



## Chapter 4

# Regulations for candidates sitting internally set De Montfort University examinations

Please note, there may be some examinations that will be sat online and remotely, in which case these regulations still apply. However, Students are to refer to specific guidance for taking examinations remotely. Exam guidance can be found [on the DMU website](#).

### 1. Instructions to all candidates who are sitting a face -to-face exam

#### 1.1 Candidates must:

- 1.1.1 Ensure that they know the date, time and location of all examinations which they are required to sit, including keeping track of changes to the published schedule;
- 1.1.2 Arrive at the examination room at least 20 minutes before the start of the examination;
- 1.1.3 Note that if a candidate is absent from an examination a mark of zero will be awarded unless a deferral for that examination has been granted <sup>1</sup>.
- 1.1.4 Read carefully the instructions on the examination paper and the examination answer book;
- 1.1.5 Note that the University reserves the right to schedule examinations and assessments on any day or time of the week, including weekends.

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<sup>1</sup> The procedure for requesting deferral in an examination is explained in Chapter 5 of these Regulations.



- 1.2 Candidates are reminded that it is an academic offence to commit any act which is intended to modify or evade, in an unauthorised manner and by unfair means, the conditions of assessment specified by the University. Chapter 4 of the General Regulations and Procedures Affecting Students deals in detail with academic offences. The regulations relating to examinations prohibit any attempt by a candidate to complete their examination script by unfair means, or to communicate with any other candidate in the examination room (including copying from any other candidate's script, allowing their own script to be cop(i)0.9 (on)-l (n



1.9 The University reserves the right to implement security processes, such as the



- 1.17 Candidates should note that invigilators do not have to be satisfied that a candidate has used or attempted to use the unauthorised material. The mere possession of that material is sufficient for the candidate to be charged with an academic offence.
- 1.18 Candidates may not bring into the examination room a text or electronic dictionary of any kind, except where specifically provided for in the rubric of a particular examination paper.
- 1.19 Invigilators will have access to a standard, University approved, English dictionary. Candidates are permitted to request sight of that dictionary to check the meaning of a word. Candidates may bring a drink into the examination room in a container with all labels removed. Small items of food are permissible if authorised by the invigilator (i.e. packets of mints/sweets). These must be in a clear container, and must have minimal impact on the examination environment and other examination candidates.
- 1.20 No candidates may enter the examination room until authorised to do so by the principal or senior invigilator.
- 1.21 No candidate is allowed to enter the examination room later than fifteen (15) minutes after the start of the examination. This timescale applies to all examinations, regardless of their duration.
- 1.22 Candidates are allowed five minutes reading time before the start of the examination to read and check their papers. Invigilators will announce when this time starts.
- 1.23 Before the end of the examination, candidates are advised to complete the cover sheet of their answer book with their name (or candidate number if applicable), programme, subject and level of examination, date of the examination and details



- 1.24 Candidates must use only the approved examination stationery. Rough work must be completed on the approved stationery and handed in with the worked script. Candidates may not bring blank paper into the examination, even if it is classed as an open book examination. Candidates may not remove any examination answer book or any part of any examination answer book from the examination room.
- 1.25 Except where otherwise stated on the question paper, all answers must be written in English. All answers must be legible to the markers; otherwise a fail mark will be recorded. Candidates must carefully follow exam instructions; markers will only consider answers that adhere to the exam rubric and will mark answers in the order they have been written.
- 1.26 If a candidate wishes to ask a question, they must raise a hand and wait until an invigilator is able to attend to them. a3 (il)-J 0.14 Candilassed  
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