The University of Edinburgh Exam Hall Regulations

1. An examination attendance sheet is laid on the desk for each student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination. Students are not allowed to enter the examination hall more than thirty minutes after the start of the examination.

2. Students arriving after the start of the examination are required to complete a “Late arrival form” which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Students are not allowed to leave the examination hall less than thirty minutes after the commencement of the examination or within the last fifteen minutes of the examination.

3. Personal belongings e.g. coats, jackets, electronic equipment, bags, books, papers, briefcases and cases must be left at the front/back or sides of the examination room. No coats or jackets are permitted on the back of chairs. It is a breach of the Code of Student Conduct for a student to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.

4. Students must take their seats within the block of desks allocated to them and must not communicate with other students either by word or sign, nor let their papers be seen by any other student.

5. Students are prohibited from deliberately doing anything that might distract other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student who causes a disturbance in an examination room may be required to leave the room, and may be reported by the invigilator.

6. All coats and jackets must be left at the front/back or sides of the examination room. No coats or jackets are permitted on the back of your chair.

7. An announcement will be made to students that they may start the examination. Students must stop writing immediately when the end of the examination is announced.

8. Answers should be written in ink (unless otherwise instructed) in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out. Script books must be left in the examination hall.

9. During an examination, students will be permitted to use only such dictionaries, other reference books, computers, calculators and other electronic technology as have been issued or specifically authorised by the examiners. Such authorisation must be confirmed by Student Administration or by your school.

   Dictionaries, reference books, computers, calculators, electronic devises or any other material are NOT permitted.

The only exceptions are:-

1) if such is specified in a student’s Learning Profile as assessed by the Student Disability Service

2) for all students taking courses where the provision of a dictionary, reference books, computers, calculators, electronic devises or any other material is an integral part of the assessment process. Such exceptional arrangements requires authorisation by the examiners for use by all students and is recorded in the exam’s instructions.
109. The use of mobile devices/personal electronic equipment is not permitted. Mobile devices must be switched off during an examination. These should be placed in your bag and should not be on your person. Mobile devices are those which store/display data or connect to the internet, such as a mobile telephone, smart watches, smart glasses or any other communications equipment.

110. It is a breach of the Code of Student Conduct for any student knowingly

• to make use of unfair means in any University examination
• to assist a student to make use of such unfair means
• to do anything prejudicial to the good conduct of the examination, or
• to impersonate another student or allow another student to impersonate him/her

111. Students will be required to display their University card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the student will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

112. Smoking and eating are not allowed inside the examination hall.

113. If an invigilator suspects a student of cheating, she/he shall impound any prohibited material and shall inform the examinations department in Student Administration as soon as possible. A report will also be sent to your school.

114. Cheating is an extremely serious offence, and any student found by the University to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the University considers appropriate. Related links

University of Edinburgh Assessment Regulations:

http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

Student Administration

September April 2015 2016
University of Edinburgh

Use of dictionaries in examinations policy

Exam Hall Regulation 8

Dictionaries, reference books, computers, calculators, electronic devises or any other material are NOT permitted.

The only exceptions are:-

1) if such is specified in a student’s Learning Profile as assessed by the Student Disability Service

2) for all students taking courses where the provision of a dictionary, reference books, computers, calculators, electronic devises or any other material is an integral part of the assessment process. Such exceptional arrangements requires authorisation by the examiners for use by all students and is recorded in the exam’s instructions.

Further Guidance:

1) Within the context of the regulation dictionaries are defined as including: monolingual dictionaries; bilingual (i.e. language translation) dictionaries; scientific, technical or other specialist dictionaries. It also includes book and electronic dictionaries.

2) The practice of permitting individual students to use dictionaries in an examination via the issuing of authorised letter is no longer permitted.

3) Dictionaries (or any other material) should only be permitted for all candidates if their use is essential for the completion of the paper or components of a paper i.e. if a question(s) could only be answered by all students via reference to a dictionary. It is therefore anticipated that very few exams meet this criteria and the permitted use of dictionaries will be rare.

4) Dictionaries are NOT permitted based on the English language level of students.

5) Students found to be in possession of a dictionary when use is not permitted will have the dictionary confiscated and be reported for cheating (Regulations 13 and 14).