

# Harper & Keele

## VETERINARY SCHOOL

### Examination Code of Practice

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#### **1. Preface for Students**

1.1 This Code of Practice has been produced for Harper & Keele Veterinary School (Vet School) students. It sets out Harper Adams University and Keele University's joint approach to scheduling and delivering Harper & Keele Vet School examinations and provides detailed descriptions of processes and roles of people involved in these processes.

1.2 If you have any questions or need advice about sitting your examinations, you can contact the Exams Office at Harper Adams University (email: [ExamsOffice@harperadams.ac.uk](mailto:ExamsOffice@harperadams.ac.uk) Tel 01952 815372) or the Student Records and Exams Office at Keele University (Email: [exams@keele.ac.uk](mailto:exams@keele.ac.uk), Tel 01782 734000).

#### **2. Introduction**

2.1 Examinations are an essential part of the teaching and learning process. They give you the opportunity to present what you know, your thoughts, ideas and powers of reasoning, in a way that others can understand. It is important that students know what is and what is not allowed during an examination.

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2.2 This Code of Practice provides guidance on how you must conduct yourself during each examination session. This Code of Practice also outlines the service you can expect to experience before, during and after sitting your examinations.

### **3. Scope**

3.1 This Code of Practice applies to all formal undergraduate written examinations for all students studying programmes at the Harper Keele Vet School.

### **4. Roles and Responsibilities**

4.1 The respective Examination Offices at Harper Adams University and Keele University will work collaboratively to ensure the synchronised delivery of your examinations across both University campuses.

### **5. Scheduling of Examinations**

5.1 Each examination will be scheduled into a timed examination session, synchronised across both sites.

5.2 Examinations will normally be scheduled Monday to Friday, but may exceptionally need to be scheduled over a weekend.

5.3 The dates of Harper Keele Vet School examinations will be published on the VLE at the start of each academic year.

5.4 If we have to make changes to your examination timetable after the timetable has been published, we will write to you as soon as reasonably possible, via your Harper Keele Vet School email account, to tell you about this.

5.5 You must sit all your examinations where the examination is timetabled for you. We cannot accept any requests to sit examinations, including resit examinations, at any other location, including overseas locations.

5.6 We cannot accept requests to move examination dates and/or times for individual students under any circumstances.

### **6. Conduct of Students in Examinations**

6.1 You must attend all your examinations, unless prevented by illness or other exceptional circumstances.

6.2 Ensure that you arrive at the examination venue at least 15 minutes before the examination is due to start.

6.3 You will be asked to wait outside the examination venue until you are called, instructions will be issued to you as you enter the venue, which you must follow.

6.4 If you do not attend an examination at the time and place indicated without good reason you will be recorded as absent and will receive a mark of zero and fail the examination. If you arrive more than 30 minutes late you will not be allowed to sit your examination and will be marked as absent (see also Section 7 below).

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- 6.5 The seating details for each examination will be provided to you outside the examination venue, prior to the scheduled start time of the examination.
- 6.6 You must enter the examination venue in silence. As soon as you enter the examination venue you are under examination conditions and must not speak or attempt to communicate with any other student, on any matter, whatsoever.
- 6.7 You are not allowed to keep personal belongings, including bags, mobile phones, any smart devices, revision notes, pencil cases, glasses cases, calculator cases etc., either with you, or near to your examination desk. The only exceptions are pens, pencils, drawing equipment, calculators (if allowed), a clear water bottle with no label, ID and a non-smart watch. You are advised not to bring personal belongings or any item of value into the examination venue. We cannot be held responsible for items lost in/outside of the examination venues. If you need to have specific items with you for medical reasons these must be pre-approved (see section 12)
- 6.8 You must bring your own writing and drawing equipment, which must not have any writing on it. Correction tape or fluid must not be used and should not be taken to your examination desk. We do not provide or loan writing or drawing equipment to students sitting examinations.
- 6.9 You must not behave in any way that, in the opinion of the invigilators, might disrupt other students, or the examination session. The invigilators can refuse to admit or can exclude you if your behaviour is viewed as unacceptable. All incidents will be logged and forwarded to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations. If you are unhappy with, or want to query, a decision made by the invigilators you can speak to the Deputy Head of Student Records and Examinations at Keele University or the Examinations Office Manager at Harper Adams University.
- 6.10 You must listen to and follow all instructions issued by the invigilators. Invigilators will make announcements before and during the examination and after it has finished. It is important that you are able to hear the invigilator announcements, including any emergency announcements made during the examination and therefore ear plugs, ear protectors, headphones or any other device that can be used to block out noise must not be worn, unless previously approved as an examination adjustment.
- 6.11 You must raise your hand for assistance if you are unable to hear or understand any invigilator announcement.
- 6.12 You must not open the examination question paper, turn over the examination answer book or start writing until told to do so by the invigilators. If you open the question paper or start writing in the answer book (other than completing the front cover) before being told to do so, this will be logged and forwarded to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations.
- 6.13 All paper is provided, including space in the examination answer books for making notes. You must not bring any paper into the examination venue.

