
Conduct and Invigilation of Examinations

Scope: All taught programmes leading to an award or award of credit of Rushmore Business School.	
Date Approved: 2015 v1 April 2017 v2 December 2019 v3	Review Process: To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by the Quality Assurance Committee, as required.

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1 Examination Period

There are two main examination periods after each semester, normally June and December and two resit periods in September and January

1.1 Times for Examination Sessions

The times for exam sessions may change from one period to the next depending on numbers of candidates, numbers of papers to be sat, rooms available and time available. Currently the start times are 9.30am and 2.00pm. The length of the exams may vary.

Times will be published and displayed on the student's notice board and through reminder by email.

1.1.1 Re-examination Period

The times for the resit examination sessions may change from one year to the next depending on numbers of candidates, numbers of papers to be sat, rooms available and time available. The current times are as above for the main examination period.

1.1.2 Step taken to ensure that an independent body will conduct the examination

The examinations will be supervised by Mauritius Examinations Syndicate, Reduit.

2 During Exam Sessions

2.1 Preparation for Examination Attendance

Before each exam period, students should consult the published timetables on the notice board. It is the student's responsibility to prepare for and attend each exam at the times stated. Concerns regarding the timetables should be raised with the Examination Unit.

2.2 Admission to the Examination Room

Students should bring with them their student ID card + Exam Ticket to each exam as well as necessary writing implements and any other required materials (as advised by the module lecturer). No unauthorised materials are allowed to be taken into the exam room.

Invigilators will allow students to enter the room a few minutes before the start of the exam. Students must sit in the area allocated by the invigilators.

2.3 Late arrival to an Examination

If a student arrives within the first 30 minutes of an exam, he/she will be admitted but will not be allowed any extra time. If a student arrives after the first 30 minutes of an exam they must be sent back to the Examination Unit Office where it will be decided if the student is allowed to take the exam based on their extenuating circumstances. If a student is not

allowed to take their exam due to late arrival at an examination venue they will need to complete an extenuating circumstances form explaining the reasons for their lateness.

2.4 Procedures and Requirements during an Examination

Exam invigilators will instruct and monitor students on exam procedures and requirements. Where a student has a concern, he or she should raise a hand and wait for assistance but must not leave his/her seat. Silence must be maintained during an exam and smoking is not permitted. Communication with other students is forbidden, as is copying another student's notes or referring to any unauthorised material or text that has been brought into the room. Departure from the exam room is not permitted during the first hour or the last 15 minutes of the allocated time. Where temporary leave from the room is required, a student must be accompanied by an invigilator and a note made on the script at what time the candidate left. Candidates who wish to leave the exam room permanently before the end of the exam are required to raise their hand to ask permission. They should not be permitted to leave until the invigilator is satisfied that a script book has been completed. The invigilator must also note on the top of the script book the time the candidate left. If more than one script book has been completed, these should be fastened together with a treasury tag. Penalties apply where any of these are not observed.

2.5 Suspected Cheating during an examination

Any student who is suspected of cheating will be so advised by an invigilator who will endorse his/her script and inform the student whether he/she may continue with the examination. Where it has been established after investigation that a student has cheated, the case (taking into account the seriousness and nature of the misdemeanour) will be reported to the Examination Unit for investigation and if necessary the Disciplinary Code will be invoked. Penalties for cheating and plagiarism can be found in the policy and regulations handbook.

2.6 Fire or Emergency Procedures

The normal form of alarm is the continuous ringing of the fire alarm bells or sirens. If a Fire Alarm occurs during an examination the following procedures should be adhered to at the venue: The Senior Invigilator should stop the examination and inform candidates of the location of the assembly point.

Candidates should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials and personal belongings should be left in the examination venue in case it is possible to re-start the examination.

If the period of evacuation is not prolonged, and if the Safety or Fire Officer confirms that normal use of the building may be resumed, the examination may be re-started at the discretion of the Senior Invigilator.

2.7 Departure from an Examination

An invigilator will let candidates know when there is 20 minutes exam time remaining and remind candidates that they are not permitted to leave the examination room/hall in the last 15 minutes. A final announcement that candidates have 2 minutes remaining is then made and then a call to end each exam when the time is up. At this point, students must stop writing and remain quietly in their seat whilst all answer books are collected. Students **may not leave the room** until all answer books have been collected. Students can take examination papers away with them except where this is indicated or resit papers, which must be collected, at the end of an exam.

2.8 Absence from an Examination

Where a student does not or cannot attend an exam, he or she should immediately provide a written explanation through completing extenuating circumstances. Evidence supporting the absence, such as a medical certificate, must be included.

2.9 Illness during an Examination

If a student is feeling ill during an examination, then he/she should be taken out of the examination room/hall and the nature of the illness investigated. If the student takes a few minutes out and then feels better, they may continue but with no extra time. Under no circumstances should any medication other than that of the student be given. If the student is unable to continue with the exam and wants to be considered for a resit as a first attempt they must fill out an extenuating circumstances form and obtain a doctor's note to cover their illness.

2.10 Adverse Weather Conditions during Examinations

In the event of adverse weather, it should be assumed that exams will continue as timetabled. Where a student claims to be affected by such conditions and is unable to take the exam they should complete an extenuating circumstance form.

