EST 1892 LSBU

Exam and In Class Test Procedure 26-27

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Approved by	Group Executive Director Pro Vice Chancellor – Students and Learners – Chair of Quality and Standards Committee
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1. Introduction

1.1. London South Bank University (LSBU) is committed to ensuring that students achieve the most out of their time at university and helping them to succeed.

1.2. The primary aim of this policy is to support students to understand and navigate exams and exam style assessments, often called In Class Tests (ICTs)

1.3. Exams and ICTs run either face to face or online and could be run in a traditional classroom style setting,on a PC in a PC room,or run online asynchronously.

1.4. Exams and ICTs currently also include a number of alternative style of assessments including but not limited to

1.4.1. Vivas
1.4.2. OSCEs
1.4.3. Practical
1.4.4. Presentations

1.5. Centrally managed exams will be managed by the Exams Team and centrally timetabled and visible on a student's individual timetable.

1.6. Exams that are not centrally managed are likely to be on the timetable for the whole cohort and separate instructions provided as to the time the student should attend.

1.7. In Class Tests are currently a type of coursework assessment and as such will be flagged on the Student Record System as such.

1.8. This procedure should be read in conjunction with the Academic Regulations, Student Academic Misconduct Procedure, and Late Submission and Extenuating Circumstances Procedure.

2. Scope

2.1. This policy applies to any student studying:

2.1.1. an undergraduate or postgraduate course or module (during all taught elements);

2.1.2. on a higher or degree apprenticeship at any level (levels 4, 5, 6 and 7).

2.2. This procedure applies to any staff involved in setting, administering, marking and moderating exams and In Class Tests under the Academic Regulations.

2.3. This procedure will not apply to students who are on MRes, MPhil, PhD or the thesis stage of Professional Doctorates. Students on these courses should refer to the Code of Practice of Research Degrees.

2.4. This procedure may not apply for students studying with our collaborative partners, please liaise directly with your partner institution for further information.

3. Who is responsible for this policy?

3.1. The Group Executive Director and PVC – Student and Learners has the overall responsibility for this policy but has delegated the responsibility for its day-today operation and implementation to the Academic Registrar or their nominee.

3.2. This policy will be reviewed on a regular basis and at least every two years by the Academic Registrar or their nominee in consultation with University Solicitor to ensure that it remains fit for purpose.

3.3. This procedure will be approved by the Quality Standards Committee.

4. Exam procedures

A summary of the rules for exam candidates are displayed in every exam room during exam weeks.

Preparation of exam papers

4.1 Exam papers are prepared in accordance with the timetable set out in the academic calendar, which is consulted upon and approved by the Group Executive Director and PVC – Students and Learners in consultation with the multi-stakeholder Academic Calendar Working Group.

4.2 Exam papers that contribute directly to an academic award are sent in draft to the external examiner for comment. Draft papers for both first sit and resit exams are prepared and sent for comment to the external examiner at the same time.

4.3 The role of module leader is to:

- be aware of the deadlines for submission of exam papers, as stated in the academic calendar;
- write the exam paper (or arrange for it to be written);
- work with colleagues within their college/school to ensure papers are sent to external examiners in good time for comment;
- respond to the comments of the external examiner;
- check and certify the accuracy of the final paper prior to the submission to the Exams Team;
- clearly articulate any arrangements that need to be made for the exams on the cover sheet (Appendix A), such as printing in colour, colour of answer booklets, one sided/two-sided printing, multiple choice question paper (MCQ), graph paper needed etc;
- determine what aids are permitted in the exam and clearly articulate this and any rubric on the coversheet.
    - such as calculators, data sheets, dictionaries etc
- submit the exam paper, by the deadlines to the appropriate TEAMS site.
    - ensuring they have considered version control before submission
    - where password protected, ensure this is also provided to the Exams Team.

4.4 The Student Administration Department will:

- communicate with colleagues any changes to the process in a timely manner;
- review, amend and disseminate coversheets early in the Autumn semester;
- arrange secure online storage of draft and final approved exam papers;
- arrange the secure printing of the final approved exam papers, for papers that are submitted by the deadlines;
    - where a paper has not met the submission deadline, arrangements will need to be discussed with the college/school to ensure that secure printing can be completed at a local level.
- ensure that exam question papers are available for collection on the day of the exam by module leaders from the base room, prior to the exam time;
- provide exam packs and any specialist equipment previously articulated on the cover sheets;
- make arrangements to support students with adapted arrangements approved before the cut off dates set in the academic calendar.

4.5 No unauthorised member of staff can copy any papers before the day of the exam.

Exam protocols

4.6 Exams will be scheduled and run in accordance with the following guidelines and any exceptions will need to be approved by the Academic Registrar (or their nominee) in advance.

