



Examination Notes for Students 2022/23 Mile End Campus

Read these notes carefully and keep them for reference.

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Examination Timetable

1. Queen Mary will generate an individual examination timetable for each student, giving the dates, times, and venues for all invigilated and online examinations for your registered modules. You can find information about your timetable on the [Registry Services](#) website. Forgery of an examination timetable is an offence and may be investigated under the [Academic Misconduct Policy](#).
2. You are responsible for informing yourself of the dates, times, and venues of your examinations, for checking your personal timetable and querying possible errors or omissions, and for checking for any amendments to the full examination timetable in the [MySIS portal](#).
3. Queen Mary makes every effort to avoid scheduling exams in consecutive timeslots for individual students, but time and accommodation constraints and requirements from examination boards mean that this is not always possible. The published exam timetable will only be amended to correct actual errors, and not to respond to individual preferences.
4. In the rare event that a timetabling clash between two examinations cannot be resolved, the affected student will sit both examinations on the same day and will be quarantined for the period between the examinations. The student's school/institute will be responsible for the quarantine arrangements.

Face to Face Examinations

1. Examination venue

1. You are strongly advised to visit the rooms where your exams will take place in advance, to familiarise yourself with the location and layout. Guidance on [examination venues](#) is available on the Registry Services website.
2. If you are studying an intercollegiate module then you may have already received information from the institution delivering the module. If not, contact the examinations office at that institution for further details; if you have any problems, visit the Student Enquiry Centre (Ground Floor, iQ East Court, Mile End Road, E1 4GG), where the staff will try to help. If you are taking a module at Royal Holloway, University of London your exam will take place at Queen Mary on the same day and at the same time as the exam at Royal Holloway; you will shortly be sent information on the venue by Queen Mary if this applies to you.

2. Arriving at an examination

1. You should arrive at the examination venue in good time to consult the seating plan (displayed outside the venue). Students will normally be admitted to the venue 10-20 minutes before the scheduled start time to find their allocated desks. You must sit only at your allocated desk.

2. The examination will begin at the published time. If this is not possible for any reason then the senior invigilator will record this in their report. Once the examination begins, you will be under examination conditions until an invigilator terminates the examination or until you complete your attempt and leave the venue.
3. A late student will be admitted to the venue up to 30 minutes after the start of the examination. A latecomer will only be admitted after that point if no other student sitting the same examination has left the venue. A latecomer will not receive any additional time.

3. Invigilation and the presence of internal examiners

1. During an examination, students will be under continuous supervision by one or more invigilators. A student must comply with the instructions of the invigilator; failure to do so is an assessment offence and may be investigated under the [Academic Misconduct Policy](#). The invigilators will record any incident or abnormality that occurs during an examination.

4. Identification of students in an examination

1. You must bring your student identity card with you to all examinations. A student not in possession of a Queen Mary student identity card will not be permitted to sit an examination unless they are issued with a temporary examination permit – on production of a photographic identity document – by the Student Enquiry Centre. If you have lost your card, a replacement can be purchased online at a cost of £20.00 and collected from the [Student Enquiry Centre](#) during opening hours (Ground Floor, iQ East Court, Mile End Road, E1 4GG). You can [purchase your replacement card](#) via the E-Shop. Do this as soon as possible and before the exam period.
2. You must place your Queen Mary student identity card face-up on your examination desk so that identities and attendance lists can be checked. An invigilator may check the identity of any student by comparing the photograph on the card with the student's face. A student unwilling to prove their identity may be prevented from continuing with the examination.
3. You must write your student identity number (the nine digit number on your student identity card), name and signature in the appropriate places on the answer script (and only in those places), in accordance with the written instructions. Any exception will be clearly stated on the answer scripts, announced by an invigilator at the start of the examination and repeated as necessary. During the marking process, only the student identity number will be visible to the internal examiners.

5. Authorised and unauthorised materials

1. You are responsible for bringing all necessary writing and drawing materials to an examination. These must be kept on your desk, either loose or in a clear plastic bag or clear pencil case.
2. You must not bring food or drink other than still water in a clear bottle with no label into an examination venue, unless this is for medical reasons approved by the Disability and Dyslexia Service. Any other food or drink will be confiscated.