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- 6.14 You must provide evidence of your identity at the start of each examination. You must bring either your Keele card or your Harper Adams student ID card to every examination that you sit. If you do not have your card with you at the start of the examination you will be required to leave the venue to obtain a replacement card, at your own expense. No time lost will be added on to the end of your examination.
- 6.15 All examination papers are anonymously marked and therefore you must write your name and student ID number in the box in the top right hand corner of the examination answer book and fold and seal the flap to cover your name. If your examination is completed on a Multiple Choice Question (MCQ) answer sheet you will need to complete the front of the MCQ sheet according to the instructions.
- 6.16 You must write clearly and legibly in pen, you must not write in pencil. All rough work must be completed in the examination answer book and no pages must be torn out of the book. To avoid all doubt, any work that you do not want to be read by an examiner, e.g. drafts or notes must be clearly crossed through.
- 6.17 It is your responsibility to make sure that your handwriting is legible, so that we can mark your script. If your script can not be read, then unless you have a registered disability, we may ask you to pay to have your script typed.
- 6.18 Smoking, eating or drinking are not permitted in any examination room with the exception of water, which must be in a clear, unlabelled container with a spill resistant drinking spout.
- 6.19 The wearing of headwear or any type of facial covering is not allowed, except for religious observance or medical reasons. For all medical reasons you must provide evidence in advance and get approval from Disability Services at Keele University or Learner Support at Harper Adams University. We are allowed to ask you to remove your headgear or facial covering for ID purposes, or to check for ear listening devices, but this will always be done discreetly and sensitively.
- 6.20 If you have any problems or queries during an examination, you must raise your hand to speak to an invigilator. You must not leave your seat without the permission of an invigilator.
- 6.21 If you experience any difficulties with the conditions in an examination venue you must bring this to the attention of the invigilator immediately. If this is not done, the condition in the examination cannot be used as exceptional circumstances.
- 6.22 At the end of the examination you must stop writing immediately when told to do so by the invigilators. If you continue to write after this time this will be regarded as cheating and a report will be passed to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of Academic Misconduct Panel at Harper Adams University. You must remain silent and seated until all the answer books have been collected and the invigilator informs you that you can leave the venue. You must not remove any examination scripts, examination question papers or any items of examination stationery from the examination venue.

## **7. Arriving Late and Leaving Early**

- 7.1 All examinations will start promptly. You will be allowed to enter the examination venue up to 30 minutes after the official published start time of the examination. You will not be

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allowed any additional time if you arrive at the examination venue after the start of the examination.

7.2 You are not allowed to leave the examination venue (except in an emergency situation) during the first hour or last 30 minutes of your examination. If you wish to temporarily leave the examination venue, including for toilet breaks, you must be accompanied by an invigilator and you might have to wait until an invigilator is available. If you leave the examination venue at any time during an examination, without being accompanied by an invigilator, you cannot re-enter.

7.3 If you finish your examination early and wish to leave before the last 30 minutes, you must ask permission from the invigilator.

### **8. Calculators and Electronic Aids**

8.1 The use of electronic devices such as, but not limited to, mobile phones, smart watches, smart glasses, tablets and personal audio equipment is not allowed in the examination venue. Entering an examination with any of these items will be considered a violation of the rules and your details will be passed to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of the Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations.