- Exams will be scheduled during the appropriate weeks as specified within the published academic calendar.
    - Written exams that need to take place outside of the exams week need to obtain permission from the Academic Registrar (or their nominee) to go ahead.
- Data from the Student Record System will be used to gather information relating to what needs to be examined and the numbers.
- Data will be gathered from Salesforce (working with colleagues in the DDS Team) relating to adapted exam arrangements.
- Data will be input into the system from exam boards in a way that supports the creation of the exam timetable.
- Written (classroom or PC room based) exams will start either at 10am and/or 2pm on any given day within the exam period.
- In exceptional circumstances exams may take place in an evening slot (6pm) or a Saturday morning (10am). Students and staff will be given prior warning in this event.
- DDS exams will be held at the same time as the main exam for any module, including cross campus exams.
- Exam lengths will be a maximum of 2 hours in length (without adapted arrangements), unless there is a PSRB requirement and/or there is an exceptional pedagogic reason and this has been approved at CASC.
- Where the length of the exam would take the finish time past 5pm, wherever possible, this exam will be scheduled in the morning.
- All exams will be scheduled in accordance with their size, length and the room availability, meaning that exams are unlikely to take place on the same day as a student's "normal" teaching.
- There may be multiple modules being examined within the same room.
- Where the volume of exams exceeds the capacity for one exam week, exams may rollover into the following week. This could include where the exam week includes a bank holiday.

- DDS arrangements of 25% to 50% extra time will take place in the same location as the main exam where possible.
    - We advise students with additional time to sit furthest away from the door to lessen the disruption.

Timetable for exams

4.7 The Timetabling Team within Academic Services, creates and publishes the exams timetable, and the exams timetable is published normally at least 7 calendar days before an exam week. Exam weeks are set in the academic calendar which is published to students before the end of the previous academic year.

4.8 All exams for modules offered (presentations, Vivas, OSCEs, Practical or lab based) as part of combined degree programmes must be scheduled within the normal teaching block for the module. Only in exceptional cases, with specific authorisation from the Academic Registrar (or their nominee), they can be held outside the normal teaching block. Approval will need to be sought and gained at the beginning of each academic year.

4.9 Written exams will take place within the advertised week(s) in the academic calendar, which is available to staff and students. Only in exceptional cases, with specific authorisation from the Academic Registrar (or their nominee), can they be held outside of the standard exam week.

4.10 Where an exam is to take place outside of the specific exam weeks, responsibility for the management of them passes to the school for which the module relates to, including the financial cost of invigilation.

4.11 The Exams Team will liaise with the schools at the beginning of each academic year to collate exam scheduling requirements, including (but not limited to):

- If a module is running
- Type of exam (if not clear)
- Any changes to the type of exam
- Length of exam
- Scheduling requirements compared to other modules
- Exams which can be scheduled at the same time as students can only take one of the two options.

4.12 As outlined in the Exam Protocols, the exam timetable is created by the Timetabling Team, looking at student numbers, room sizes and layouts and specific exam types and equipment required. During exam week priority usage of rooms will be given to exams and may not be used for teaching on courses that continue during the exam period, or other University related business.

4.13 The exam timetable will be published to students, after a period of consultation with school staff, and communications will be sent to students to confirm once it has been published. It is a student's responsibility to be aware of their exam timetable and every effort will be made to ensure students are appropriately timetabled for the right exam. However, should a student notice an error they can raise a query via MyLSBU.

4.14 Any "non written" exam (practical, presentation, viva etc) taking place during exam week(s), will be timetabled for the whole day, with an appropriate room(s) allocated,

in order for students to be able to see the date on their timetable. Schools will be responsible for scheduling individual slots for their students, including those with DDS requirements and communicating this to students.

4.15 All centrally managed and timetabled exams will be created to show personalised timetables for students, showing the date, time and room allocated. Where the exam is on a PC, but students can access this remotely without the need for a room this will be categorised as an online exam.

4.16 Invigilation support will only be provided for written classroom exams and classroom-based PC exams. Please see the section below on invigilation.

Invigilation principles

4.17 The University is responsible for ensuring that enough invigilators are available for written and classroom-based PC exams during exam week and that a suitable base room is established and staffed throughout the exam period. This includes ensuring the following.

- No fewer than two invigilators in all rooms where there are two students and over, and a further invigilator for every additional 35 candidates.
- Where there is a student in a room on their own (normally for DDS requirements) they will be invigilated by one invigilator.
- The Exams Team will provide relief invigilator(s), to support the one-to-one rooms and any issues that arise in the larger venues.
- Providing a telephone number for invigilators to call (to the base room) with any queries.

4.18 Module leaders will:

- be allocated to the room with the largest cohort of students;
- will remain as a lead invigilator for the main room for the duration of the exam;
- be contactable for any additional rooms or adapted arrangement room(s) by leaving a mobile number with the exam base room.

4.19 Invigilators are responsible for ensuring that the exam, for which they are appointed, runs smoothly and is conducted in accordance with the academic regulations. The role of invigilators is to start and finish the exam, maintain effective discipline in the room, ensure fairness, and ensure that the exam is conducted in a smooth and proper manner. Invigilators should:

- Arrive at the meeting point ahead of the exam a minimum of 30 minutes before their exam and in line with instructions given by the Exams Team (and/or LSBU Employment).
    - If they are an external invigilator, they must sign in and be allocated an exam venue.
- Collect the exam packs including exam question paper(s) and the appropriate exam stationery from the base room prior to the start of the exam.
- Be present in the exam room at least 30 minutes before the start of the exam.
- Read through the documents within the exam pack, including information about students with additional needs/adapted arrangements.

