



NOTES FOR GUIDANCE FOR EXAMINATION CANDIDATES

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1. Introduction and Summary of the Regulations for the Conduct of Examinations

You are strongly advised to read the Regulations for the Conduct of Examinations before you sit a University of Liverpool exam. These Notes for Guidance summarise those Regulations and provide other useful information about exams at the University of Liverpool.

The full Regulations for the Conduct of Examinations are Appendix D of the University's Code of Practice on Assessment, which can be found at http://www.liv.ac.uk/tgsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm

The following is a summary of the key points.

- You **MUST** attend all exams unless prevented by illness or other mitigating circumstances (Regulation 1: General Regulation 1).
- You **MUST NOT** enter an exam room more than half-an-hour after the start of an exam. You **MUST NOT** leave an exam less than half-an-hour before the end (Regulation 1: General Regulation 2).
- You **MUST** enter an exam room in silence and put any bags and coats in the designated Bag Zone. You **MUST** arrive at the exam room at least 15 minutes before the exam is due to start in order to hear any announcements (Regulation 1: General Regulation 3).
- You **MUST** switch off any mobile phone, smart watch or similar electronic data storage or communication device and either leave it in the designated Bag Zone in the exam room or place it in a clear plastic bag under your seat before the start of the examination (Regulation 1: General Regulation 4).
- You **MUST NOT** have any unauthorised material with you at your exam desk or on your person whilst under examination conditions, including books, manuscripts, calculator cases, or a mobile phone or any other electronic data storage device. You **MUST NOT** take into an exam room any blank paper; all rough work **MUST** be done in the exam booklets which are provided.
- You **MAY** take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these **MUST** be placed in a clear plastic bag. You **MUST NOT** bring in any pencil case or box for these items (Regulation 1: General Regulation 5).
- You **MUST NOT** disturb other candidates. You **MUST** follow any instructions given by an invigilator (Regulation 1: General Regulation 6).
- You **MUST NOT** communicate with any other candidate in an exam room or pass a calculator to any other candidate during an exam (Regulation 1: General Regulation 7).
- You **MUST NOT** impersonate another exam candidate or allow yourself to be impersonated. You **MUST** put your student ID card or other photo identification on your exam desk (Regulation 1: General Regulation 8).

- You **MUST NOT** use scrap paper and **MUST** do all rough work in your answer book (Regulation 1: General Regulation 9).
- You **MUST NOT** leave the exam room until your exam answer book has been collected and **MUST NOT** take out of the exam room any other item provided unless you are allowed to do so (Regulation 1: General Regulation 10).
- If you arrive late, you **WILL NOT** be allowed extra time. If you believe that there is good reason why you could not arrive on time, you **SHOULD** submit a Mitigating Circumstances claim (Regulation 2: Late Arrival at Examinations)
- You **SHOULD** write legibly (Regulation 8: Illegible Scripts).
- If you consider that your performance or attendance at an exam was affected by circumstances outside your control, you **SHOULD** submit a Mitigating Circumstances claim (Regulation 9: Illness During Examinations and Mitigating Circumstances).
- If you are taken ill during an examination and wish to leave the room, temporarily or permanently, you **MUST** inform an invigilator (Regulation 9: Illness During Examinations and Mitigating Circumstances).
- If you have a disability and need adjustments made to your exam arrangements, you **SHOULD** seek advice as early as possible before the exams from the Disability Support Team (Regulation 10: Disability and Alternative Examination Arrangements).
- Unless stated otherwise, you **MUST** only use an approved calculator (Regulation 12: The Use of Electronic Calculators in Examinations). You **MUST NOT** have any cover on your calculator during an exam.
- You **MAY** take into an exam room a clear plastic bottle of water. You **MUST NOT** bring in any other type of bottle and no other drink or food, unless you have a declared medical condition and have been given permission to do so through your Support Plan or directly by the Examinations Team for temporary disabilities.

2. Before your exams

2.1 Revision and study skills

Allow yourself plenty of time to prepare and revise effectively for your exams. The following online resources within the University may help with this:

- iLearn website - <http://www.liv.ac.uk/ilearn/>
- Exam Relaxation - http://www.liv.ac.uk/studentssupport/counselling/exam_relax/

Your School may also offer revision classes or provide practice papers on VITAL. Copies of some past exam papers are also held in the University Library – see <http://www.liv.ac.uk/library/using/exam-papers.html> for more information.