3. Other than writing materials and water, you may only bring items specifically authorised in the examination question paper rubric to your examination desk. Bags, coats, jackets, and headwear that is not medical or religious must be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, watches (digital or analogue), and other electronic devices may be placed beneath your desk in a clear plastic bag for the duration of an examination, but must not be kept in pockets or worn; to do so is an assessment offence, which may be investigated under the [Academic Misconduct Policy](#). Queen Mary accepts no responsibility for the loss or theft of a student's belongings during an examination, and students should not bring any unnecessary valuable items.
 4. All mobile telephones and other electronic devices including smart watches, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. A device that causes a disturbance will be confiscated by the invigilators, who will make a record and inform the student that the incident may be investigated under the [Academic Misconduct Policy](#). Be aware that some alarms can sound even when a device is switched off; make sure to turn off any alarms.
 5. You should not bring any unauthorised notes or revision materials to an exam. If these are found on your person, whether you were using them or not this may be investigated under the [Academic Misconduct Policy](#).
 6. Certain examinations allow the use of electronic calculators. You will be informed in advance if this is the case and must comply with any specified requirements or restrictions on permitted devices. All calculators must be compact, hand-held, quiet, have their own power supplies and not form part of a communications or electronic entertainment device (e.g. a mobile telephone). Possession or use of stored information or prepared programmes is not permitted and may be investigated under the [Academic Misconduct Policy](#). You are responsible for ensuring that the device is in working order and for providing in advance for alternative means of calculation if the device fails. The name and model of calculator used must be stated on the answer script.
 7. You must wear clothing that shows the full head and face for the purposes of identity checks. There must be no head or face covering unless these are worn for religious or medical reasons. Where a head or face covering is religious or medical, you must still prove their identity by checking against the student identity card on request, in an appropriate manner.
 8. An invigilator may inspect any item brought into an examination venue by a student and may require a student to empty their pockets. Failure to comply will be recorded by the invigilators and may be investigated under the [Academic Misconduct Policy](#).
6. [During the examination \(examination conditions\)](#)
1. At the start of the examination, the senior invigilator will make several announcements to students, as prescribed by Queen Mary. You must comply with all instructions from

invigilators; failure to do so is an offence and may be investigated under the [Academic Misconduct Policy](#).

2. A student under examination conditions possessing or using unauthorised materials (including when not actually in the examination venue) may be investigated under the [Academic Misconduct Policy](#).
3. All work, including rough work, must be completed on the stationery provided. Work you do not wish to be assessed should be clearly crossed out. Use of correction fluid is not permitted.
4. You must write legibly. Illegible handwriting will not normally be transcribed, nor will you be permitted to dictate the contents. Any part of a script deemed illegible by an examiner will normally be awarded no marks. Special arrangements may apply if you have a registered disability with the Disability and Dyslexia Service.
5. All answers must be given in English, unless the question paper states otherwise. The use of English-foreign language dictionaries is not permitted unless specifically authorised in the question paper.
6. You must not remove a question paper or any examination stationery (used or unused) from the venue.
7. You must not communicate, or attempt to communicate, with anyone other than an invigilator (or a member of staff invited to do so by an invigilator). If you need to attract the attention of an invigilator then you must do so without causing a disturbance.
8. A student who causes an unnecessary disturbance in an examination venue may be required to leave. This will be recorded by the invigilators and may be investigated under the [Academic Misconduct Policy](#).
9. If an invigilator suspects a student of academic misconduct then they will inform the student, mark the student's answer script with their initials, make a record of the incident, and confiscate any prohibited materials. The student will be permitted to continue with the examination, using a new answer script if necessary. The invigilators will prepare a written report as soon as possible after the end of the examination and this may be investigated under the [Academic Misconduct Policy](#).
10. In the event of emergency evacuation of an examination venue (e.g. a fire alarm), a student must follow the instructions of the invigilators. Question papers, answer scripts, and personal items must be left in the venue. Students remain under examination conditions and must not attempt to communicate, to allow the examination to recommence. In the event that malicious disruption of an exam is proven, Queen Mary will prosecute those responsible.
11. A student who wishes to leave the examination venue temporarily may do so, with permission from an invigilator. You cannot leave during the first 30 minutes or the final 15 minutes of an examination, though in exceptional circumstances related to illness

or other unexpected cause an invigilator may permit this. A student who leaves an examination temporarily will be accompanied by an invigilator, and a record will be made.

12. If you complete your attempt before the end of the examination then you may leave the venue once your answer script has been collected, but not in the first 30 or final 15 minutes.
13. At the end of the examination, you must stop writing immediately when instructed, and remain quietly in your seat until all answer scripts and question papers have been collected and permission to leave is given. You are responsible for ensuring that:
 - i. all answer scripts are firmly tied together and labelled with their student identity number (or name, or other details, as directed).
 - ii. all answers are clearly labelled with the relevant question number.
 - iii. all required information on the front of the answer script(s) is given in full.
 - iv. all completed answer scripts are handed to the invigilator. Any script (or part of a script) that is not handed in by the end of the examination will not normally be marked.

