



## **Royal Agricultural University**

### **Code of Conduct for In-Class Tests**

#### **1. In-class test dates**

- 1.1. The dates for in-class tests are set by the module leader and shall normally be completed within the weekly teaching schedule as detailed on the central University timetable.
- 1.2. The module leader is responsible for ensuring dates of all in class tests, including any referral dates, are contained within the module handbook as part of the annual module schedule and are also publicised in advance to the full module cohort through the module Gateway page.
- 1.3. It is the responsibility of each individual candidate to ensure they are fully aware of test dates and times, including referral dates, and are able to attend University for these periods.
- 1.4. In the event of a candidate being unable to attend University to sit an in-class test, then it shall be their responsibility to inform the module leader as soon as possible and to submit the appropriate mitigating circumstances form and supporting evidence.
- 1.5. If a candidate wishes to claim special requirements in relation to any disability, it is their responsibility to inform the Disability Officer at least one month prior to the date of the in-class test, and to provide such evidence as may be requested. The Disability Officer will then arrange for all special requirements to be met.
- 1.6. The module leader is responsible for arranging an appropriate room for the in-class test, where the normal teaching room allocated is not

suitable, and for ensuring appropriate numbers of staff are available to invigilate the test.

## **2. Responsibilities of invigilators**

- 2.1. The main role of an invigilator is to ensure that correct test procedures are followed and that no improper practices occur within the room.
- 2.2. Invigilators are required to attend the room at least 10 minutes prior to the scheduled start time of the test to assist with preparations.
- 2.3. Invigilators are required to ensure candidates have the correct test question paper, sufficient answer books and a test registration form. The latter is to be collected during the time allowed for reading of the question paper, and any absences noted on an attendance sheet.
- 2.4. Candidates should be seated not less than five minutes prior to the published start time. A candidate who is more than 30 minutes late for a test will be allowed to sit the test only in exceptional circumstances, subject to no other candidate having left, and at the discretion of the invigilator. No additional time will be provided for such a candidate.
- 2.5. During the first ten minutes of the test, the module leader or nominated deputy familiar with the test paper shall be present in the room to clarify any substantive points of confusion in the test paper. Any such clarification shall immediately be communicated to all students undertaking the test, including those in special venues. Once the first ten minutes has elapsed, there shall be no further discussion of the test paper with candidates.
- 2.6. Invigilators are required to remain vigilant at all times during the test, and it is recommended that each invigilator walks around the room at intervals in a way that does not distract candidates.
- 2.7. Should an invigilator suspect a candidate of cheating or malpractice during an in-class test, they should firstly consult with any other invigilators present. If the malpractice is linked to the illegal possession or use of materials not approved for the test, such materials should be removed immediately. The candidate will be permitted to continue with the test, but should be informed at the end, or on leaving the room, of the allegation and that a full report will be made to the Academic Registrar.
- 2.8. If a candidate causes disruption to other candidates through their actions within any test, they will be asked to leave with immediate effect and will not be permitted to re-enter the room. Again, a report will be made to the Academic Registrar.
- 2.9. At the end of the test, invigilators are required to collect all completed test answer books, and to sign confirming the number collected, and absences, on the attendance record sheet. All papers should then be

passed to the module leader or other member of the teaching team for marking.

### **3. Procedures for test rooms**

- 3.1. Candidates are allowed to take into an in-class test, pens, pencils, erasers, rulers, geometry equipment and any other material specified on the test question paper. Any wallet used for carrying pens and pencils, etc. should be of a clear plastic design.
- 3.2. No textbooks, dictionaries, notebooks, papers, or written or recorded information of any kind may be brought into the test room, except where specified on the test question paper. The use of calculators is permitted in accordance with the requirements of section 5 below, and use of texts is subject to the requirements of section 6 below.
- 3.3. Mobile phones must be switched off. A candidate found in possession of a mobile phone that is switched on may be considered in breach of test regulations and subject to disciplinary action.
- 3.4. No other materials, bags, notes, etc. may be brought into the room or left in any area designated as a restricted space for the purposes of the test. Such spaces include the main corridors outside any designated test room. Such areas will be clearly marked. Any item found in the restricted area following the commencement of the test will be immediately removed.
- 3.5. Strict silence shall be observed at all times in the test room. Communication between candidates at any time is forbidden. The exchange of equipment or other materials is only allowed with the express permission of the invigilator.
- 3.6. It is the candidate's responsibility to ensure they have received the correct question paper. If there is any doubt, the candidate should attract the attention of an invigilator immediately.
- 3.7. Candidates may not start reading a test question paper, or writing in their answer books, until told to do so by an invigilator.
- 3.8. The consumption of food and drink, with the exception of bottled, uncarbonated mineral water and loose sweets, is forbidden in test rooms unless prior approval has been granted because of a medical condition. Smoking is prohibited in the test room.
- 3.9. Candidates are not allowed to leave the test room within the first 30 minutes of the commencement of the test, nor within the final ten minutes, except at the discretion of the invigilator.
- 3.10. Candidates who leave the test room during a paper without prior permission from an invigilator shall not be allowed to return to the test room. A candidate who wishes to use the lavatory must first attract the

attention of an invigilator by raising their hand, and receive permission to leave the room. No additional time will be allowed for toilet breaks.

