# Regulation XVIII:
# General Regulations relating to Examinations

**Invigilated Examinations**

1. The General Regulations relating to Examinations apply to both paper-based and campus-based online invigilated assessment.
2. A student will not use or attempt to use any academic misconduct (e.g. plagiarism) and will not communicate with or attempt to communicate with any other students. Answers must be the candidate's own work. Where other material is quoted, the student will state the source(s) from which it is derived.
3. A student will only use the answer book and continuation paper supplied in the examination hall by invigilators. All rough work should be completed using the paper provided and should be handed in at the end of the examination. The supply of additional material is at the discretion of the invigilator. This Regulation should be read in conjunction with note 22 in 'Notes for Students on Invigilated Examinations'.
4. Mobile phones, Smart watches and other wearable technology must be switched off and placed in the tray provided. Any other electronic devices (e.g. computers or personal music players) are not permitted in the exam hall.
5. No part of an answer book will be torn off and all answer books and other material supplied in the examination hall will be left behind on students' desks at the end of the examination.
6. A student whose first language is not English may use a language translation dictionary during examinations, provided that:
    (a) The dictionary is included on the list of approved versions, available from the Student Information Desk;
    (b) the student presents the dictionary for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used;
    (c) electronic dictionaries may not be used in invigilated examinations, unless as part of a student's Exam Support Adjustment (ESA).
7. A student may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
    (a) the calculator will be of a type officially approved in advance by the University;
    (b) the calculator will be presented for visual inspection by an Invigilator on request at the beginning of each examination in which the calculators are to be used;
    (c) the calculator will be self-contained, battery-operated and noiseless;
    (d) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
    (e) any time signals on the calculator will be switched off before entry into the examination hall;
    (f) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use academic misconduct.

8. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

**Non-Invigilated Examinations**

9. A student will not use or attempt to use any academic misconduct (e.g. plagiarism).
10. A student will comply with any conditions prescribed by the relevant School in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place of submission of material, the method of submission (e.g. hard copy and/or electronic copy) the number of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
11. Submitted material must be a student's own original work. Where other material is used, the student will state the source(s) from which the information is derived and the extent to which the student has made use of the work of others.
12. A student should also refer to the Notes on the Use of Academic Misconduct in the Assessment Process: Advice to Students.

**Breach of Regulations**

13. Any breach of the preceding Regulations will constitute the use of academic misconduct.

## Notes for Students on Invigilated Examinations

**Before the Examination**

1. The use of calculators in examinations

   A student wishing to use an electronic calculator in an examination should note Examination Regulation 7.

   If you expect to use a calculator in an examination you must comply with the following instructions:

   (a) Consult the lists of approved/prohibited models https://students.sheffield.ac.uk/exams/rules/allowed-items#Calculators
   (b) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use academic misconduct” and disciplinary action may be taken against you.
2. All students should read carefully the General Regulations as to Examinations.
3. **Fee**: No fee is payable when a student takes an examination at the first or subsequent sitting.
4. **Timetables**: For invigilated examinations draft timetables will be published in week 9 or 10 of each Semester. Students are asked to check that all their exams appear on the draft. If there are any clashes or missing papers, students should contact their School immediately. Final examination timetables will be published in week 11 and 12 of each Semester.
5. **UCards**: Students must bring their UCard and leave it visible for inspection on their desk.
6. **Anonymous marking**: The University has an anonymous marking policy which applies to all invigilated examinations. Students should familiarise themselves with the Statement of Procedures for the Anonymous Marking of Examinations.
7. **Religious observance**: Students may request that draft exam timetables take account of

mandatory religious observance, for those students whose commitment to the observance of their faith would otherwise cause them to miss the exam. However, if it is not possible to meet the request and no reasonable alternative can be found, adjustments to timetables will not be possible and students will be expected to attend their examinations.