- Ensure they are aware of all the exams that are taking place in their allocated room and who is the lead for each module (if they are in a room with multiple modules).
- Ensure that candidates follow the rules.
- Ensure that candidates are observed by an invigilator throughout the exam.
- Provide question papers and answer booklets (if appropriate) shortly before the official start of the exam.
    - All questions papers should be placed face down and students asked not to turn them over until the start of the exam is announced.
- Announce the start and finish of the exam(s).
- Take a register of attendance and check the students' ID cards.
- Have the authority to instruct candidates to sit in accordance with a seating plan (if there is one provided for that venue).
- Inform candidates twice of the remaining time available, normally 30 minutes and 15 minutes respectively before the end of the exam.
- Follow guidance to support the correct procedures to
    - allow and record any late entrants to the exam.
    - make a report of any incidents, including any alleged incidents of academic misconduct, during the exam.

During the exam

4.20 Once allocated to a room, the invigilator(s) should:

- Make sure the room is ready for use.
- Check for unsolicited material and remove it (using the appropriate forms to report it).
- Write the module title(s) on the white board/flip chart for all/any exams taking place in the room.
- If in a PC room – check the PCs are switched on.
- If exam booklets are being used, distribute these whilst students are sitting down/before start of exam.
- Check the exam pack for the module details, registers, information about students with adapted arrangements.

4.21 Once the pre-room checks have been completed:

- Allow the students into the room approximately 15 minutes before the start of the exam.
- Where there are students with additional time ask students to sit away from the doors to minimise disruption.
- Remind the students of the rules and regulations and what they are allowed on their desk.
- Instruct the students to leave their bags/coats nears the front of the room.
- Ask the students to turn off electronic devices and place under the table face down.
- Instruct students what to do once seated and how the exam will be operated.
- Take the register and do ID checks.
- Distribute the exam papers (face down).
- Start the exam.

4.22 Normally, not more than one invigilator should leave the exam room for any purpose at any one time. Under no circumstances whatsoever must the exam

room be left unattended during an exam. If there is only one invigilator in the room (invigilators with one student or the other invigilators are already supporting other students outside of the room), invigilators should contact the base room and a relief invigilator sent.

4.23 Invigilators have discretion to take whatever action may be appropriate to meet unforeseen circumstances. The invigilator will notify the Deputy Academic Registrar - Student Administration & Engagement (or their nominee) of any circumstance or action which may in any way have affected the performance of the candidates. This should also be recorded on the appropriate forms.

4.24 The module leader (or a nominated member of the teaching team) will be present at the start of the exam to answer candidates' queries and will become the lead invigilator for that module and remain for the duration of the exam. Where the module has been split over multiple rooms the module leader will be asked to provide a mobile number to the base room, invigilators from other rooms will be asked to contact the base room to request assistance or guidance relating to the exam questions/paper.

4.25 If the module leader or the nominated alternative from the module team does not arrive at the allotted time in the base room, the Exams Team will contact the College Director of Operations and/or Head of School to ask for someone else, from the academic team, to be assigned to support the exam. An alternative invigilator will be sent to the room with the papers and any equipment and allow students entry to the room, in accordance with the regulations, to avoid any delays to the exam.

4.26 Where there are multiple exams within one room, the Exams Team will clearly designate a lead invigilator for the whole room to ensure consistency of experience for all students. This lead "room" invigilator will coordinate the start time for all modules and be the one person who make announcements in the room to minimise disruption and confusion for students.

4.27 A student may leave the exam room temporarily but only if accompanied by an invigilator. A student who leaves the exam room without obtaining an invigilator's permission will be deemed to have withdrawn from the exam. Such cases must be reported to the University, via the invigilator report form. Students who wish to return to the exam room must be accompanied by an invigilator who will have ensured that they did not contact any person or consult any material while outside the room. No additional time will be added to the length of exam for such occurrences.

- This could be to use the bathroom.
- Some students have adapted arrangements that mean they need to stand, walk around, leave the room.

4.28 The invigilator should report in writing any occurrences during the exam which may have affected the candidates' performance, such as external noise, broken heating etc.

4.29 Students who arrive for a written exam late (after the exam has started) will be allowed into the exam room up to a maximum of **30 minutes** after the scheduled start time. For some types of assessment, including some exams, late admission is not permitted. Students will be made aware in advance of any assessment where late admission is not allowed. In practical terms:

- After the commencement of the exam, where this is a large room/room with more than one invigilator, an invigilator will be allocated to stand outside the room/near the door to provide information/complete checks with the student, including but not limited to the answer booklet, register, ID check.
- Any student that arrives between minutes 1 to 9 after the exam has commenced will be briefed by the invigilator on the exam itself, rulings on mobile phones, ID card etc., told where they will be sitting and that the students will not be given any extra time to complete the exam. At this point the students have a choice – they can either follow this ruling and undertake the exam or choose not to enter and sit the exam at a later date (if they have another attempt available).
- At minute 10, the students that are gathered outside the room will be escorted to their seats by the invigilator.
    - If there has been an unauthorised departure from the room by a student, then no late arrivals can take place.
    - This is a risk the students will need to be aware of when arriving late.
- Repeat this process with students who arrive between 10-29 minutes late, entering the room after 30 minutes.
- No admission to the exam room will be allowed, under any circumstances after 30 minutes have passed.

