

# Conduct of Assessment Procedure

## Summary

This is the Procedure for students and staff that sets out how various forms of assessment are conducted at the University of Bristol, including any rules on operation and student conduct in undertaking those assessments.

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## 1. Introduction

- 1.1. The University of Bristol has a range of forms of summative assessment, each of which is arranged and conducted in a fair and reasonable way as set out in this Procedure.

## 2. Scope

- 2.1. The Conduct of Assessment Procedure applies to all summative assessments taken by students on taught programmes, and research postgraduate students taking taught units.

## 3. Definitions

- 3.1. **Written examinations** are timed-constrained assessments that are invigilated. They may be held on campus or online. Any reference to '**examination**' in the Procedure is inclusive of in-class or 'term-time' examinations.
- 3.2. **Coursework** is a written summative assessment such as an essay, assignment, creative writing or other task that is completed outside timetabled classes in the students' own time, normally within a longer timeframe.
- 3.3. **Timed assessments** are online assessments that need to be completed and submitted within a specified period of time.

## 4. Related regulations and procedures

- 4.1. Regulations for setting assessment [add link]

## 5. Confidentiality

- 5.1. All information will be processed in accordance with the [Student Fair Processing Notice](#) and requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 5.2. Summative assessment is conducted with an appropriate level of confidentiality.

## 6. Campus-based in-person examinations

### *Entering the examination room*

- 6.1. Students who arrive late but within thirty minutes of the start of the examination will be allowed the remaining time, but no additional time, to complete the examination.
- 6.2. Students will not be permitted to enter the examination room to sit an examination after it has been in progress for more than thirty minutes.
- 6.3. Exceptionally, students who arrive late may be permitted to sit the examination and be given the full allotted time, where practicable, where the reason for the late arrival is

directly due to a university or city-wide major disruption that has affected several students, as determined by the Executive Director for Education and Student Success or nominee. In such cases, an exam incident report will be submitted to the relevant Exam Board to ensure the impact of the circumstance upon student academic outcomes is considered.

#### *Leaving the examination room*

6.4. No student may leave the examination room:

- within thirty minutes of its start;
- during the last fifteen minutes of scheduled time to avoid disturbing others;

unless in exceptional circumstances, and with the permission of the invigilator.

6.5. No student may leave and return to the examination room during an examination unless supervised by an invigilator while absent.

#### *Student conduct during an examination*

6.6. Students may not behave in any way which is distracting to other students. A student who ignores a request from an invigilator not to behave disruptively may be required to leave the examination room. The student's examination scripts will be submitted to the relevant Exam Board as they were at the time when the student was required to leave. The invigilator will annotate the scripts with the time at which the student left and submit a report to the relevant Exam Board.

#### *Permitted items and texts*

6.7. A student may take to their desk only those items and texts that are permitted for the examination they are sitting. Rules on any permitted items in an exam will be provided by the school or department that owns the unit.

#### *Examination Scripts*

6.8. Students must ensure that all scripts are appropriately marked with an identifying name and number. No student may remove an examination script, or any other examination materials, from the examination room without permission.

6.9. A student may be invited to transcribe or dictate an illegible script. Any transcription or dictation must be verbatim, and the student should be asked to sign the transcript to confirm that it is a true copy of the original script.

#### *Cases of suspected cheating*

- 6.10. Should a student be suspected of cheating, the invigilator will confiscate any unauthorised material, indicate on the student's script that it has been confiscated due to suspected cheating, and remove the script. The student will then be given further examination books and permitted to complete the examination. The invigilator will submit an incident report to the University Examinations Office who will notify the student's home school for reporting to the relevant Exam Board.

## 7. Online examinations

### *Starting online examinations*

- 7.1. Students will be informed how they will access the examination, which may be via the electronic download of questions accessed via the university's Virtual Learning Environment (VLE), a specific website or portal, or via a specialised proctoring system.
- 7.2. Students will be given full instructions on how to use the specified system. Students will be provided with instructions on what to do if the means to deliver the online assessment fails.
- 7.3. Online examinations may be proctored (i.e. remotely invigilated) to support quality assurance and academic integrity of the examination. Students will be given full instructions and the opportunity to practice using the system when such proctoring is planned.

### *Completing the online examination*

- 7.4. The examination paper, or online delivery system, will indicate the time available for completion. Clear instructions on how to finish and submit answers will be provided. Students should ensure they submit their answers in the correct way within the time limit. Students who do not comply with the instructions may have their answers disregarded.
- 7.5. Students should ensure that all answers are formatted appropriately and marked with identifying information, as requested in the instructions, prior to submission.