Online Examinations

1. Online examinations are those that are completed online with answers submitted electronically. These are not held at a Queen Mary examination venue and invigilators are not present.
2. Formal online examinations will appear on your personal examination timetable which is published by Registry Services and is accessible via your [MySIS portal](#). However, online examinations are not administered by Registry Services and are managed by your [School/Institute](#). Any questions about online examinations should be directed to the Module Organiser or relevant [School/Institute](#).
3. The [School/Institute](#) administering the examination will provide you with information regarding the format of the examination and guidance on word limits, if applicable.
4. Online examinations will have a set start time and/or duration which will be communicated to you by the [School/Institute](#) responsible for the examination.
5. You will be given full instructions on how you should access the online examination.
6. Clear instructions on how to complete the examination and submit/upload answers will be provided, including guidance of how long you are expected to spend on submitting/uploading your answers. It is your responsibility to submit your answers in the correct format within the time limit.

Extenuating Circumstances

1. Full guidance is available online to support you with [claiming for extenuating circumstances](#).
2. By attending an in-person or online examination, you declare that you are 'fit to sit'. If you are taken ill during an examination and do not feel able to continue, the invigilators will make a record of the incident. You may then submit a claim for extenuating circumstances with evidence in the usual way, but this will only be accepted if you felt fit to sit on entering the venue but – for unforeseen reasons – became ill during the examination. In these circumstances, any work completed up to the point at which you left the venue will become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; you will be treated as if you had never attended the examination.

Academic Misconduct

1. Queen Mary recommends that you read the [Academic Misconduct Policy](#) in advance of the exam period. Academic misconduct is a serious breach of Queen Mary's regulations. It will be investigated and can lead to severe penalties including but not limited to failure of the module, the reduction of all of your module marks to the minimum pass mark, and suspension or expulsion from Queen Mary.
2. Allegations of any of the following will be dealt with under the [Academic Misconduct Policy](#) (i, ii and viii are particularly relevant for exams):
 - i. breach of any section of the Academic Regulations relating to the conduct of assessment.
 - ii. misconduct relating to an invigilated examination or in-class test:
 - a. unauthorised access to an examination venue before an examination.
 - b. forgery of an examination timetable produced by Queen Mary.
 - c. removal of a question paper, answer script, or other examination stationery from an examination venue.
 - d. causing a disturbance during an examination, either physically, verbally, or through an electronic device.
 - e. refusal to cooperate with an invigilator, or to follow an invigilator's instructions.
 - f. possession of unauthorised material while under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets).
 - g. access, possession, or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination.
 - h. communication with another candidate while under examination conditions.
 - i. copying, or attempting to copy, the work of another candidate.
 - j. having writing on the body in an examination venue.

- iii. plagiarism (including self-plagiarism).
 - iv. fraudulent reporting of source material.
 - v. fraudulent reporting of experimental results, research, or other investigative work.
 - vi. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted.
 - vii. use, or attempted use, of a ghost-writing service for any part of assessment;
 - viii. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
3. Remember that it is an offence simply to be in possession of unauthorised materials – the penalty will be the same whether or not you used the materials, or intended to use them.
 4. The rules on unauthorised materials apply for the whole duration of an exam, whether or not you are in the exam room; it also applies to cloakrooms and toilets. If materials are found in any of these locations, or if you're found in possession of unauthorised materials in any of those locations, that is academic misconduct.
 5. You are very strongly recommended to check that you do not have any unauthorised materials including phones, notes, watches, or other items in your possession before the start of the exam, and do not discard them elsewhere, for example in toilets. Make sure that they are stored safely in a bag in the cloakroom or designated area or – ideally – do not bring them to the exam at all.
 6. If you are suspected of committing academic misconduct then you will be contacted by the Appeals, Complaints and Conduct team via your Queen Mary email address. If you do not respond within five working days (seven calendar days) of the email being sent then the case will be taken forward and you will be considered not to have denied the allegation.

Important URLs

Below are the website addresses that are linked within these examination notes or may be of use to you ahead of, during or after the examination period:

1. Academic Misconduct Policy: <https://arcs.qmul.ac.uk/students/student-appeals/academic-misconduct/>
2. Academic policies, regulations and procedures: <https://arcs.qmul.ac.uk/policy/>
3. Advice and Counselling Service: <https://www.qmul.ac.uk/welfare/>
4. Directory of Schools and Institute websites: <https://www.qmul.ac.uk/about/whoswho/departments/>
5. Disability and Dyslexia Service: <https://dds.qmul.ac.uk/>

6. Extenuating Circumstances guidance: <https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students/>
7. MySIS: https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn
8. Registry Services Examinations Homepage: <https://arcs.qmul.ac.uk/students/exams/>
9. Replacement student ID card: <https://eshop.qmul.ac.uk/product-catalogue/student-admin/student-id-card>
10. Student Support Contacts: <https://my.qmul.ac.uk/services-and-support/student-support-contacts/>
11. The Student Enquiry Centre: <https://arcs.qmul.ac.uk/students/sec/>