2.2 Sitting an exam overseas

If you are repeating a year of study without attendance or if you are resitting an exam, you may choose to sit it in your home country at a British Council office if you are not from the UK. This option is not available for Semester 1 and Semester 2 exams if you are attending classes at the University. Some exams cannot be taken overseas, for example if they require special

equipment or computer software or they are clinical exams. We do not have arrangements with British Council offices in every country, so you may have to return to Liverpool for your resit exam. Information is available at <http://www.liv.ac.uk/studentsupport/ist/studying/examinationsandresits/>. Please note that you **MUST** apply to sit exams overseas by the formal deadlines. You will have to pay a fee to the University to take exams overseas, and you will normally have to pay the British Council office as well.

2.3 Disability support and temporary alternative arrangements

The University offers support for students with disabilities who require adjustments to exam arrangements and also can offer adjustments where necessary and possible to accommodate temporary disabilities or illness. Information is available at <http://www.liv.ac.uk/student-administration/exams/alternativeexaminationarrangements/>. Please note that there are deadlines for requesting adjustments and the University is unlikely to be able to make alternative arrangements after these deadlines have passed.

2.4 Exam anxiety

Some students find exams particularly stressful. If you have a particular problem with exam anxiety, you may find that the University's Counselling Service can help you with coping strategies. They have a self-help webpage at <http://www.liv.ac.uk/studentsupport/counselling/selfhelp/examanxiety/> as well as offering drop-in sessions and counselling appointments – see <http://www.liv.ac.uk/counserv/> for further information.

2.5 Mitigating Circumstances

If you are unable to attend an exam which counts towards the final mark of a module owing to illness or other unavoidable circumstances, you **MUST** inform your department/school, preferably in writing or by email before the exam, in order for the absence to be regarded as authorised. Information about the *Policy on Mitigating Circumstances in Relation to Performance in Assessments and Examinations* is available online at http://www.liv.ac.uk/tgsd/pol_strat_cop/cop_assess/appendix_M_cop_assess.pdf and there are guidelines on the policy available at http://www.liv.ac.uk/tgsd/pol_strat_cop/mit_circ_student.doc.

Your School Student Support Office or equivalent can also provide advice on the procedures and deadlines which apply. Different procedures may apply to assessments for clinical professional programmes; information about these is provided separately to students by the Schools concerned and is included in the *Policy on Mitigating Circumstances in Relation to Performance in Assessments and Examinations* and the guidelines on the policy.

You should note that the following **WILL NOT** be regarded as mitigating circumstances:

- Failure to attend an exam due to misreading the exam timetable.
- Events such as holidays and weddings.
- Inadequate planning and time management.
- Having more than one exam on the same day.
- Exam clashes arising from incorrect registration by the student, i.e. exams scheduled to take place at the same time. (Students are responsible for reporting any exam clashes which occur in their exam timetable to their departmental Examinations Officer and the Student Administration and Support Division so that alternative arrangements can be made.)
- Any event that could reasonably have been expected or anticipated, such as sporting events or pressures from paid employment.

2.6 Calculators

Except when stated otherwise, you will not be permitted to use programmable calculators, which is a device capable of storing data or formulae that can be entered before admission to the examination room. There is no requirement for your calculator to carry the university crest.

In certain specified examinations, you may be allowed to use a specialist calculator. In such cases, the rubric of the exam paper will indicate the type of calculator you are allowed to use.

In all cases, the University **SHALL NOT** be responsible for the provision of (i) calculators in the event of breakdown or students having forgotten to bring one, (ii) power for their operation and (iii) spare batteries.

You **MUST NOT** share a calculator with another student in an exam.

If your calculator comes with a removable cover, you **MUST** remove the cover before the exam and either you should not bring it to the exam or you should place it in your bag in the designated area in the exam room. You **MUST NOT** have the cover with you at your exam desk as this the cover will be considered to be unauthorised material if any notes are found on it or in it.

2.7 Open Book exams

In most of the University's exams, you are **NOT** permitted to take notes or books into the exam room with you. However, there are some exceptions. These are called 'open book' exams. If one of your modules has an 'open book' exam, you will be told by your School or module co-ordinator in advance of the exam what material you are allowed to take in with you. You may only take in with you material which you are explicitly told you can take and there may be restrictions which you should check carefully. For example, if you are allowed to take a

textbook into the exam, you may be told that it must be an unannotated copy – that is, there must be no handwritten notes written on the pages and there must be no other marks such as highlighting or signposting to particular sections of the text. It is your responsibility in those circumstances to check before you enter the exam room that you have removed any annotations before the exam. Bringing any annotated documents without permission into an exam is classed as introducing unauthorised material.