- 3.11. Candidates who leave their desk during a test must cause as little disturbance as possible. Those leaving the test room should vacate the vicinity of the room immediately and quietly.
- 3.12. Candidates must complete all work within the answer books, or where appropriate on the question paper provided, and must not remove any paper from the room upon leaving at the end of the test or earlier. Additional answer books may be obtained from the invigilator if required. Rough working in the answer books should be neatly crossed out after completion of the question; loose paper is not allowed for rough working.
- 3.13. Candidates are responsible for ensuring the front of all answer books are completed correctly, with their student number, the module number and name, the date of the test, the desk and room number and the question numbers of each question in the order in which they have been attempted. If supplementary books are used, these should also be annotated correctly, and the sequence of books clearly marked on the front sheet. The candidate's name must not appear anywhere on the answer books submitted for marking.
- 3.14. In-class test answers must be set out in an orderly and legible manner. They must be written in ink, or typed if permission has been given to complete the test on a computer. Pencils and crayons may be used for diagrams and sketches. Any answers that are illegible may be transcribed, providing the candidate is present at the time of transcription and consents to pay the full cost of transcription.

#### **4. Procedure in event of fire or other emergency**

- 4.1. In the event of a fire and/or other emergency situation that involves the evacuation of the test room, staff invigilating should instruct students to leave all materials on their desk, to leave the room quietly and to accompany them to the relevant assembly point without collecting materials en route. Candidates will be informed that at all times, strict examination rules will continue to apply. If it is not possible to supervise students adequately during this period, then:
  - (a) In the event that a period in excess of 30% of the total scheduled time for the test has elapsed, the test will be declared complete and assessment, and overall grade, will be based only on work completed, or
  - (b) In the event that a period less than 30% of the total scheduled time for the test has elapsed, the test will be declared null and void, and another date, or alternative assessment, will be scheduled.

- 4.2. If it is possible to resume the test following cessation of any alarm, the invigilator should instruct students to re-enter the building, return to their original seat, and re-commence the test.
- 4.3. Students will be instructed to draw a demarcation line across their answer book at the point of resumption.
- 4.4. If time allows, students should be enabled to complete the full period of the test. However, if this is not possible, the total time available for the test will be recorded by the invigilator, and due regard will be taken when assessing the test.

## **5. Use of calculators**

- 5.1. The use of calculators in an in-class test will be permitted provided that they are battery operated, pocket sized, silent in operation, have a numeric keypad, are not capable of being pre-programmed and do not cause disturbance to other candidates. Any calculator with an alpha-numeric keypad, or with more than a one-line display, will not be permitted in the test room.
- 5.2. All forms of instruction manual or operating guide for a calculator are prohibited.
- 5.3. Invigilators are empowered to remove calculators from candidates that breach these requirements.
- 5.4. The operation of calculators is entirely the responsibility of the candidate and no allowance will be made for errors or omissions arising from malfunction or misuse of a calculator by a candidate.
- 5.5. The University will provide a limited supply of calculators for use in an in-class test. These will be provided on request from a candidate, and must be returned prior to the candidate leaving the test room.

## **6. Use of texts**

- 6.1. Candidates who wish to use an official text, as specified on the in-class test question paper, within an in-class test may do so provided they comply with the following requirements. The text must be a hard-copy, paper version and not electronic. It is the student's responsibility to ensure that the text is clean, i.e. that it contains no illegal material such as written notes, explanations, diagrams, formulae, etc. Invigilators will be instructed to check each text at the start of the test to ensure no illegal content. A text found to contain any illegal material will be confiscated immediately and the student will be required to complete the test without the text. A report will be provided to the Examinations Officer on the incident. Should the same student be found in possession of such illegal material at a second or subsequent examination or test, then they will be reported to the Academic Registrar as a potential case of academic misconduct.

- 6.2. The University will provide a limited number of key texts such as valuation tables for use in an in-class test.
- 6.3. The use of other materials in an in-class test that are not specified on the in-class test question paper are prohibited.

**7. Emergency examination procedures**

- 7.1. In the event candidates are prevented from attending University for an in-class test, such as disease pandemic, public safety requirements or other national emergency, the University will endeavour to allow completion by suitable alternative means. Such means will include the ability to sit a test at another location determined by the University or the electronic distribution and submission of in-class test question papers and answer books to a candidate's home computer or fax machine.
- 7.2. The University will notify all candidates affected by any emergency situation of the procedures to be followed, which will include the requirement to complete the test within the normal time and date scheduled for the test. The University will pay any costs reasonably associated with the alternative means of completion.
- 7.3. Candidates completing an in-class test remotely in an unsupervised situation will be deemed to have completed this in an open-book situation and the paper will be marked accordingly.
- 7.4. Full account of any upset caused by any alternative test arrangements will be taken into consideration by the relevant School Examinations Board.

November 2012