4.30 Invigilators must record all students who arrive late on the Exam Information Sheet.

4.31 If a student causes a disturbance, the invigilator will:

- warn the student;
- require the student to withdraw if he or she persists;
- not re-admit the student if s/he is required to withdraw;
- contact campus security if support is needed;
- make a note of the circumstances for the University.

4.32 If a student reports that he or she has inadvertently brought an unauthorised item to his or her desk the invigilator should:

- remove the item;
- report the matter to the University, using the appropriate form;
- permit the student to continue the exam, marking on the exam paper the work before and after the discovery.

Evacuation of an exam

4.33 If the building has to be evacuated during the exam invigilators will:

- stop the exam and note the time; tell students not to communicate with each other when outside the exam room;
- make clear to students that the exam has not been completed or cancelled;
- ask students to leave the room and follow the University's Fire Evacuation Plan and once outside the building to stay a safe distance away from the building alongside the invigilators;
- ensure that the exam materials (answer books, question papers, desks, etc.) are not disturbed and that all equipment is left in the exam room.

Students may not remove their bags or electronic devices (such as phones) from the exam room);

- ensure that candidates continue to observe the rules for candidates while outside the building.
    - where this does not happen the invigilator will need to ensure that the appropriate forms are used to report any incidents and/or concerns. Decisions about whether the exam will be allowed to stand will be made by the Academic Registrar;
- when permission is given to return to the building, control the re-entry of students to the exam room, within reason, as if the exam was to commence under normal circumstances;
- if the delay in returning to the exam room is lengthy (beyond one hour) or if students have failed to follow the rules for candidates whilst outside the building, decide whether the exam should be cancelled;
- inform students of any additional time (verbally and in writing on white board/flip chart) they will be allowed in lieu of the disruption and report the incident to the University.

4.34 Safe evacuation of the exam room takes priority over the conduct of the exam. No candidate or invigilator will take any of the above actions if doing so would create a risk to life or to the health and safety of themselves or any other individuals.

4.35 It will be for the exam board to decide whether the exam should be classified as void and the incident reported to Academic Board.

5. Rules for candidates

Before the exam

5.1 Students must ensure that they are familiar with the exam rules for candidates. These rules apply to all exams. If students break the rules, they will be penalised and may fail the exam. If they are in any doubt about the rules, they should ask the invigilator.

5.2 Students must ensure that they arrive in good time at the place of their exam. If they are unsure they should double check their exam timetable, liaise with module leaders and/or contact the Exams Team in advance.

5.3 Students must remember to bring with them all the equipment they might need for the exam, pens, pencils, rulers, rubbers, calculator (where allowed) etc. If a student does not bring equipment or it fails during the exam they should advise the invigilator of this. Some spare equipment might be provided, but there is a limited amount.

5.4 Students may only enter the exam room when authorised to do so by the invigilator.

5.5 Students must switch off mobile phones, smart watches and other devices capable of transmitting and receiving data, personal stereos or other items which may distract other candidates. Any such items must be placed in the student's bag or coat or face down on the floor under their desk for the duration of the exam.

5.6 Students must:

- put coats and bags at the front or back of the room as instructed by the invigilator and not by their exam desk;
- give the invigilator any unauthorised papers which have been brought into the exam room;
- go to the seat as directed by the invigilator and remain silent;
- place switched off devices in the coat or bag, or on the floor under their desk;
- adhere to any instructions given to them by the invigilator, whose role is to ensure a fair and transparent exam;
- place items on their desk.
- sign the register;
- bring their LSBU ID to the exam.

5.7 The student's dress must be such as to allow the invigilator to confirm that the image on the identity card matches the student sitting the exam.

5.8 Where a student has forgotten their ID card, they will be allowed to sit the exam, but identity checks will need to be conducted following the exam, in order for the exam paper to be accepted, marked and taken to an exam board. A note of this will be made on the invigilator form.

5.9 In exceptional cases, students may be asked to remove headwear or outer clothing where the invigilator considers that any kind of aid to the exam might be hidden. If necessary, a student may be required to accompany an appropriate invigilator to a private area to allow the invigilator to conduct this check or confirm the student's identity. Once the check has been conducted, the student may sit the exam wearing their chosen clothing. The invigilator has no right to ask for headwear or clothing to be removed permanently, nor to undertake a physical search of the student's person.

5.10 The only items which may be placed on the desk are as follows:

- A small selection of writing and related implements; these may be loose or contained in a clear plastic bag or pencil case.
- Bottle(s) of uncarbonated drink in unlabelled bottle(s).
- A small number of unwrapped items of confectionery; and/or small snacks will be permitted into the room and placed within a clear plastic bag on the corner of their desks. Care must be taken by students to not disrupt other students by accessing their snack(s).
- Essential medication is allowed to be brought into the exam and placed on or under the desk as appropriate. Where possible this should be accompanied by an approved adapted arrangement request.
- Any other item (for example a calculator, data tables, case study) that is explicitly permitted by the exam instruction (see front cover of the exam).
- Any items approved for use by a student with additional needs; such approval must be given in advance and in accordance with DDS.

During the exam

5.11 In some circumstances students may be allowed into the exam room after the start of the exam at a specified time and only with permission from the invigilator and following the procedure set out above. Not all exam types will allow late admission, such as practical or lab-based assessment, if this is the case your module or course leader will make this clear to students.

