



Assessment and Feedback

Policy on Exams

Version No.	Description	Author	Approval body	Effective Date
1.0	Policy on Exams (replacing policy information previously contained in Previously contained in Policy on Invigilation of Examinations, Procedures for Preparing and Conducting Examinations, and Guidelines for the Use of Computers in Examinations.	Assessment and Feedback Working Group	Senate	August 2025

Review Date	August 2028
Section Responsible	Education Enhancement

Purpose of Policy
This document sets out the University's policy on exams. The policy applies to undergraduate and postgraduate programmes and provides a consistent approach to the preparation and delivery of exams across the University
Scope of Policy
This policy applies to all assessment activities that are normally held in person, time-limited and invigilated within a University authorised learning centre during a formal assessment period defined by the Academic Year Policy and, timetabled by the Exams Admin team.



Policy on Exams

Contents

Introduction.....	1
Scope	1
Exam timetabling & other requirements	1
Department Based Exams	2
Exam arrangements for students with reasonable adjustments	2
Use of computers in exams	2
Exam papers	2
Invigilation	3
Off-campus exams	3
Disruptions during exams.....	3
Marking	4
Retention of answer books.....	4
Student access to answer books	4
Roles & responsibilities	4

Policy on Exams

Introduction

1. This document sets out the University's policy on exams. The definition of an exam is provided in the [Scope section](#) of this document. The policy applies to undergraduate and postgraduate programmes and provides a consistent approach to the preparation and delivery of exams across the University. This policy should be read in conjunction with other relevant documents: the [University website](#) contains policies and procedures on a range of assessment related matters under which this policy resides; the [University's Disability Policy](#); Guidance and Support for Students on Matters of Religion and Belief; and, [Guidance on Exam Arrangements](#) for students with reasonable adjustments is available from the Disability and Wellbeing Service.
2. This policy must be read in conjunction with/alongside the [Procedures for Preparing and Conducting Exams](#) document.
3. Where this policy document, and the accompanying [Procedures for Preparing and Conducting Exams](#) document, refer to a Department, the action is the responsibility of the Head of Department or nominee, that nominee usually being the Departmental Exam Coordinator (DEC) or the Module Organiser of the exam in question.

Scope

4. This policy applies to all assessment activities that are normally held in person, time-limited and invigilated within a University authorised learning centre during a formal assessment period defined by the [Academic Year Policy](#) and, timetabled by the Exams Admin team. Where required by reasonable adjustments or necessitated by significant disruption, students may be permitted to undertake their exam at an alternative location.
5. Such assessments constitute University exams. The scope includes arrangements for students requiring reasonable adjustments enabling them to take exams fairly at the same time as their peers. Assessments that are not defined by the statement in paragraph 4 are not considered University exams and fall outside the scope of this policy. Nevertheless, it is encouraged that other, similar assessments (for example, class tests) follow this policy as far as practicable.

Exam timetabling & other requirements

6. The timetable for exams is developed by the Exams Admin team (Student Awards and Graduations) in accordance with the requirements provided by the Departments, including the number and type of answer booklets.
7. Exams take place at the time and place published by the Exams Admin team, except where provision is

made for those with recommended reasonable adjustments, or in exceptional cases otherwise.

8. The Exams Admin team are responsible for publishing the timetable to Departments and students.
9. If an exam has to be cancelled or changed at short notice and before it has started, students will be informed as soon as possible. The affected Departments will decide whether to re-schedule the exam or to use an alternative form of assessment.

Department Based Exams

10. Departments may wish to hold specialised exams during the formal assessment period within departmental rooms. These activities must be included in the central exam timetable, by the Department notifying the Exams Admin team, for checking clashes with other scheduled exams.

Exam arrangements for students with reasonable adjustments

11. Departments are responsible for making the necessary arrangements for students with reasonable adjustments in accordance with recommendations from Disability and Wellbeing.
12. Where a student has reasonable adjustments that include a location separate to the main cohort, their exam should overlap and encompass the entire duration of the main cohort exam.
13. More information about reasonable adjustments provided by the Disability and Wellbeing Service can be found [on their webpages](#).

Use of computers in exams

14. When an exam is taken using a computer, or other electronic device, and on the University campus or authorised learning centre, all aspects of the Exams Policy and Guidance, including on invigilation, must be applied.

