek help using the following link: [Online exams Blackboard help for students](#)

## Exam Conduct - Cheating and AI tools

### Using Generative AI Tools at University

The University recognises that the use of Generative Artificial Intelligence (Generative AI) tools can be a useful pedagogical tool; however, there are instances where the inappropriate use of such tools will lead to breaches of the University's policy on Academic Integrity and Academic Misconduct.

The misuse of Generative AI is a form of cheating. When submitting assessments, you are required to confirm that it is your own work. An assessment that has been constructed using the outputs from Generative AI tools (either wholly, or partially) without appropriate acknowledgement, when not permitted, or where the use of the Generative AI tool has gone beyond the scope of what the School has permitted) would not meet this criterion. The misuse of Generative AI tools (including the failure to appropriately acknowledge the use of such tools, where their use has been permitted by a School, or their use where not permitted (or beyond the scope of what was permitted by the School) would normally be considered as a form of plagiarism under the Academic Integrity and Academic Misconduct Policy (see section 9.2a (i) of Section 9 of the Assessment Handbook: [Academic Integrity and Academic Misconduct](#)).

Further Information on the appropriate use of AI tools and Academic Misconduct can be found here: [Using generative ai tools at university](#)

## Cheating

Cheating, which is the attempt to gain an advantage for oneself or another by deceit, and other misconduct, are breaches of discipline under the University's Regulations for Conduct and are punishable by a range of sanctions.

The University's full policy on academic misconduct, including a table of the possible penalties, can be found in section 9 of the [Assessment Handbook](#), however you can find the details which are specific to exams, as follows:

- a) Cheating in assessed coursework (for example, dissertations, long essays or projects) and open book examinations (including online exams) includes, but is not restricted to:**
- i. Plagiarism. For the purposes of these regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Willful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism. [Please note that programme handbooks normally provide discipline-specific advice on the appropriate use and attribution of source material].
  - ii. Taking a copy of another student's work without his or her permission (whether or not this work is subsequently plagiarized).
  - iii. Reproduction of work assessed elsewhere  
Unless otherwise stated, it is not permissible for a piece of work submitted for assessment to include substantial sections which are drawn from another piece of work submitted for a qualification, whether of this University or another awarding body. In the case of assessments where the incorporation of work from another assessment is permitted, the relevant School

will inform students accordingly. Any material in an assignment which has been drawn from another piece of work submitted for a qualification should be clearly indicated with reference to the assessment and qualification for which the material was previously submitted.

- iv. Falsifying data, evidence, or experimental results.
- v. Collusion: acting with another student with the intention to deceive. This extends to the act of covering up or making untrue or misleading statements on behalf of another student regarding the act or commission of an act of academic misconduct.
- vi. Third-party proof-reading: use of a third party (e.g. friend/family member/other student/professional or pair proof-reading or editorial service) to systematically identify and/or correct mistakes or substantially edit the expression and/or content of your assessment (except, in the case of Higher Degree by Research students, where third-party proof-reading is undertaken during the publication process for part of the thesis).
- vii. Contracting to cheat: commissioning a third party (e.g: essay mill/ghost-writer/dissertation writing company/family member/friend/another student) to produce an assessment which is then submitted. Please note that payment of any kind need not have been requested or made.
- viii. Acting as an intermediary for another student to commission a third party as above. Acting as an intermediary may cover acting as a “middle person” to aid or facilitate another student to contract to cheat. It could also extend to recommending or signposting another student to a company or website knowing that the student intended to contract to cheat. This is a disciplinary offence which is actionable under the University’s Disciplinary Policy as a breach of the Regulations for Student Conduct:  
[Student Disciplinary Procedure](#)  
[Regulations for Student Conduct](#)

**b) Cheating and other academic misconduct in written examinations (including in-class tests and examinations administered by a School/Department) include, but are not restricted to:**

- i. Taking into the examination hall, or possessing while in the examination hall, any books, memoranda, notes or other similar material (including material held electronically) except that students are permitted to deposit such material in an area designated by the invigilator prior to the start of the examination. Material which has been supplied by the invigilator or authorised by the Examiners is exempt from this proscription.\*
- ii. Taking into the examination hall or possessing while in the examination hall any device which permits communication with others or receipt of communication from others or receipt of information;\* Mobile phones, Smart watches, headphones, ear pieces and any other related technology for example.
- iii. Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script;
- iv. Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
- v. Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the examination hall during the period of the examination; \*

- vi. Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

\* Please note: For the purposes of these regulations, the 'examination hall' includes the examination room, the toilets and any other areas to which candidates have access during the examination.