2.11 Examination Invigilation and Supervision

All examination invigilators will be external to the Examination Unit and it is the responsibility of the Examinations Unit to supply and timetable all invigilators for each exam. A mixture of male and female invigilators will be timetabled for each exam with at least a minimum of 2 invigilators per exam unless the exam is less than 1 hour and has less than 10 students attending. The ratio of invigilators to students will be determined by the Examination Manager based on a series of criteria including the number of students, the venue and the mix of exam papers during each examined session.

2.12 Conduct of invigilators during examinations

Invigilators need to be positioned at the front, the back and the side of the examination room/hall. Invigilators need to be very vigilant and observant i.e. sitting down and watching students from the back, the side and the front of the examination room/hall.

Books, newspapers or magazines should not be taken into the examination room/hall by invigilators. Eating during the examination period by the invigilator(s) is not allowed.

During the examination period invigilators should only speak to each other when necessary.

When all students have an exam paper, the examination is commenced. All students have a reading time of 10 minutes. During the reading time students are not allowed to write in the answer booklet. Students can write as much as they want on the exam question paper itself. No scrap paper is permitted. If students start writing in the answer booklet during the reading time, the booklet is to be taken away and a new one issued. Invigilators should see:

- That the name and course details are completed by students
- That they relate to the ID card on the desk
- That if any doubts or queries arise, checks with the Examination Unit.

If an invigilator suspects a student of misconduct, they should refer this to the Examination Unit. The student should then be warned that they are not conducting themselves appropriately. Endorse the students answer booklet. Let the student carry on with the examination. When all examination answer booklets have been collected these should be checked, counted.

3 Collection and delivery of examination papers

Arrangements will be made with the chief invigilator for the collection and delivery of the papers from the Examination Unit.

3.1 Collection of Examination Scripts

Following the conclusion of each exam, invigilators will return the collected scripts, test papers to the Examination Unit. Exam scripts cannot be taken directly from the exam room by any other persons. Upon checking of the examination scripts module lecturers will be contacted by the Examination Unit to collect their scripts for marking no later than 24 hours after the completion of the exam together with mark sheets and instructions of when marks need to be returned. Lecturers will be required to sign for the exam papers they are collecting.

3.2 Breach of Security

This entails breaking the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates, scripts or their electronic equivalents.

Breaches of security involve:

- Moving the time or date of an examination without giving adequate notice to students or allowing a different group of students or individual student to take the exam at different time without adequate affidavit measures taken into consideration.
- Permitting, facilitating or obtaining for a student unauthorised access to examination material prior to an examination.
- Failing to retain and secure examination papers after an examination, in cases where the life of the paper may extend beyond that particular session.
- Tampering with candidate scripts or coursework.
- Failing to keep secure student computer files which contain coursework or an examination, or technical problems arising from malfunctioning of the Business School equipment leading to the loss of a student's work.

3.3 Improper assistance to candidates

This involves giving assistance beyond the requirements of the specification to a candidate or group of candidates which results in a potential or actual advantage in an examination or assessment. For example:

- Assisting candidates in the production of coursework or aiding with examination questions.
- Assisting or prompting candidates with the production of answers;
- Permitting candidates in an examination to access prohibited materials (Dictionaries, calculators, mobile phones etc.)
- Prompting candidates in Language Speaking or Oral Examinations by means of signs, or verbal or written prompts.

3.4 Maladministration

This consists of malpractice in the conduct of the examinations or assessments and/or the processing of examination papers, candidate scripts, mark sheets, cumulative assessment records, certificate claim forms, etc. For example:

- Failing to display adequate and informative examination timetables on notice boards
- Failing to post notices relating to the examination or assessment on all rooms where examinations and assessments are to be held;
- Failing to issue to candidates the appropriate notices and warnings;

- Not ensuring that the examination venue conforms to requirements;
- Failure to ensure the safeguard and security of examination scripts once completed after an examination.
- Permitting student's access to examination scripts once completed after an examination.
- Failing to dispatch candidate scripts / coursework to the internal and external examiners expeditiously;
- The inappropriate retention of certificates;
- Failing to report an instance of suspected malpractice in examinations or assessments to the appropriate person within the Business School as soon as possible after such an instance occurs or is discovered;
- Failing to conduct a thorough investigation into suspected examination or assessment malpractice.
- Production of unauthorized and unofficial timetables by a member of staff

ANNEX 1



RUSHMORE BUSINESS SCHOOL

Extenuating Circumstances Form

CONFIDENTIAL

You should complete this for form if you believe that your academic performance has been adversely affected by illness or other serious cause during the period of assessment. Please note that your extenuating circumstances will only be considered if a) the form has been completed in full, and b) your claims are supported by written evidence (such as a medical certificate or a letter from your counsellor or employer) where applicable.

The form must be returned to the Examination Unit before the sitting of the examination board. All forms will be dealt with in strict confidence.

Surname: **First Name:**

Programme: **Year:**

Dates to which you extenuating circumstances apply:

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Assignments or exams affected by the extenuating circumstances:

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Please give details of the extenuating circumstances which you wish to be considered:

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Supporting documentation attached (please tick if applicable)

Signature of Student: **Date:**