Students must:

- obey all instructions from the invigilator;
- ensure that they have no unauthorised materials on their desks or persons;
- use only University exam stationery for all work including all rough work;
- comply with the instructions of the exam paper;
- provide batteries for their calculator.

Students must not:

- turn the exam paper over until told to do so;
- start writing until told to begin by the invigilator;
- attempt to read the work of any other student;
- talk or communicate in any other way with any other student;
- use any unauthorised devices during the exam;
- eat or drink (other than as permitted above) or smoke during the exam;
- leave the exam room during the first 45 minutes or the last 30 minutes of the exam.
    - In exceptional circumstances students will be permitted to leave the room with an invigilator present during the first 45 or last 30 minutes to attend the bathroom.

5.12 Students may be allowed to leave the room after 45 minutes, in which case they must:

- quietly attract the attention of the invigilator and ask permission to leave;
- leave the exam room quickly and quietly;
- not attempt to remove any exam materials from the exam room or remove any exam papers.

5.13 Where a student attempts more questions than required by the exam instructions, all answers will be marked, and the final mark determined from the best combination of marks that satisfies the exam instructions.

After the Exam

5.14 Students must:

- stop writing when the invigilator tells them;
- remain in their seat without talking;
- leave all papers on their desk;
- leave the exam room when the invigilator tells them;
- exit in silence, being mindful that other students might still be in the exam room.

Use of aids in exams

5.15 No electrical or electronic devices including smart watches, smart glasses and earphones may used in an exam. If they are brought into the room, students and invigilators are to follow instructions set out above.

5.16 Candidates are not normally permitted to use portable computers and any candidate found using a portable computer in an exam will be reported as specified under academic misconduct.

Calculators

5.17 Only a prescribed calculator may be used. The module leader will decide whether calculators are acceptable for use in the exam for which s/he is responsible and, if they are, which calculators may be used. In the absence of an explicit notification on the front of the exam paper for any particular module, it will be assumed that no calculators may be used.

5.18 This decision will be recorded in the module guide either as an explicit specification of particular types or as a list of approved types and notified to the invigilators. Unless a clear statement to the contrary is made in the module guide and rubric of the exam paper it will be assumed that permitted calculators will be non-programmable.

5.19 All calculators authorised for use in exam must be:

- non-programmable (other than as allowed for above);
- not capable of storing text, nor of displaying text other than as built-in error messages;
- battery operated;
- silent;
- not capable of transmitting or receiving data during the exam or test;
- not capable of giving the candidate an unfair advantage of any kind.

5.20 In exceptional circumstances and with an approved adapted arrangement or support plan, the above provisions may be waived for individual disabled candidates.

5.21 The module leader's decision will also apply to modules being delivered at associate institutions.

5.22 Any candidate found using an unauthorised calculator will be reported, using the appropriate forms, as specified under academic misconduct. Reports will be provided to the module leader and the Academic Integrity Coordinator and kept on file by the Exams Team.

Dictionaries

5.23 If a candidate is granted an alternative assessment arrangement arising from conditions such as dyslexia, the use of a dictionary (English or approved foreign language) may be considered where appropriate but must be approved in advance.

5.24 The edition approved must not, in any case, contain any information or technical data of potential use to the student in the exam. The student will be required to use a dictionary provided by the University and may not bring his or her own. Any student found with such a dictionary in his or her possession may be the subject of an allegation of academic misconduct.

5.25 Dictionaries are not permitted in the exam room except as allowed for above. Any candidate found using a dictionary in an exam other than as described in the above provisions may be the subject of an allegation of academic misconduct.

6. In Class Tests

6.1 Many of our assessments continue to transition from traditional face to face written exams to In Class Tests (ICTs), to support the University's aim of creating meaningful and authentic assessments.

General principles

6.2 Module leaders should refer to the module descriptor to identify whether the test is open or closed-book, and whether questions are randomised and drawn from a question bank (strongly recommended for all tests).

6.3 clearly articulate any arrangements that need to be made for the ICTs on the cover sheet (Appendix B),

6.4 ICTs are recorded on the Student Record System (QL) as coursework assessments. They are time-constrained and invigilated but are not exams.

6.5 ICTs are managed locally by module teams. They are centrally timetabled as part of normal timetabling activity and will not be centrally invigilated.

6.6 Module teams must request an appropriate room for their ICTs with their timetabling lead at the same time during annual timetabling data collection.

6.6.1 Tests take place in standard teaching spaces where some background noise may occur, but every effort is made to support a quiet environment.

6.7 Any specific rooms or DDS requirements should also be included during annual timetabling data collection, if known or added when they are known.

6.8 Module leaders should communicate with their students (via the VLE) about the format, timing, and expectations of ICTs, and requirement to complete them at the scheduled time. Students should be reminded that **late submission rules do not apply** to ICTs, but **Extenuating Circumstances (EC) policies** apply as normal.

Timings for In Class Tests

6.9 All ICTs must be held within teaching period (weeks 1 to 12) of each semester and be managed by module teams.

6.10 **Resit assessments** for ICTs should normally be conducted as follows:

6.10.1 **Semester 1 resit ICTs:** during the official Semester 1 resit exam week **(Monday 5 – Friday 9 April 2027)**, where capacity allows once resit exams have been confirmed and timetabled, or in the week before where space is available.