**c) Other academic misconduct in written examinations**

- i. Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an examination.
- ii. Candidates are not permitted to smoke in the exam room. Candidates are not permitted to eat in the exam room and are permitted to drink still water only, except where a specific alternative arrangement has been agreed in respect of eating and/or drinking in the exam room, which would normally be on the grounds of health or wellbeing.
- iii. Candidates are not permitted to have a pencil case or other container in the vicinity of their examination desk, unless the pencil case or container is transparent.
- iv. It is forbidden to remove an examination script or a part of an examination script from the examination room.
- v. Candidates are not allowed to leave the examination before it has finished without the permission of the invigilator or to leave the examination room temporarily for any purpose without the permission of the invigilator.
- vi. Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.
- vii. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.

**d) Other academic misconduct**

- i. It is an offence of academic misconduct to submit false or misleading evidence in support of an exceptional circumstances form. This is a disciplinary offence which is also actionable under the University's Disciplinary Policy as a breach of the Regulations for Student Conduct: [Student Disciplinary Procedure](#)  
[Regulations for Student Conduct](#)
- ii. It is an offence to commence or continue research without the appropriate ethical clearance. A breach of the University's research and ethics policies (Code of Good Practice in Research) is the failure to comply with the University's guidelines and policies on ethical clearance for research: [Research ethics](#)
- iii. It is an offence of academic misconduct not to disclose information, when asked, in respect of prior knowledge, competence or experience which is relevant to a module for which the student has applied or registered.

**e) Penalties**



It must be emphasised that the most serious view is taken within the University of cheating and other academic misconduct, whether in written examinations, in-class tests or coursework. Any such case will be treated as a disciplinary matter and will be referred to the School Director of Teaching and Learning (in respect of students registered on taught programmes) or the School Director of Postgraduate Research (in respect of students registered on research programmes) who may impose a penalty or refer the matter to the Senate Standing Committee on Academic Misconduct (SCAM) which has the power to impose more severe penalties including expulsion from the University.

## Medical and other problems

### Exceptional Circumstances

If there are circumstances which you think might affect or have affected your performance in exams or assessment, please contact your [Student Support Coordinator](#) or the dedicated support in the Henley Business School Office or International Study and Language Institute (ISLI), for guidance on when is appropriate to submit an Exceptional Circumstances (EC) Form and inform your Academic Tutor.

Please note that the University has a post-result EC process. Details can be found here: [Exceptional Circumstances](#)

**It is your responsibility to submit an exceptional circumstances form for any circumstances which you believe may have affected your performance. If you do not submit an exceptional circumstances form by the relevant date, your circumstances will not be considered unless you were prevented from submitting the form by insurmountable circumstances.**

A candidate may, at the discretion of the University Standing Committee on Special Cases, be deemed not to have sat an exam if illness or other serious personal circumstance has prevented the candidate from sitting the exam or has significantly affected the candidate's performance. A student who has been deemed not to have sat at the first attempt may sit the exam at the next opportunity as if for the first time.

## Other information

### Students with specific learning difficulties

For students who have been assessed as having specific learning difficulties (such as dyslexia or dyspraxia), special arrangements may apply for exams and the marking of written work. Further information is available at: [What are special arrangements?](#)

If you are unsure whether you would qualify for a special arrangement in your exam, please contact our Disability Advisory service: [The Disability Advisory Service](#)

### Publication of results

Please see here for details of when your results will be available online: [Publication of results](#)

The majority of Students can expect to receive their Summer exam results in July 2024, but please check the webpage for specific dates and consult with your [Student Support Coordinator](#) if you are still unsure.

## Digital Support Fund

If you do not have access to a computer or laptop, you may be eligible for support from our [Digital Support Fund](#) to help with access to IT equipment, and you can contact the to find out what may be available to you.

You can also contact your School or Department to discuss your individual circumstances. Please get in touch as soon as possible so they can help you find a possible solution.

## Re-examination

Students who fail at the first attempt are usually permitted to have one further opportunity to be re-assessed. The next opportunity to be re-assessed by exam will be in August/September 2024. Coursework reassessments can be offered throughout the summer.

For any student still retaining the right to a further attempt at examination after August/September 2024, the next opportunity for you to resit the assessment(s) will be Summer term 2025. Details of further coursework reassessment may occur before this date and the Programme Administration Team within your Support Centre should contact you with details. Please refer to Section 28 of the [Assessment Handbook](#) for more information.

Students who fail overall at second attempt are not permitted to have a further attempt and are required to leave the University.

Please note that where an exam takes place in person in April - June 2024, the reassessment/DNS attempt held in August - September 2024 will also be in person.

**The University expects all students sitting in person exams to travel to Reading to sit them. It is not possible for an in-person exam to be held online for an individual student or vice versa.**

## Appeals

The University's appeals procedure is available at: [How to make an appeal](#)

## Further information

Further information on exams and assessment is available on the Exams Office website: [Exams](#)

Answers to frequently asked questions can be found on the Essentials website: [Exams FAQs](#)

**If you have any queries relating to the arrangements for exams, please contact the Exams Team on 0118 378 5522 or email [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk)**