

## **Plymouth University**

### **Examinations**

**(Amendments since 2014/15 bold and underlined)**

#### **A Examination (and Test) Papers**

The papers for all examinations (and tests) will be produced in 12 point Arial on buff paper.

It is an essential part of maintaining academic standards that all examination papers are prepared, reviewed and revised confidentially. Questions and the answers must not be disclosed to students before the examination, unless there are specific alternative arrangements outlined in the module handbook e.g. "Seen paper" examinations. Support classes and revision sessions may address the principles and topic areas that are likely to be assessed and encourage students to explore the ways in which examination questions may be addressed. Use of examination questions from previous years in revision and other teaching sessions is entirely appropriate.

#### **B Examination Scripts**

All formal examination scripts will be anonymously marked.

#### **C The Use of Calculators in Examinations**

- 1 Unless specifically stated by the examiners to the contrary, all candidates will be permitted to take a non-programmable pocket calculator into the examination room and use it during the examination. The word 'calculator' will be strictly interpreted as a calculator which will enable numerical answers to be obtained from numerical input data. Candidates will be required to use a model from the list of calculators approved for use in formal examinations available on the Student Portal at [www.plymouth.ac.uk/student](http://www.plymouth.ac.uk/student) handbook (under - exams, assessments and awards) and must ensure that their calculator has a university security label fixed to the upper operating side (available from School Offices). At an examination, any non-programmable calculator which does not bear a security label, or has a security label which may have been tampered with (ie some of the silver backing of the label appears to be missing) will be removed and replaced by a university calculator for the duration of the examination.
- 2 No programmable calculators will be permitted to be used during examinations unless expressly allowed by the module examiner. "Programmable" in this context refers to those calculators which have the capability of storing words. Such calculators can easily be identified as those with a full alphabet keyboard (possibly dual action with other functions or with the numeric keyboard). More advanced

programmable calculators, which must be regarded as hand-held computers, have graphic displays and have the capability of storing several pages of text. These calculators may be menu-driven rather than having a full alphabetic keyboard, but are easily identified by the display screen.

If it is deemed appropriate for the use of programmable calculators to be monitored, it will be the responsibility of the module examiner to make appropriate arrangements. The monitoring of programmable calculators will not be undertaken by invigilators and programmable calculators should NOT have a security label.

## **D USE OF DICTIONARIES IN EXAMINATIONS**

### **1 English Dictionaries**

English dictionaries are not normally permitted to be taken into an examination room by any student. An English-English dictionary will be available in each multiple occupancy examination venue and may be used for reference purposes by all students (EXCEPT those taking examinations for the Postgraduate Diploma in Legal Practice). Students with modified assessment provisions who are in their own rooms, however, will be expected to provide their own English dictionary if required, which must be a clean copy subject to checking by the reader/invigilator – see Note below)

Exceptionally, the following groups of students may use their own mono-lingual paper English-English dictionaries:

- a) students with modified assessment provisions, provided there is a recommendation for use of a personal dictionary from Disability Assist Services (or students in their own rooms – see above). The dictionaries must be clean copies, subject to checking by invigilators – see Note below
- b) Students undertaking Modules which are designed for non-native speaker students wishing to further improve their level of English. There will be **no** requirement for these dictionaries to be checked by invigilators.

### **2 Modern Language Examinations**

- a) The use of monolingual, bilingual or other dictionaries for the language being studied is not normally permitted. Any exceptions to this will be clearly stated in the rubric, and in such cases it is the responsibility of the student to provide his/her own dictionary – see 2 (b) below.
- b) Exchange students from other countries may use a bilingual dictionary which goes between English and their mother tongue

(but not the language being studied), or a monolingual English dictionary. For the purposes of this regulation the term “exchange student” is taken to include students from institutions in other countries who are studying on a double award programme whose successful completion will confer on them both a qualification from their home institution and an award from the University of Plymouth. In such cases it is the responsibility of the student to provide his/her own dictionary subject to 2(c) below.

- c) In order to be able to use a dictionary at a Modern Language examination a student must obtain a signed certificate specifying their name, module and the type of dictionary permitted. The student must ensure that the certificate is displayed on her/his examination desk for checking by the invigilator.

**NOTE:** Students should be aware that dictionaries are subject to checking by invigilators and that they may be confiscated for the duration of the examination if they are found to contain extra notes, marginalia, etc.

Amended October 2008; October 2009; December 2013; August 2014

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