6.10.2 **Semester 2 resit ICTs:** during the week immediately **before** the official resit exam week **(Monday 12 – Friday 16 July 2027)**. This week is free from teaching and other exams, so room bookings should

be straight-forward. The resit may be a single equivalent task covering the same learning outcomes, or separate resits for individual subcomponents, as stated in the module descriptor.

6.10.3 Resits for ICTs remain coursework assessments. They will not appear on the central exam timetable and are not centrally managed or invigilated.

Preparation for In Class Tests

6.11 Module teams should review the DDS cut off deadlines within the academic calendar and review the DDS requirements that students have been approved for.

6.12 Module teams must reach out to their timetabling lead to request additional and/or appropriate rooms to support students with additional support arrangements.

6.13 Module teams must contact students with approved support arrangements to confirm how the recorded adjustments will be implemented for the assessment. Where there have been changes made to support arrangements, the module team must communicate any changes directly to the students in sufficient time before the assessment.

6.14 Please see t section 7 for more information.

Running In Class Tests

6.15 Module leaders/teams are responsible for ensuring that the ICTs start and finish on time, maintain effective discipline in the room, ensure fairness, run smoothly and are conducted in accordance with the academic regulations.

6.16 It is recommended that module teams:

6.16.1 Arrive to the allocated room early to check the layout of the room is as they need it to be.

6.16.2 Ensure they have the correct paper/online test. For paper exams, the module teams will be responsible for any printing requirements.

6.16.3 Announce the start and finish times of the ICT.

6.16.4 Take a register of attendance and check the students' ID cards.

6.16.5 Inform candidates twice of the remaining time available, normally 30 minutes and 15 minutes respectively before the end of the test.

6.16.6 Use the In Class Test Information Sheet (Appendix C) to make a report of any incidents, including any alleged incidents of academic misconduct, during the test. This will help support the School during any student complaints or academic appeal processes.

6.16.7 Where an ICT has been approved to run for over 2 hours, consider whether a supervised break is required for longer ICTs. Any supervised breaks must protect the integrity of the assessment, including where the assessment has a PSRB requirement.

7. Other exam and In Class Test considerations

Inability to attend an exam or In Class Test at the University or impairment

7.1 Except in the context of an approved collaborative programme, students will not be permitted to take exams overseas or at any locations other than the University.

7.2 Where the same exam paper is used in more than one location the exam will be held simultaneously.

7.3 A student unable to attend an exam on grounds of extenuating circumstances must submit an extenuating circumstances claim, ideally on the day/date of the exam, but at least by the deadline published in the academic calendar (Key dates | London South Bank University), submitting evidence as to the reasons for non-attendance.

7.4 In exceptional cases, if the extenuating circumstances request has been approved (with evidence) that a student is able to undertake academic work but unable to attend the exam at the University, the exam board (via Chair's Action) may allow the student to complete an alternative form of assessment of the same learning outcomes. Such a decision is subject to any Professional Statutory and Regulatory Bodies requirements, and for no more than one module.

7.5 If a student attended the exam but felt that their performance was impaired by serious, significant, or unexpected circumstances, they could consider submitting an extenuating circumstances claim (with evidence). Students should seek guidance from the Late Submissions and Extenuating Circumstances Procedure.

Major disruptive events

7.6 In the event of industrial action, terrorist action or other circumstances that might cause disruption, the University expectation is that as far as possible work will continue as normal where it is safe to do so.

7.7 It remains the responsibility of candidates to present themselves at the exam room in good time. Students are expected to make such arrangements as may be necessary to ensure that they arrive on time.

7.8 In the event of a disruption to public transport, exams will take place in accordance with the published schedules. Where the dates and scale of disruption are known in advance, the University **may** decide to delay the commencement of exams scheduled on those dates by up to 60 minutes or allow late arrivals by up to 60 minutes. Any changes will be communicated with students and staff in advance (as much as possible) or upon arrival and/or commencement to the exam. Decisions relating to this will be made by the Academic (Registrar), or their nominee, and are final.

7.9 It is the responsibility of each student to ascertain whether there is disruption. Students should assume that the exam will start as originally scheduled.

7.10 Exceptionally, students may make submissions on the grounds of extenuating circumstances, which may include missing all or part of an exam or ICT due to disruption to public transport. The student must submit as evidence of such extenuating circumstances an explanation of the absence, together with a note of their term-time address and normal travel arrangements, and an account of the efforts made to overcome the difficulties.

8. Support arrangements (for Exams and In-Class Tests)

Alternative assessment arrangements for disabled students

8.1 Alternative assessment arrangements and methods may be made available to disabled students on an individual basis to mitigate the barriers created by the learning tasks. These alternative arrangements will need to ensure that the assessment tasks and learning outcomes are met. Arrangements and decisions will be made in discussion with a student's academic course team, course leader and Assessment and Awards Team and, where required, with approval from the Head of School or Executive Dean of College, an exam board, or a professional body.

8.2 Whilst these regulations describe specific procedures to be followed for the identification, assessment and academic implications of any alternative arrangement, some flexibility is required in their implementation in order to optimise the appropriateness of what can be provided by the University.