8. **Exam Support Adjustments**: Student Registry will put in place examination arrangements for disabled students and those with temporary impairments, where support adjustments have been recommended by at least one of the following: the Disability and Dyslexia Support Service, the University Health Service, the University Counselling Service or a member of the National Network of Assessment Centres.
9. **Language Translation Dictionaries**: A student whose first language is not English should note the provision of Invigilated Examination Regulation 5. Permission to use dictionaries can be requested through the Student Information Desk (SiD).
10. **Illness before an examination**: A student who is ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

**On the day of an invigilated examination**

11. **Personal belongings**: Students should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic case) and preferably no items of value. The University takes no responsibility for the loss of students' belongings from exam halls. Any personal property brought into the hall (coats, bags etc.) must be left in the area designated by invigilators.
12. A **mobile phone** is potentially a method of storing unauthorised material. See Regulation 4 for Invigilated Examinations.
13. **Unauthorised material (such as revision notes)**: See Regulation 4 for Invigilated Examinations.
14. **The use of electronic, vapour and other similar devices** is not allowed in the examination halls.
15. **Food and Drink:** Generally, you are not allowed to bring food or drink into an exam hall, except for a small bottle of water/soft drink and a small packet of sweets (or similar).
16. **Admission to the hall**: Students will be admitted to the hall a few minutes before the start of each examination at the discretion of the Chief Invigilator.
17. **Absence**: If, for no good reason, a student fails to attend an examination, special papers will not be set and the student will be deemed to have failed.
18. **Late arrival and early departure**: Students who are more than 30 minutes late for an examination will not be admitted. A student will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any student leaving an examination early should raise their hand and wait for an Invigilator to collect examination material from their desk. Any student leaving an examination must do so quietly and take great care not to disturb other students. No student will be allowed to leave during the last ten minutes of an examination.
19. **Seating arrangements in examination halls**: Students should read carefully the seating arrangements which will be displayed outside the examination hall, noting that there may be more than one examination taking place in the hall. Students are not allowed to reserve seats for themselves beforehand. Invigilators may require students to move to alternative seats.
20. **On the examination desk** the student will find the question paper, answer books, and any

ancillary materials provided for the particular examination.

21. **During the few minutes before the examination begins**, students must:

    (a) listen carefully to any announcements the Chief Invigilator may have to make;
    (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator;
    (c) complete as far as possible the cover sheet of one answer book on the desk, including details of the questions attempted;
    (d) read the notes on the cover of the answer book.

22. **Stationery**: **Students should only use the answer book and continuation paper supplied in the examination hall.** If students require further stationery during the examination they should put up a hand and an Invigilator will assist them. See also Regulation 3 for Invigilated Examinations.

23. **Temporary withdrawal**: A student who wishes to make a temporary withdrawal from an examination for personal reasons must raise their hand and ask to be accompanied by an Invigilator.

24. **Illness during an examination**:

    (a) A student who wishes to withdraw from an examination because of illness should inform an Invigilator. The student may be accompanied to the University Health Service and may be able to complete the examination later. If the student chooses not to be accompanied they should attend the University Health Service without delay; otherwise the University Health Service may not be able to advise on the student's condition at the time of the examination.
    (b) If a student is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.

25. **At the end of an examination:** All answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string unless instructed otherwise. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and students must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Students should wait until Invigilators have collected examination material from desks and must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given. Students causing a disruption at the end of an examination may be subject to disciplinary action.

**After the Examination**

26. **Use of Academic Misconduct in the Assessment Process (non-invigilated exams):** Advice to Students

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate[1]). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;

[1] https://www.sheffield.ac.uk/skills/sga

- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;
- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using academic misconduct in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

**What Constitutes Academic Misconduct?**

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism**, **submitting bought or commissioned work**, **double submission (or self-plagiarism), collusion** and **fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. **Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
2. **Submitting bought or commissioned work (**for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
3. **Double submission (or self-plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
4. **Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
5. **Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
6. **Facilitating the use of academic misconduct** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

**How can I Avoid the Use of Academic Misconduct?**

To avoid using academic misconduct, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic School setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many Schools will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your School will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal Tutor, Supervisor or another member of staff involved.

The following websites provide additional information on referencing appropriately and avoiding academic misconduct:

The **Library** provides online referencing guidance and tutorials:
https://www.shef.ac.uk/study-skills/writing/reference-proof/reference

The **Library** also has information on reference management software:
http://www.shef.ac.uk/library/refmant/refmant.html

**What Happens if I Use Academic Misconduct?**

Any form of academic misconduct is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where academic misconduct is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

**Detection of Academic Misconduct**

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help Tutors and Supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

**For Further Information**

https://libraryguides.sheffield.ac.uk/libraryessentialshttp://www.shef.ac.uk/eltc/languagesupport/writingadvisory

https://students.sheffield.ac.uk/university-regulations/rules-and-regs