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Policy: **HE Examinations Procedure**

Owned by: **Director of Information and Data Services / Examinations Officer**

Approved by: **Academic Board**

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1. Purposes of the Policy

1.1. The purposes of this policy are to ensure:

- The planning and management of examinations is conducted efficiently and in the best interest of candidates
- The operation of an efficient exam system with clear guidelines for all relevant staff.

1.2. It is the responsibility of everyone involved in the College's examination processes to read, understand and implement this policy, complying with appropriate procedures and deadlines.

2. Examination responsibilities

2.1. Principal

- Overall responsibility for the College as an Examination Centre

2.2. Examinations Officer

- Manages the administration of public and internal exams and dissemination and distribution of examination results
- Ensures that candidates are informed of aspects of the exam timetable that will affect them
- Recruits, manages, supervises and trains the Examinations Office administrative and invigilation teams.
- Receives, checks and stores securely all exam papers and completed scripts
- Manages access arrangements and makes applications for special consideration relating to candidates who are eligible for adjustments in examinations
- Works with the QI team to ensure that any instances of Academic Misconduct are dealt with under the relevant Academic Misconduct Procedure

2.3. Curriculum & Standards Manager (CSMs)

- Check information and when required update and correct information provided by the exam team in order that the Examination Team can update the relevant AO if needed.
- Provide guidance to tutors and candidates who are unsure about exam entries or amendments to entries.
- Support post-results procedures.

2.4. Course tutors

- Ensure candidates are enrolled to the correct course
- Produce and submit accurate lists of candidate names to HoCs

2.5. Examinations Office

- Liaison with the Learning Support Manager.
- Arrangements of examinations:
 - input of all data relating to examinations and certification
 - Post-results procedures
 - Managing achievement data

2.6. Lead Invigilator/Invigilators

- Collection of exam papers and other material from the Examinations Office before the start of the exam.
- Manage the examination room
- Ensure all candidates are appropriately seated and prepared for the exam

- Follow appropriate invigilator procedures during examinations.
- Collection of all exam papers in the correct order at the end of the exam and the return of exam papers to the Examinations Office.

2.7. Candidates

- Attending examinations where this is a requirement.
- Adhere to all relevant examination rules and regulations

3. Exam seasons and timetables

- Internal examinations are scheduled throughout the academic year
- All internal examinations are held under external exam conditions.
- HoCs will work with the Examinations Officer to schedule internal examinations and all controlled assessments

4. Access Arrangements

All College staff must ensure that access arrangements and special consideration regulations and guidance are consistent. Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

5. Special Consideration

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

6. Exam days

- The Examinations Team will work with the Curriculum Planning and Timetabling Team to book all exam rooms in liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Estates are responsible for setting up the allocated rooms.
- Teaching tutors may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted. Once they have confirmed the identity of the candidates, they must leave the exam room.
- Invigilator to read and complete 'Invigilation Instructions/Checklist for HE Exams' – see Annex B

7. Exam Materials, Attendance and Special Considerations

7.1. Exam Materials

- **Unauthorised material**

All items brought into an examination room are at the sole risk of that student and therefore,

students are advised not to bring valuable items; York College does not accept liability for any losses. All items must be left in a designated area of the examination room.

Unauthorised items include (but are not limited to):

- Any watches including fitness trackers
- Outer coats, hats, caps and bags
- Note paper
- Dictionaries – If permitted, they will be provided
- Calculator – If permitted, they will be provided
- Mobile phones - Mobile phones must be switched off completely. It may be necessary to immobilise the alarm programme by removing the SIM card and/or battery from the mobile phone as an extra precaution to avoid the possibility of an alarm ringing. If a mobile phone sounds during an examination, it may be deemed a suspected malpractice. All incidences will be recorded by the Invigilator.
- Food/sweets
- Drinks – No drinks permitted other than clear bottles of water

The judgement of the Invigilator on what constitutes unauthorised material is final, subject to any special instructions on the question paper or from the Exams Officer. Any unauthorised material is regarded as possible academic misconduct

- **Permitted material**

- Students must bring their Student ID card; this is the only form of identity accepted
- Essential stationery items needed to complete the examination. All items must be contained in a transparent pencil case/plastic bag (Invigilators will randomly check pencil cases for any unauthorised items)
- Water – One bottle of water with all labels removed
- All permitted equipment must be placed on the desk
- Open book examinations only – Additional items e.g. note paper, text books and printed resources may be allowed. Details are confirmed in the exam details email and the exam script

7.2. Attendance

- **Non attendance**

All non-attendance should be reported as soon as possible, prior to the examination, to Exams Team and the Course Tutor.