Identification of support arrangements

8.3 It is advisable that students share information about their disability to the University at the earliest stage. Students are given plenty of opportunities to do this, from application and throughout their studies, in order for the University to put reasonable adjustments in place. If a student informs a member of staff about their disability pre or post enrolment, the students should be encouraged to contact the Disability Dyslexia Support (DDS) Team by emailing disability@lsbu.ac.uk. Staff can also contact the DDS Team for advice**.** Staff should act on information disclosed to them (outside of the formal process) regarding a student's disability or health condition and consider whether support or reasonable adjustments may be required and/ or provided, even where the student is not formally known to DDS. Following this, a referral to the DDS Team should then be made.

8.4 Students can discuss or make requests for alternative assessment arrangements by meeting with a Disability Adviser in the Disability and Dyslexia Support Team. Appropriate professional or medical documentary evidence and/or advice to substantiate the need for such provision may need to be submitted. The evidence and/or advice to substantiate requests for alternative assessment arrangements may be provided from sources of expertise from within the University or from appropriate external professional bodies. A Disability Adviser will confirm the validity of the request. **Note: reasonable adjustments for coursework must be made where circumstances require it whether a student has engaged with DDS or not.**

8.5 Students need to make any requests for alternative assessment arrangements for formal exams known to Disability and Dyslexia Support in line with deadline dates specified within the academic calendar. Where the University is aware of a reasonable adjustment and is notified by the cut off dates in the academic calendar we will guarantee these for the next exam session. Where the notification comes after this, the University will make every effort for this to be honoured, but it might not be feasible given then shortened time frames. Where this is the case it will be carried over to the next available exam period. Please refer to the Extenuating Circumstances and Late Submission Procedure for further support for students who find themselves in this position.

8.6 Where the deadline is not met, the adapted arrangement will be put in place for the next exam session. Consideration of submissions made after the deadline may

be deferred until the next semester; where it is reasonable that a request is made after the deadline, for example, in an emergency, all effort will be made to make arrangements for the exam period.

8.7 In order to ensure the best possible support for students, consistency and equity of treatment of submissions, all impact of disability on learning must be explored by a Disability Adviser. They will ascertain that any evidence meets sector standards, and that impact is understood and translated into workable arrangements. These reasonable adjustments will be captured in writing by the Disability Adviser in a Support Arrangements Form.

Implementation of support arrangements

8.8 Disability Advisors agree adjustments based on an internal and external needs assessment with the student. Where appropriate and possible, students are asked to provide evidence to support their adjustments. The aim is to support the removal of the barriers to learning and completion of assessments. Alternative tasks to exam are always agreed with the Course Leader and communicated to the student and recorded formally on the students support arrangements.

8.9 The Dean or their nominee, for example the Associate Dean, or the course leader, will decide whether any exam board external examiners should be involved in any discussions around the alternative assessment arrangements. Alternative assessment methods may be consulted on with the relevant external examiner(s).

8.10 Disabled students may have their assessment arrangements reviewed if their circumstances alter or if they fail to cooperate in their assessment during their period of enrolment on their programme.

8.11 Where the student's disability is of a temporary nature, alternative assessment arrangements should specify a time period for which these arrangements are valid (normally one semester). However, the student may submit a request for an extension at the end of this period, provided it is supported by appropriate evidence.

8.12 The course leader will have responsibility for implementing support arrangements for alternative assessment arrangements. Course leaders and module leaders must review and act upon information available to them regarding students' support needs, including approved reasonable adjustments recorded within University systems, and ensure these are implemented as required.

8.13 Once the Disability Adviser has agreed the arrangement and the student has signed the data agreement, the exam arrangement will appear in the course reports within Salesforce. Staff can see this within Salesforce and are encouraged to subscribe for the reports for regular updates. Students can see these adjustments on MyAccount. This information will also be provided to the Exams and Timetabling teams to support service delivery.

Students with alternative assessment arrangements claims for extenuating circumstances

8.14 A student who has been assessed for alternative assessment arrangements and has had them approved cannot also claim extenuating circumstances for the disability or whatever triggered the alternative arrangements to be made.

8.15 A student who has met the deadline (as set out in the academic calendar) for requesting alternative assessment arrangements through Disability and Dyslexia Support but has experienced delays in processing their application can claim extenuating circumstances.

4.8. A student whose alternative arrangements have been approved but not met can claim extenuating circumstances on the basis of the original need for alternative arrangements.

4.9. A student who has missed the deadline for requesting alternative arrangements through Disability and Dyslexia Support may not usually claim extenuating circumstances unless there is evidence that it was reasonable for the student to have not been aware of, or missed, the deadline (for example not to have been advised, or given poor advice).

Arbitration in cases of dispute

8.16 If the alternative assessment arrangements approved by the panel are disputed by the student on the grounds that the student does not believe that their circumstances have been fully considered or the student believes they are not being met the University will:

- assess the facts, consult the interested parties and seek advice from the relevant areas of expertise within the University;
- make a recommendation to the Group Executive Director and Pro Vice Chancellor – Students and Learners on what arrangements are considered appropriate.

8.17 In considering this recommendation, however, the Group Executive Director and Pro Vice Chancellor – Students and Learners must use their academic judgement to ensure that the requirement to assess the student in the stated learning outcomes is not compromised.