### *Problems during the online examination*

- 7.6. If a student starts the examination but, due to issues that affect only them, are unable to complete the examination, they should inform their school and submit an exceptional circumstances form. Students will be provided with instructions on what they should do if the specified computer programme or software being used to deliver or proctor the assessment fails during the examination or submission process.

#### *Student conduct during an online examination*

- 7.7. Students should not communicate with others for the duration of an online examination and must work independently. Sharing answers and working with others to complete the assessment is not permitted. Such behaviour will be viewed as collusion and academic misconduct.

#### *Permitted texts during an online examination*

- 7.8. Students will be informed of what resources, if any, they are allowed to access during an online examination.

#### *Cases of suspected cheating*

- 7.9. Any cases of suspected cheating will be investigated after the student has submitted the exam.

### **8. Timed assessments**

#### *Starting a timed assessment*

- 8.1. Timed assessments have a stated day and time from which students can access the paper, which will often be via the unit's Virtual Learning Environment.
- 8.2. If a student is unable to start a timed assessment or they start the assessment, but due to issues that affect only them, are unable to complete it, they should inform their school and submit an exceptional circumstances form. Students should be provided with instructions on what they should do if the specified computer programme or software being used to deliver the assessment fails during the assessment or submission process.
- 8.3. Students will be informed what resources are allowed to be accessed during a timed assessment.

#### *Student conduct during a timed assessment*

- 8.4. Unless clearly stated as collaborative or groupwork, students must work independently for timed assessments. Sharing answers and/or working with others to complete the assessment is not allowed and such activity will result in the student being investigated for collusion and academic misconduct.
- 8.5. Any cases of suspected academic misconduct will be investigated after the student has submitted the assessment.

#### *Completing the timed assessment*

- 8.6. Timed assessments have a stated day and time by which answers should be submitted, as outlined in the instructions. It is the responsibility of the student to ensure their work is completed and submitted within the time allowed.
- 8.7. Students should ensure that all answers are formatted appropriately and identifying information included, as requested in the assessment instructions.

## 9. Coursework assessments

### *Student conduct during coursework*

- 9.1. Unless clearly stated as collaborative or groupwork, students **must** work independently on coursework assessments. Sharing answers and/or working with others to complete the assessment is not allowed.

### *Submitting coursework*

- 9.2. Coursework will have a stated date and time by which it should be completed and submitted. Students will be provided with the necessary submission instructions, including any formatting requirements, the specified file format and any required file naming or completion of a coversheet for online submission.
- 9.3. If a student has identified or experienced a problem in submission (e.g. submitted the wrong file), they should notify their home school immediately. Evidence of this technical failure may be required. The act of notification in itself does not annul or extend any deadline.
- 9.4. If a student is unable to complete their coursework, they should consider requesting an extension and/or submit exceptional circumstances. Unauthorised late submissions are penalised by the loss of marks (see the [section](#) on penalties in the Regulations and Code of Practice for Taught Programmes).

## 10. Requests for taking summative examinations outside of the University of Bristol

- 10.1. Whilst University of Bristol students are expected to take scheduled unseen written examination in venues arranged by the University of Bristol, a student may request to take an examination outside of the University, including outside of the United Kingdom (UK) where there is exceptional reason.
- 10.2. There is no automatic entitlement to sit an examination in venues not arranged by the University. Permission to do so will only be given if:
  - It is permitted by programme and/or faculty requirements;

- Sufficient cause or reason to not sit the examination at the University of Bristol is provided by the student;
  - There is no suitable alternative.
- 10.3. Holidays, working commitments or financial constraints at the time of the examination will not normally be considered a sufficient cause or reason for taking the examination elsewhere. Authorisation to sit an examination elsewhere on medical grounds will not normally be granted as students should only be taking examinations when fit to do so.
- 10.4. Permission is at the discretion of the relevant Faculty Associate Pro Vice-Chancellor Education and Students or delegate.
- 10.5. Any examination arranged outside of those arranged by the University must take place in an institution where the conditions for examination have been agreed by the University and the examination runs concurrently or overlaps with the same examination at the University of Bristol.
- 10.6. A student studying at the University of Bristol, but whose award is not being made by the University (i.e. on a 'Study Abroad' period), is permitted the opportunity to undertake a first attempt summative examination at their home institution, where the student is required to re-engage with their studies at the home institution at the same time that examinations are scheduled at Bristol (i.e. in the Teaching Block 1 examination period). This allowance is subject to:
- (i) It being permitted by programme requirements;
  - (ii) The arrangements for examination conforming to University regulation, including that it is held concurrently with the examination held in Bristol or, where this is not possible, on the same day.

Permission is at the discretion of the relevant Faculty Associate Pro Vice-Chancellor (Education and Students) or delegate.