- **Arriving late/leaving early**

You will be permitted to enter the examination within the first 30 minutes. If you arrive after this time you will not be permitted to enter

No students will be permitted to leave the examination room during the first 30 minutes or the last 15 minutes of an examination.

Permission must be obtained from an Invigilator if requesting to leave early. Once a student has left the

examination room they will not be allowed to return.

7.3. Special considerations

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the College, or the exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within five working days of the exam, for example a letter from the candidate's doctor.

8. Malpractice/Academic Misconduct

Academic misconduct may be defined as; 'Engaging in any action which results in an unfair advantage over other students taking the same assessment'. Any such suspected breaches will be reported. For more information see the colleges [Malpractice and Maladministration Policy.pdf](#)

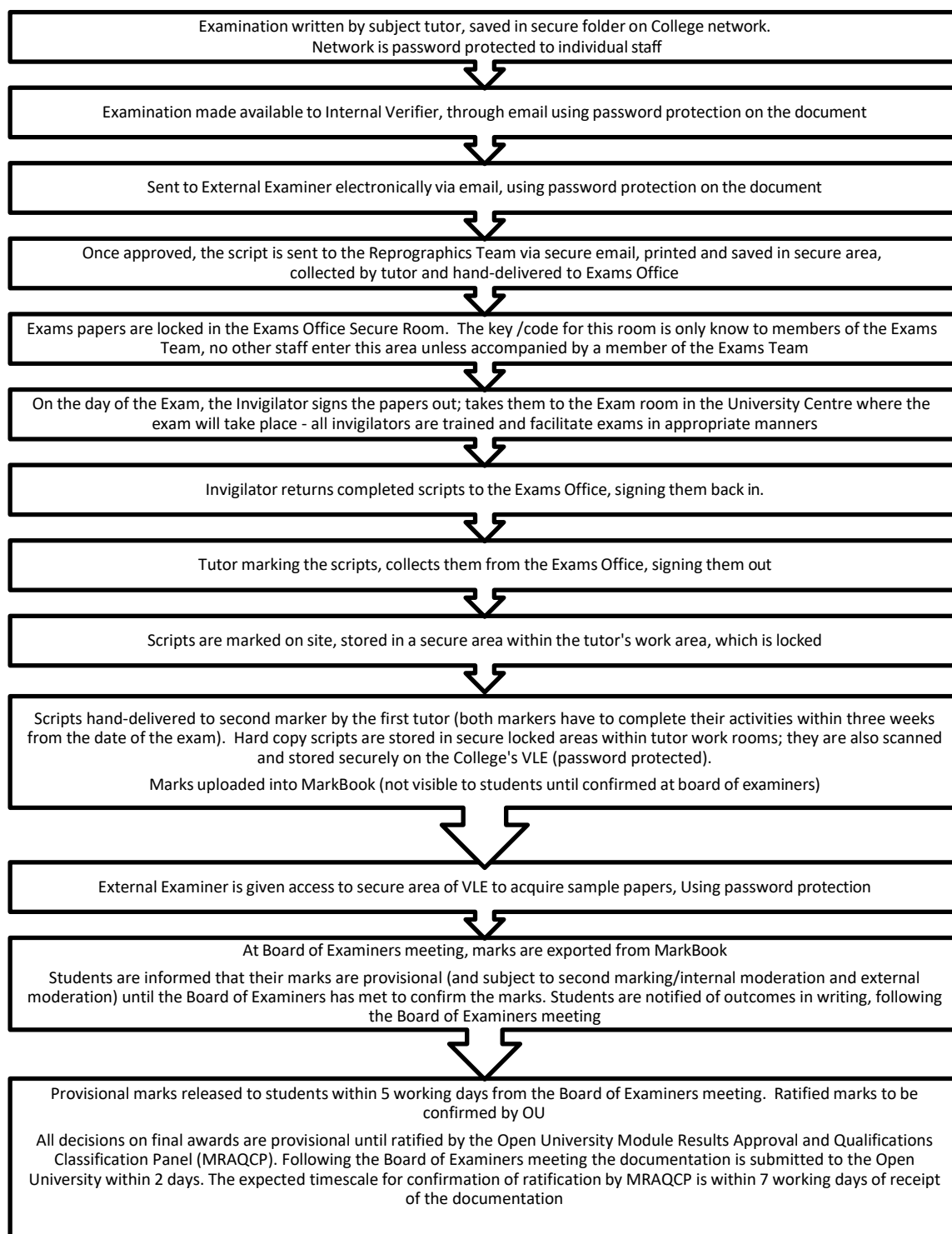
9 Certificates

- Certificates are collected by the candidate from the Examinations Office.
- The International Team will collect all international candidate certificates and arrange for the necessary collection/posting
- The college will retain certificates for 2 years, after which they will be securely destroyed
- If a candidate loses their certificate they need to contact the relevant AO directly

10 Step by Step Arrangements for Higher Education Examinations

Process followed as displayed in HE Examination Process Flowchart see Annex A

Annex A



Notes

1. The date of the exam is agreed between the Exams team and the teaching team
2. Invigilators receive annual training in relation to this role
3. For students who cannot attend an exam, due to Extenuating Circumstances, then the above stated process is repeated but with a new exam paper. This is subject to OU approval being obtained

Invigilation Instructions/Checklist for HE Exams

Please complete all sections of this form

Date..... Time.....
Examination..... Room.....

Arranging the exam room

- 1 Ensure any relevant charts or diagrams on the walls are removed/covered up prior to the students entering the exam.
- 2 Ensure a working clock is visible to all candidates
- 3 Ensure a whip board is available to show the date, subject title, paper number and the actual start and finish times.
- 4 Ensure all desks are 1.25 metres apart. The Estates department will have been given prior warning regarding setting up of the exam room.
- 5 Place a completed seating plan outside the exams rooms for candidates to view.

Check you have....

- 1 The correct question paper and any authorised examination materials.