Requests for release of information on exams

8.18 Under the Data Protection Act 1998, students may request all information processed on their exams via a Subject Access Request except for:

- the original exam script that they have submitted;
- approved marking schemes;
- details of any communications between examiners, either internal or external.

8.19 The University will make coursework available to students.

8.20 Where assessment takes place by formal exam, marked exam scripts remain the property of the University and so cannot be copied and/or returned to students. The student is entitled, however, to receive feedback on exam performance and marks awarded and may contact the relevant member of academic staff to arrange a meeting where the script may be viewed and the decisions of the examiners explained.

8.21 Students may request relevant extracts from the minutes of exam boards and from the extenuating circumstances decision making team. The extracts released must not disclose personal data about any other student. The University may refuse to

release extracts from minutes if it is impossible to do so without disclosing personal data on another student.

Appendix A – Exam Cover Sheet

EST 1892 LSBU
London South Bank University

Academic Year 2026/2027	
Exam Period	☐ January Main ☐ April Resit ☐ May Main ☐ July Resit
Module Title:	
Module Code:	
Module Leader:	
Exam Duration:	
Please note – Date and time of Exam will be on your timetable after publication	
Student ID	

Students remain under exam conditions

Notes to Staff:

Please write here information for students about your exam, including the number of questions.

PERMITTED EQUIPMENT AND MATERIALS

Please tick ✓ as appropriate.

Equipment	Permitted	Not Permitted
Calculator	☐	☐
Dictionary	☐	☐
Other: _____	☐	☐

Calculators: Only permitted where specifically authorised by the module leader.
Dictionaries: Only permitted where specifically authorised or required under an approved assessment arrangement.
Electronic devices: Mobile phones, smart watches and other electronic devices must be switched off and stored as instructed by staff.
Alternative assessment arrangements: Students with approved exam adjustments should follow the arrangements communicated to them in advance of the exam.

FOR MODULE LEADER / STAFF USE

Printing	Tick	Additional Materials	Tick
Single-sided	☐	Answer Booklet	☐
Double-sided	☐	Graph Paper	☐
Black & White	☐	Data / Tables / Formula Sheet	☐
Colour	☐	Other: _____	☐

May this exam paper be retained and made available to students as a revision/resource document after the relevant assessment period, subject to institutional policy? ☐ **Yes** ☐ **No**

Appendix B – In Class Test Cover Sheet

EST 1892 LSBU
London South Bank University

Academic Year 2026/2027			
Test Period/Date:			
Module Title:			
Module Code:			
Module Leader:			
Assessment weighting (if applicable):			
Test Duration:		Test Location:	
Student ID			

Instructions to candidates

Please read the following instructions carefully before starting the test:

- Write your Student ID clearly on the front of the test paper and on every sheet submitted. Do not write your name unless instructed.
- Read all questions carefully and answer the required number of questions.
- This is an individual test. All work must be your own; do not communicate with or copy from other students.
- Remain under test conditions for the duration of the test. If you need help, raise your hand and wait for a member of staff.
- Switch off mobile phones, smart watches and other electronic devices capable of sending or receiving data and store them as instructed by staff.

Notes to Staff:

Please write here information for students about your test, including the number of questions.

PERMITTED EQUIPMENT AND MATERIALS

Calculators and **dictionaries** are permitted only were authorised by the module leader or required under an approved assessment arrangement.
Alternative assessment arrangements: Students with approved adjustments should follow the arrangements communicated to them in advance.

FOR MODULE LEADER / STAFF USE

Staff member administering test: _____

Date: _____ **Time:** _____

Appendix C – In Class Test Information Sheet

LSBU

In-Class Test Information Sheet – Please complete one per module

Room information, teaching/invigilating staff details, late arrivals, and incident reports

Please ensure this form is completed during the test

Date / Test Period:		
Module Title:		
Module Code:		
Module Leader:		
Test Duration:		
Test Location (Room):		
Start Time:		
End Time:		
Expected Students:		
Students Attended:		
Number of Test Scripts/ Papers Collected:		

Lead Invigilator / Staff:			
Support Invigilator(s) / Staff:	1	2	3
	4	5	6
	7	8	9
Number of incidents during the test:			
Number of late arrivals (in total):			

Security Emergency: 020 7815 6666

LSBU

Late Arrivals		
Student ID	**Arrived between 0-9 minutes and entered at 10 minutes (please tick)**	**Arrived between 11-29 minutes and entered at 30 minutes (please tick)**

LSBU

Incident Report			
Student ID (if applicable)		Time of incident	
Details of the incident		Details of the action taken/conversation had etc	
Did the student leave the test after the incident?		Any other details you feel we need to know.	

LSBU

Type of Test (please tick the appropriate box to indicate the test type)			
☐ Written Test	☐ Computer Based Test (i.e. Moodle)	☐ Computer Based Test (USB)	☐ Other

In-Class Test Staff Checklist (only tick boxes once checked)	
Collection and initial verification ☐ Attendance register(s) signed and collected ☐ **All answer booklets collected have the module code and student ID number** ☐ USBs saved with student ID number and module code (if applicable)	Organising test papers ☐ Answer booklets have been counted and reconciled with corresponding attendance register ☐ In-Class Test Information Sheet completed and signed
Leaving the test room ☐ All test materials, stationery, question papers & unused answer booklets have been collected	