2.8 Checking your exam timetable

The main periods for exams for most programmes are at the end of Semester 1 in January and the end of Semester 2 in May and a resit period in August or early September. The dates of the exam periods are shown each year on <http://www.liv.ac.uk/student-administration/exams/schedule/>. If you are on a clinical professional programme (e.g. MBChB or BDS), you may have exams at different times and these will be notified directly to you by your School and the following paragraphs may not apply.

The timetable for any of your exams which are arranged centrally by the University can be accessed from the Liverpool Life website.

For exams held at the end of Semester 1 in January, the central timetable is usually available on Liverpool Life early in December. For exams held at the end of Semester 2 in May, the central timetable is usually available on Liverpool Life in mid-April. For resit exams held in August/September, the central timetable is usually available on Liverpool Life in late July or early August. The precise dates when the timetable will become available can be found at <http://www.liv.ac.uk/student-administration/exams/schedule/>.

Occasionally the University has to change the exam timetable after it has been published due to unforeseen circumstances. If this happens the University will contact you to tell you about the change, and we will update the timetable on Liverpool Life as well.

Details of the timetable for any exams which are not organised centrally (this may include exams for clinical programmes, practicals, mid-term tests, language orals etc.) should be given to you directly by your Department/School or the module co-ordinator.

It is not advisable UNDER ANY CIRCUMSTANCES to obtain dates, times and venues from other students, as there is a risk that you might be given incorrect information and miss an exam.

You MUST NOT make any holiday, work or travel arrangements which would prevent you from taking exams on the stipulated day during the exam periods. Failure to attend without good reason will result in you being deemed to have failed the exam and may affect your ability to progress to the next year of study.

If, when you check your timetable, you find that details are missing for any exam which you were expecting to sit or that you have a clash between exams, you should **IMMEDIATELY** inform your School Office, as your module registrations may be incorrect.

You are advised to check your timetable very carefully and make sure that you know when and where each exam is taking place. Misreading of the timetable **WILL NOT** be regarded as a mitigating circumstance if you are late to an exam or miss an exam.

The central exam timetable on Liverpool Life will also tell you in which rooms your exams are being held. If you are unsure about where these rooms are, you can check the location at <http://www.liv.ac.uk/student-administration/exams/exam-rooms/>. If you have not been to the relevant building or room before, you may wish to go and find it a day or two before the exam if possible so that you know where to go on the day. **Please note that sometimes it is necessary to hold the same exam in more than one room (if the class size is too big or if you require special arrangements) so the location shown on Liverpool Life is the correct location of your exam even if another student may have a different room shown on their timetable.** If you have any doubts about this, you should contact the Examinations Team (tel. +44(0) 151 794 6759; email examsenq@liv.ac.uk).

3. On the day of an exam

3.1 Check the time and location of your exam

Make sure that you are sure about the start time and the location of your exam in good time beforehand. You should always allow sufficient time to travel to an exam, especially if weather or traffic conditions are likely to be adverse. It is strongly advised that students are back in Liverpool or within commuting distance of Liverpool at least one day before their first exam, particularly for the Semester 1 exams, as it is not advisable to try to travel any great distance to Liverpool on the day of an exam in case there are problems with travel conditions.

3.2 Unauthorised material

Once an exam has started, if you are found to have **any** unauthorised material or object such as books, notes, blank paper, mobile phone or other electronic data storage device, calculator cover etc. at the desk or on your person once an exam has started, **it is likely that you will be considered to have committed a disciplinary offence** (see Section 8 below). If you take unauthorised material into an exam room, the consequences for your studies will be serious. **All revision material must be put away on entering the exam room.** If you realise once an exam has started that you have any unauthorised material or object, you should immediately inform an invigilator.

You **MUST** make sure that any object which you **are** allowed to take into the room does not have anything unauthorised written on it. For example, if your preferred revision technique is to write notes or formulae to be learnt on objects such as your hand or your eraser, please make sure that you remove those notes or formulae from those objects. If you are sitting an Open Book exam (see Section 2.7 above), make sure that you do not have any annotations in your book or papers unless these are permitted.

3.3 Arrival time

You **MUST** be outside an exam room no later than fifteen minutes before an exam is due to start. This is to ensure that you hear any announcements which are made to students before the exam starts and to check that you are at the right room.