- 2 Information for any candidate with access arrangements and their provision.

Before the examination

- 1 Ensure all electronic devices are stored securely away from the candidate. This to include any I watch.
- 2 Ensure candidates are seated in the correct seat.
- 3 Ensure candidate have photographic ID visible on their desk.
- 4 No coats are allowed on the back of chairs. Hats are only permitted for religious and medical reasons.
- 5 Ensure pencil cases and water bottles are clear and see through.
- 6 Ask candidate to remove their wristwatch and place on their desk so that it is in sight of the invigilator.
- 7 Ensure candidates with access arrangements have their provisions.

Invigilator announcement

- 1 Tell candidates that they must follow regulations as stipulated by the University.
- 2 Warn candidates that they must hand in any unauthorised materials. All electronic devices such as iPods, MP3/4 players smartwatches and wrist watches which have a data storage device.
- 3 Ask candidates to complete the front of the answer booklet and carefully read the instructions. Sign the paper if required.
- 4 Remind candidate to write clearly using black ink only and in designated areas if required.
- 6 Confirm if any fire evacuation drill is due.

During the examination

- 1 Complete the attendance register
- 2 Be vigilant at all times for mal-administration and for any candidates that may be feeling unwell. If a candidate is feeling unwell and they cannot continue, inform the HE department and the course tutor who will make the necessary decision.

- 3** You must not give any help to any candidate with regarding to the question paper. The exams papers have gone through vigorous checking both by the college and the external examiners.
- 4** Ensure no exam papers are removed from the exam room during the exam. No candidate must take any exam paper away with them.
- 5** Ensure an appropriate member of staff is available for any comfort breaks. These are taken in the candidates own time.
- 6** Candidate must remail for the full duration of the exam.

After the examination

- 1** Ask the candidates to check their scripts to ensure they have completed all the relevant information of the front of the script.
- 2** Collect all scripts and any unused stationary before the candidates leave the room.
- 3** Arrange scripts in in attendance register order.
- 4** Attach any supplementary answer sheets to the back of the candidate's script with a treasury tag.
- 5** Check and sign the attendance register
- 6** Ask the candidates to leave the room quietly just I case any candidate has access arrangements and is still working.
- 7** Return the scripts to the exam's office.

I can confirm all due processes have been completed

Invigilator Name

Signed