8.2 There is an approved list of calculators which can be used in examinations. This list is updated by the Harper Keele Vet School from time to time and you must comply with the latest version of the list. The full list is available [here](#).

8.3 We do not provide a calculator loan service; you must make sure that your calculator is on the approved list, before you sit your first examination. Invigilators will check all calculators at the start of each examination. If your calculator is not on the approved list it will be removed and returned to you at the end of the examination; no replacement will be provided. The lending or sharing of calculators in an examination is not allowed.

8.4 No other electronic aids are allowed, unless specified in the instructions on the front page of the examination paper.

### **9. Dictionaries**

9.1 You are not permitted to use a dictionary in any Harper Keele Vet School examination, unless this has been agreed as an examination adjustment.

### **10. Cheating and Academic Misconduct**

10.1 You will receive serious penalties for cheating in examinations as set out in the policy on Academic Misconduct.

10.2 You must not impersonate another student or allow yourself to be impersonated.

10.3 You must not take any unauthorised items including books, notes and electronic devices, to your examination desk. The invigilator will remind you about this, as part of the announcements at the start of the examination and will provide you with a final opportunity to check for and to hand in any unauthorised items, without penalty.

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- 10.4 You must not have any writing on or about your person during an examination.
- 10.5 You must not, in any way, attempt to present an examination script that includes work that has been produced from any unauthorised sources whatsoever.
- 10.6 If you are found to have an unauthorised item in your possession or writing on your person, during an examination it will be classed as cheating and forwarded to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations.
- 10.7 You must not attempt to look at the work of another student, or try to communicate with another student in any way.
- 10.8 If you are suspected of cheating you will be asked by the invigilator to leave the examination venue. You will be informed by the invigilator what has been observed and that a report will be submitted to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations.
- 10.9 If you refuse to answer any questions, hand over any materials, electronic devices or allow any photographs to be taken of evidence, the refusal will be noted in the report submitted to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of the Academic Misconduct Panel at Harper Adams University for consideration under the Academic Misconduct Regulations.
- 10.10 Unauthorised items or materials will be retained by the invigilator and passed to the Student Appeals, Complaints and Conduct Manager at Keele University or the Chair of the Academic Misconduct Panel at Harper Adams.
- 10.11 If you are suspected of cheating by more than one invigilator you will be temporarily removed from the examination venue to discuss this with the invigilators. They will mark your examination script to indicate the point at which you were first spoken to about the incident. This is so that the marker is aware of the interruption.
- 10.12 Once the invigilator has discussed the suspected infringement of rules with you, you will be given the option to return to the examination venue to continue your examination. No additional time will be allowed because of the interruption.
- 10.13 Following the exam, the invigilator will submit their report to the Academic Misconduct panel at the host university. If you are judged to have been cheating you will be subject to the process and penalties outlined in the Academic Misconduct Regulations.
- 10.14 If you feel unable to return to the examination, and are subsequently found not to have been cheating, you will be awarded a further, uncapped first attempt during the re-assessment period.

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### **11. Examination Emergency Situations**

- 11.1 If there is an emergency situation you must follow the instructions given by the invigilators.
- 11.2 Any disturbances or disruptions to an examination will be reported to the Harper Keele Vet School.
- 11.3 If an examination has been seriously disrupted or had to be abandoned for any reason it will normally be rescheduled at the earliest possible opportunity.
- 11.4 If an examination has to be abandoned after a minimum of two-thirds of the scheduled time has occurred, it will be viewed as having taken place and you will be assessed on the work you have completed up to that point. It will not be rescheduled.

