



University of Greater Manchester

Examination Procedures for Students

Issued by the Quality Transformation Unit
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Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

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1. EXAM TIMETABLE

Exams take place all year and timetables are published –

<https://boltonuni.sharepoint.com/sites/Timetables/SitePages/Exam-Timetable-Pages/Exam-Timetables.aspx>

The timetable lists the date, start and end times and location. It is a student's responsibility to check the timetable to ensure they are fully aware of when and where the exam is taking place.

2. INVIGILATORS

Invigilators, are members of the University, who will set up and run the exam applying university regulations.

3. ON THE DAY OF THE EXAM – on campus exams

Please arrive at the exam room at least 30 minutes before the start of the exam. If you arrive 30 minutes after the exam has started you will not be allowed to sit the exam – please note if arriving late you will not be given the extra time.

You will be allowed to take into the room – pens, pencils, eraser (including spares) and your student ID card.

You will be asked to leave all electronic devices (all switched off) at the front of the exam room along with all bags and coats.

On entering the exam room – exam conditions will be in place, therefore enter the room in silence and listen to the announcements from the invigilator(s). Please do not talk or communicate with any other student.

The use of a calculator is permitted, if required to use.

If a Dictionary is required these will be provided by the invigilator, please do not use your own dictionary.

4. DURING THE EXAM

If you wish to speak to an invigilator, please raise your hand.

During the exam if you wish to visit the bathroom, please raise your hand and you will be escorted to the facilities – please note you will not receive extra time.

5. AT THE END OF THE EXAM

If you finish the exam and wish to leave the room, please raise your hand and inform the invigilator. Please note – once the invigilator has announced there is 10 minutes remaining you will not be able to leave the room.

At the end of the exam the invigilator will ask all students to stop writing – please check your Student ID is written on the exam booklet and all extra papers are securely fastened to the booklet.

Please do not talk to other students until you have left the exam room, if there is more than one exam taking place in the exam room and this is taking place, please be mindful that students are still writing exams.

6. ONLINE EXAMINATIONS

Online exams take place remotely using SN@P. Zoom Video Conferencing Technology is used by invigilators to monitor and communicate with you throughout the assessment in real time.

In order to use SN@P you will need a good internet connection with a minimum download speed of 15 Mbps as well as a smartphone with a functioning camera and microphone.

Speedwell and Risr exams take place on campus using University PC's.

Please speak to module tutors for exact requirements and arrangements.

7. INDIVIDUAL EXAM ARRANGEMENTS

All individual exam arrangements must be confirmed with the Disability Service within a specified deadline prior to the exam period.

Students who do have individual arrangements, will be contacted via the Academic Support Service outlining the details for the exam, this will be done via email to your university email address.

8. ACADEMIC MISCONDUCT

Any attempt to cheat or gain an advantage in an exam will be reported.

9. FIRE ALARM

In the event of a fire alarm, please follow the invigilators instructions.

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