

RULES MADE UNDER THE COURSES AND AWARDS STATUTE

EXAMINATION AND ASSESSMENT RULES

Citation

1. These Rules are made pursuant to Clause 3 of the Courses and Awards Statute and may be cited as the "Examination and Assessment Rules".

Interpretation of Expressions

2. For the purposes of these Rules, unless some other meaning is clearly intended, the expression:

“academic staff” means a member of the academic personnel of the University ;

“assessment” means the evaluation of the academic performance of a student in a component of the programme or in the programme as a whole, which contributes towards subject, semester and final grades;

“candidate” means any student presenting himself/herself, or required to present himself/herself for assessment conducted by or on behalf of the University;

“cheating” means an act or attempted act of deceit to gain academic credit;

“class” means the group of students who will graduate in the same year;

“Curriculum and Assessment Committee” means the sub-committee of the Academic Council responsible for curriculum and assessment related matters;

“delegate” means a person within the University to whom the President has delegated authority to undertake a task or function, which the President would have authority to undertake under the powers conferred on him by the Charter or any rule;

“examination” means a form of assessment that tests of the knowledge or ability of a student, conducted within such framework as the Academic Council may specify from time to time;

“examiner” means the person, normally a member of the academic staff, responsible for setting the assignment, examination questions or other exercise on which the performance of a student in a component of a course is assessed;

“invigilator” means a person, usually a member of staff, nominated by the Vice-President (Academic) or delegate to supervise and direct an examination;

“semester” means one half of the teaching year of the University as may be defined from time to time by the Academic Council.

Assessment of Students

3. Students may be assessed by any method deemed suitable by the Vice-President (Academic), subject to such guidelines and policies as may be established by the President or delegate from time to time. Appropriate methods include examination (whether written, oral, take-home or other form), written assignment and oral presentation.
4. Formal assessment contributes towards subject, semester and final grades.
5. The method, pattern and proportion of assessment of each programme component shall be communicated to students in writing at the commencement or the teaching of that component. Any variation of assessment during the period of teaching of the component shall also be communicated to students in writing.
6. Assessment may be specific to a specialisation or common to two or more specialisations and may be conducted at any time during the programme.
7. Students' work will be assessed in line with the University's grading system, and each semester the overall position of each student will be assessed in line with the University's progression rules. The Registrar will issue information to all students about the grading system and progression rules in use.
8. The Registrar shall provide each student with a Transcript of Grades for each semester of the course on the receipt of the grades from the Curriculum and Assessment Committee. The final Transcript of Grades for the programme shall be provided to each student only after the Academic Council has certified compliance with all the requirements of the Programmes of Study and Awards Rules.
9. The Registrar shall issue Examination and Assessment Guidelines and shall ensure these are distributed to students.

Written Assignments

10. Students may be assessed by written assignment. Work on such assignments may be spread over whatever period is deemed suitable by the Vice-President (Academic).
11. Plagiarism in assignments is strictly forbidden. Candidates who breach this injunction are guilty of misconduct and are liable under the rules concerning student conduct.
12. The University will issue Guidelines for Written Assignments and Dissertations, and students must ensure their written assignments comply with these Guidelines.

Examinations

13. Students may be assessed by formal, written examinations. Candidates shall receive reasonable notice from the Vice-President (Academic) or delegate of the date, time, duration and venue of any examination. Candidates shall also be informed of materials, such as dictionaries, reference material and calculators, which are required for the examination or which may be used in the examination.

Special Examination Arrangements

14. Candidates who, as a result of exceptional circumstances (medical or other), are unable to sit for an examination at the place or on the date appointed may apply to the Vice-President (Academic) or delegate for special arrangements to be made.

15. These may involve an alternative venue, or a special examination to be taken on another date.

16. A student who has already taken an examination shall not be granted a special examination except on the ground of illness arising at the time of the examination as testified by an official of the University, or by a qualified medical practitioner, to the satisfaction of the Vice-President (Academic) or delegate.

