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**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities

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## Examinations Conduct for Students

Students are expected to read and abide by the examination conduct rules as described in this document. If students break any University examinations regulation, they will be reported to the Academic Misconduct Committee which may decide to act according to the University regulations.

### Identification & Attendance Confirmation

It is a serious disciplinary offence to attempt impersonation of another candidate, or to have another person impersonate you during any assessment or examination.

You will be asked to lay your University ID card on your desk, to be checked by the invigilators. Please make sure that you have your current ID card with you during all exams.

If you do not have your ID card, the invigilator will take your details and confirm your identity with Academic Registry.

Students are expected to sign to confirm their attendance at the examination. This will be used to confirm that a valid attempt at the examination has been made.

### Personal Belongings

Students should take to their examination desks only writing/drawing kits and material specified in the exam rubric. Any material that is not specified on the exam rubric is strictly prohibited.

### Smart Devices

Students are prohibited to take any smart devices (e.g. smartphone, smart watch, Bluetooth headphones, ... etc.) into examination venues. Any breach of this rule shall constitute Academic Misconduct in accordance with the Academic Regulations.

### Talking

Students are not permitted to talk to other students once they have entered the examination venue, students are only permitted to talk to their Module Leader or the Senior Invigilator regarding any query, student should raise their hand, an invigilator will go to the student's desk quietly.

### Making a Disturbance

The Senior Invigilator may ask any student who disturbs an examination to leave the examination venue. The Senior Invigilator shall write an Incident Report stating the time and the action that have been taken. The Incident will be forwarded to the Academic Misconduct Committee.

### Having Notes or Disallowed Academic Materials

Any notes or disallowed academic materials found with the student during the examination, shall be removed by the invigilator and an Incident Report made of the matter without asking the student to leave the examination venue.

### Chronologically it is Late Arrival & Early Leave

Students are not allowed to enter the examination after 30 minutes from the commencement of the exam and are not allowed to leave the examination venue before 30 minutes from the scheduled completion of the exam.

### Use of Dictionaries

1. Students whose first language is not English are allowed to use a translation dictionary during the first 15 minutes of any examination/test, in order to clarify the meaning of the questions. This dictionary must be a translation dictionary only and not contain diagrams or illustrations or encyclopedic definitions. All dictionaries must be clean and not annotated in any way.
2. Dictionaries will be collected by the invigilators 15 minutes after the start of the examination/test. Students arriving late for the examinations will not be permitted an extension to this period. Students will not be permitted to consult their dictionaries after this period has elapsed.
3. Students are responsible for identifying their own dictionary and collecting it at the end of the examination. The University accepts no responsibility for reissue of dictionaries to the correct student.
4. After collection of the dictionaries the invigilators will check that only translation dictionaries have been used; any dictionaries which appear to transgress this provision (e.g. by extensive definitions, formulae tables or diagrams, student notes, etc.) will be dealt with in line with specified regulations and an incident report will be completed by the Senior Invigilator. The dictionary will be confiscated whilst the incident is considered then returned to the student concerned.
5. If a student is granted special examination facilities arising from special learning needs, the use of a dictionary (English, foreign language or bilingual) may be considered where appropriate, but must be approved in advance, and the edition approved must not contain any technical data of potential use to the student. This approval must be agreed with the examiner(s) for the module and notified to the relevant Assessment Board. Electronic dictionaries or spelling checkers will not normally be permitted unless a special case is agreed with the Registrar. An extension of time may also be granted, again this is case by case and must be agreed in advance of the examination.
6. The Academic Committee, via the appropriate Board of Study, may decide that there should be particular restrictions on dictionaries or extensions to these provisions in individual examinations, where such a restriction is made necessary by the subject matter or method of examination. The decision shall be recorded in the module information, Either as explicit specification of particular types, or as a reference to a list of approved types.
7. Other than as covered for special cases in paragraph 6 above, the use of electronic dictionaries and spell-checkers shall not be permitted.

8. The policy will also apply to modules being delivered by partner colleges under a franchise arrangement. The Faculty or Subsidiary is responsible for ensuring that appropriate monitoring procedures are set up at the colleges concerned.

#### Use of Calculators

1. Except as specified in paragraphs 2 to 5 below, students are permitted to use any calculator in examinations/tests unless specifically noted in the assessment.
2. All calculators used must be:
  - a. (ii) Battery operated;
  - b. (iii) Silent;
  - c. (iv) Not annotated in any way on the calculator or case.
3. not capable of storing text, nor of displaying text other than as built in error messages;
4. Calculators, or other devices capable of acting as a calculator, which have a full range of alphabetic keys are not allowed in any examinations/tests; devices with keys in the range A-F for use with hexadecimal numbers are not covered by this ban. Portable computers are not permitted. You will be told by your module leader if there are any specific restrictions to the type of calculator you can use or if your exam requires a particular type of calculator.
5. Devices capable of communicating directly with other similar devices, with or without the use of cables, are not permitted in any examination/test.
6. An Assessment Board may decide that there should be particular restrictions on calculators in individual examinations/tests, or extensions to these provisions, where such a variance is required by the subject matter or method of examination. The Board decision shall be recorded in the module descriptor, either as explicit specification of particular types, or as a reference to a list of approved types.
7. Candidates are responsible for providing fully charged batteries for their calculators.
8. Any candidate found using an unauthorized calculator shall be reported as specified in the regulations an incident report will be completed by the Senior Invigilator.
9. The calculator will be confiscated whilst the incident is considered then returned to the student concerned.

**Origination Date:** October 2019

**Next Review Date:**

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		