### **12. Examination Arrangements for Students with a Disability or Chronic Condition**

- 12.1 We are committed to providing reasonable adjustments for examinations for students with disabilities, specific learning difficulties, long term health issues/impairments and/or any temporary medical condition or injury that will affect performance in examinations. The purpose of these arrangements is to make sure that everyone is able to meet their learning outcomes and to compensate for the restrictions imposed by any disability, without affecting the validity of the examination. However there may be situations in which we are unable to provide these, for example if adjustments are requested at short notice (see 12.3 below)
- 12.2 We guarantee to make reasonable adjustments to your examinations if you have told us about your needs and have provided all the necessary evidence by the published deadlines. You can find information about deadlines and how to apply for examination adjustments, in the Reasonable Adjustments Policy [here](#).
- 12.3 If we receive your recommendation for reasonable adjustments after the deadline we may not be able to put any arrangements in place for that examination period, but will ensure that they are in place for all future examination periods. In these circumstances you will need to submit an exceptional circumstances claim for all examinations where we have been unable to put adjustments in place. You can find more details about how to apply for Exceptional Circumstances [here](#).
- 13.5 It is not always possible to provide an amanuensis/scribe or an individual room at very short notice, in which case Disability Services or Learner Support will advise on the best possible alternative arrangements; in some cases this may mean not sitting the examination and instead taking it as a first attempt at the next available opportunity.

### **13. Examination Arrangements for Unforeseen Personal Circumstances**

- 13.1 Sometimes an unforeseen situation in the weeks/days leading up to the examination periods makes it difficult for you to complete your examinations to the best of your abilities, if undertaken in the normal way or in the normal venue. In such situations we may be able to put temporary examination arrangements in place for you. Examples where we would provide you with temporary examination arrangements include, pregnancy related conditions, broken/sprained arms, wrists, fingers, damage to back, shoulder, neck, collar bone etc., all of which would make writing or sitting for long periods difficult/uncomfortable and where the use of a PC, or an amanuensis/scribe, or rest breaks may be helpful.

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- 13.2 If you become unwell on the day of the examination but still feel able to undertake the examination, you can ask to be moved to a seat in the venue that is close to the exit door and have the invigilators monitor your well-being.
- 13.3 If, due to unforeseen circumstances, you require temporary examination arrangements, you must contact Disability Services at Keele University by email: [support.dds@keele.ac.uk](mailto:support.dds@keele.ac.uk) or telephone: 01782 733950, or Learner Support at Harper Adams University email: [lsupport@harper-adams.ac.uk](mailto:lsupport@harper-adams.ac.uk) or telephone: 01952 815282 as soon as you become aware of any kind of problem that will affect your performance in an examination.
- 13.4 Long term disabilities and previously known conditions are not classed as 'unforeseen circumstances' and will not qualify for temporary examination arrangements. All applications for examination adjustments for Disability and Chronic conditions must be made by the published deadlines.
- 13.5 It is not always possible to provide an amanuensis/scribe or an individual room at very short notice, in which case Disability Services or Learner Support will advise on the best possible alternative arrangements; in some cases this may mean not sitting the examination and instead taking it as a first attempt at the next available opportunity.

### **14 Examinations Arrangements for Religion Observance and Students with Caring Responsibilities**

- 14.1 If you have informed us of your religious commitments and/or caring responsibilities by the published deadlines, we will make every effort to avoid arranging examinations on the days/times requested. However, owing to the logistical difficulties of scheduling examinations across two sites it may not always be possible to avoid these dates/times. We, therefore, reserve the right to hold examinations on such days if no alternative time can reasonably be arranged.

### **15 Absence/Illness during Examinations**

- 15.1 If you are going to be absent from an examination you must inform the Harper Keele Vet School at the earliest opportunity and prior to the start of your examination.
- 15.2 If you are scheduled to sit your examinations in an individual venue you must also inform the Student Records and Examinations Office at Keele University or the Examinations Office at Harper Adams University immediately if you are not going to be able to attend an examination.
- 15.3 If you feel ill during an examination you must inform an invigilator so that a report can be made and passed to the Harper Keele Vet School. You can find guidance on what to do if you are ill during, or miss, an examination, including how to apply for exceptional circumstances [here](#).
- 15.4 Misreading of the timetable is not a valid reason for missing an examination.

### **16. Examinations during Periods of Severe Weather**

- 16.1 In cases of severe weather, updates regarding the timetabling or cancellation of examinations will be published on the Harper Keele Vet School webpage.

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16.2 The Harper Keele Vet School will take every step to make sure that your examinations take place, even if specific venues have to be changed due to the impact of severe weather.