Further (Re-sit) Examinations

17. A student may, under such conditions as may be prescribed by the Academic Council from time to time, be permitted to undertake a further examination in a subject, or subjects, of study where the initial examination performance of the student was deemed by the Board of Examiners not to be satisfactory.

Conduct and Invigilation of Examinations

18. A person admitted to an examination room, whether a candidate or not, shall comply with the instructions and requirements of the invigilator and with all written instructions regarding an examination.

19. No person, other than a candidate, an invigilator, or other authorized person may enter an examination room. The invigilator must give permission to candidates to enter and to leave an examination room.

20. A candidate shall not, except with the explicit permission of the examiner as indicated in the examination paper, bring into the examination room any material whatsoever which conveys or is capable of conveying information concerning any subject.

21. A candidate having entered the examination room shall not communicate with any person other than the invigilator or any examiner, nor cheat or attempt to cheat during an examination, or attempt to do anything intended to assist another candidate to cheat.

22. An invigilator may:

22.1 require any person in the examination room to show by such means as the invigilator may specify and as are appropriate to the circumstances, that the person does not have any unauthorized material in his possession, or that the person is attempting to commit, or has committed, a breach of the examination rules;

22.2 confiscate any material brought into the examination room, which is considered to be unauthorized; the confiscated material, with a statement of the circumstances, shall be handed to the Vice-President (Academic);

22.3 ask any person any question related to the person's behaviour in the examination room;

22.4 require any person, whether a candidate or not, to leave the examination room if in the opinion of the invigilator the person's behaviour is such as to disturb or distract any other candidate.

23. Specific guidelines on the conduct and invigilation of examinations shall be issued and updated by the Registrar. It is the responsibility of invigilators and candidates to ensure adherence to these instructions.

Examination of Dissertations

24. A candidate shall not present as a dissertation for the degree of Master of Science any work that has been accepted for any award in the University or elsewhere.

25. A dissertation shall be examined by at least two examiners one of who shall be external to the University. A candidate may submit to the Dissertation Supervisor a reasoned statement as to why any specified person should not be appointed an examiner of the dissertation. The examiners shall be approved by the Curriculum and Assessment Committee.

26. An examiner may require a candidate to answer any questions concerning the dissertation orally or in writing.

27. Each examiner shall make an independent report on the merits of the dissertation. The report should include a specific recommendation on whether the dissertation is of a standard to be accepted in partial fulfilment of the degree requirements.

28. The final grade for the dissertation shall be determined by the examiners and reported to the Curriculum and Assessment Committee.

29. A dissertation that has been deemed by the examiners not to be of satisfactory standard may, if the Vice-President (Academic) or delegate so allows, be revised and submitted for re-examination under such conditions as the Vice-President (Academic) or delegate may prescribe.

30. A dissertation submitted for re-examination shall not be accepted for further re-examination.

31. Each candidate who is permitted to submit a dissertation shall be bound by the current guidelines issued on dissertations.

Appeals

32. Students may appeal on certain specified grounds to the Vice-President (Academic) or delegate that a form of assessment to be re-marked. The guidelines for the handling Student Appeals for Changes of Grades should be followed.

Candidates Who Have Completed Award Requirements

33. The Curriculum and Assessment Committee shall provide to the Academic Council a list of those candidates who, by virtue of their academic performance have been deemed to have completed all requirements and so are eligible to receive an award of the University.

Breach of Rules

34. A candidate who breaches any of the provisions of these Rules shall be deemed guilty of misconduct for the purposes of the rules concerning student conduct and shall be liable accordingly.

Power to Suspend or Vary Rules

35. If the President is of the opinion that compliance with any of these rules should be waived in a particular instance, the President may permit such departure from the rule in question as seems necessary or desirable and record his reasons for doing so.

Made November 1991
Last amended January 2004