Exam papers

15. Module Organisers/Teams are responsible for preparing any exam paper(s) for their modules. Preparation of exam papers must involve review from the External Examiners and adhere to the [exam papers guidance](#).
16. The Exams Admin team is responsible for arranging the printing of exam papers where those papers have been uploaded by Departments to the Exam Paper Repository by the specified deadline, including any special requirements of the exam paper (for example, colour). Details of deadlines and requirements can be found on the [Exams Admin team pages](#).
17. Departments are responsible for the collection of their centrally printed exam papers from the Exams Admin team and delivery to their exam location, including their secure storage.
18. Departments are responsible for production, printing, secure storage, and delivery of exam papers not

uploaded to the Exam Paper Repository, including papers for exams for students with reasonable adjustments.

Invigilation

19. Invigilators act on behalf of Senate to ensure the fair and orderly conduct of exams.
20. Invigilators must be familiar with, and conduct exams in accordance with the [Procedures for Preparing and Conducting Exams](#).
21. Invigilation is mandatory for all exams, including exams where computers are used, and those arranged for students with reasonable adjustments.
22. All exams shall be invigilated by persons working for the University or, in the case of a module taught or examined elsewhere, by staff of that institution.
23. A Head of Department (or nominee) shall be responsible for the appointment of invigilators.
24. Where exams from more than one Department are co-located, the Exams Admin team will identify the department in charge and an invigilator from that Department will act as the Invigilator in Charge (see [Roles & Responsibilities section](#)).
25. Invigilators are responsible for the secure return of all answer books to the Department at the end of the exam.

Off-campus exams

26. In exceptional cases, a campus-based student may be allowed to take an exam off-campus with the approval of the Head of Department.
27. If the Department permits the student to take an exam off-campus:
 - a) An appropriate venue for the exam must be identified, for example at a recognised university or British Council Office;
 - b) Appropriate invigilation must be organised as for similar exams held in the UK. Invigilation must be independent, i.e. friends or family cannot carry out invigilation;
 - c) Where a single exam paper is used, the exam must take place at the same time as the UK equivalent even where this means that the student must sit the exam late at night or early in the morning;
 - d) Arrangements must be in place for the safe and confidential transportation and storage of the exam paper and answer books;
 - e) The student must bear **all** necessary costs associated with taking the exam off-campus (including but not limited to the exam accommodation and invigilation costs, and secure transportation of the exam paper and answer book); and,
 - f) The formal approval of the Head of Department or their appointed nominee must be obtained and recorded.

Disruptions during exams

28. Students will not be disadvantaged in the event of a disruption to an exam.
29. Refer to the [Procedures for Preparing and Conducting Exams](#) for guidance relating to disruption of exams.

Marking

30. The marking of answer books must be conducted anonymously, in line with the [Assessment and Feedback Policy](#).
31. If the marker deems the answer book to be illegible, the procedures in the [Procedures for Preparing and Conducting Exams](#) document must be followed.
32. A sample of students' work will be provided to the External Examiners. Refer to [University external examiner webpages](#) for further guidance.

Retention of answer books

33. Answer books on which decisions have been taken by the appropriate Board of Examiners must be retained for a minimum of 18 months.

Student access to answer books

34. In line with the Assessment and Feedback Policy, students may make a request to view their answer books. Staff should facilitate access under supervision.

Roles & responsibilities

35. **Department Exam Co-ordinators (DEC):** the departmental lead for exam arrangements.
36. **Disability & Wellbeing team:** the service responsible for ensuring that students' reasonable adjustments are agreed and recorded, and for providing specialist advice on the application of reasonable adjustments in exams.
37. **Head of Department (or nominee):** overall responsibility for assessment in their Department.
38. **Module Organiser:** responsible for the generation of the exam paper, the organisation of its subsequent marking and the accurate return of marks, in accordance with Departmental practice.
39. **Exams Admin team:** to prepare the exam timetable and to publish the timetable to Departments and students. Further details about the duties associated with the role can be found in [Procedures for Preparing and Conducting Exams](#).
40. **Invigilators:** responsible for ensuring that exams are run consistently across the University, in accordance with the procedures set out in the [Procedures for Preparing and Conducting Exams](#). Further details about the duties associated with the role can be found in [Procedures for Preparing and Conducting Exams](#).

41. **Invigilator in Charge:** lead and co-ordinate all invigilators to ensure that exams are run consistently across the exam venue, in accordance with the procedures set out in the Procedures for Exams. Further details about the duties associated with the role can be found in [Procedures for Preparing and Conducting Exams](#).
42. **External Examiners:** review exam papers and a sample of answer books.
43. **Board of Examiners:** A committee responsible for considering and approving module results, making student progression decisions or determining eligibility for awards.