3.4 What to do if you are delayed

If you are less than half-an-hour late for the start of the exam you **WILL** be allowed to enter the exam room and sit the exam but you will not receive any extra time to make up for time which you have missed. If you are more than half-an-hour late for the start of the exam you **WILL NOT** be allowed to enter the exam room and will be deemed to be absent from the exam. If you know in good time that you are going to be delayed, you should contact the Examinations Team (tel. +44(0) 151 794 6759) as soon as possible to let them know that you are delayed in case it is possible to make alternative arrangements for you but there is no guarantee that this will be possible. If you have a good reason for being late into an exam or being too late to sit the exam, you should submit a Mitigating Circumstances claim form (see Section 2.5).

4. On arrival at an exam room

4.1 Silence

You **MUST** be silent in an exam room. This includes being silent when you enter the room before the exam starts to make sure that all students are able to hear any announcements which are made. You may only talk to an invigilator once you are in an exam room and, if you need to do this, you should do so in a quiet voice in order not to disturb other exam candidates. If you do talk after entering an exam room an invigilator may ask you to leave and you will not be allowed to sit the exam.

If you choose to leave an exam room before the end of an exam, you **MUST** do so in silence and with the minimum of disturbance to other candidates. As the floors in many of the rooms which are used for exams have hard surfaces, please do not wear shoes such as flip-flops or stiletto heels which may make a lot of noise.

4.2 Check your belongings

You **MUST** make sure that you have no unauthorised material or objects (see Section 3.2) at your desk. If you have, then you **MUST** place them in the designated Bag Zone in the exam room before the exam starts. Please check before you sit down at your desk that you have not left any last-minute revision notes or your mobile phone in your pockets, for example. Remember that all pens and pencils etc. **MUST** be in a clear plastic bag (or carried loose).

4.3 Switch off your mobile phone

You **MUST** switch off fully (i.e. not just put into 'flight mode') any mobile phone or other electronic device and place it in the designated Bag Zone in the exam room. If your phone

rings or buzzes during an exam, even if it has been placed in the designated Bag Zone or under your desk, it is likely that you will be considered to have committed a disciplinary offence (see Section 8 below) and the consequences for your studies will be serious. This is because the phone may have disturbed other exam candidates. You **MUST NOT** keep a mobile phone on your person or on your exam desk. If you usually use your phone to tell the time, you **MUST** make sure that instead, during the exam, you bring a watch (Smartwatches or similar timepieces capable of storing or accessing data are **NOT** permitted). The Examinations Team place clocks in all exam rooms, but in case you cannot see it clearly you **MUST** make sure that you have some other way of telling the time.

4.4 Place your bag and any books or papers in the designated Bag Zone

When you enter the exam room, if you have any coats, bags, books, papers etc then these **MUST** be placed in the designated Bag Zone in the exam room and **NOT** taken to your exam desk. If you have a mobile phone or other electronic device, this must be switched off fully and either placed in the designated Bag Zone or put in a clear plastic bag underneath your desk. You can collect such items again at the end of the exam.

4.5 Put your ID card on your desk

You **MUST** place your Student ID card on your desk during the exam with your photo face up. Please make sure that you do not have any revision notes or anything else stuck to the back of the card. If you have lost your ID card you should make sure that you apply for a new one from the Student Administration Centre at least two working days before your first exam (see <http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/documents-id-cards/>). If you are unable to do this or you have forgotten to bring your card with you to an exam, you may display another form of photographic identify (such as a passport or driving licence). However you will then receive a warning of the need to provide your Student ID card for future exams and failure to do so may be regarded as a disciplinary offence. You **MUST NOT** allow yourself to be impersonated by someone else in an exam and you **MUST NOT** impersonate another person yourself. Therefore you **MUST NOT** use someone else's ID card.

4.6 Fill in your seat card

At the beginning of each exam you **MUST** complete a postcard-sized document called a seat card, which you will find on your designated desk as you enter the examination room. You will be expected to provide information on this card including your name, student ID number, the title of the examination paper and the examination code. It is necessary that you complete this card when the invigilator tells you to do so as they will be collected approximately 20 minutes after your examination has begun. Seat cards are important as they evidence a student's attendance at an examination. Should you fall ill, a script be misplaced or an unexpected issue occur such as a fire alarm, seat cards are used as a record of your identity and attendance.

5. During an exam

5.1 Listen to the announcements

You **MUST** listen carefully to any announcements which are made by invigilators or other University staff before you are allowed in to the exam room or when you are in the exam room. Students **MUST** enter exam rooms in silence and then remain silent so that everyone can hear such announcements. If you cannot hear the announcements you **MUST** raise your hand and ask for the announcements to be repeated.

The announcements may contain important information about any changes to the exam paper and about the Regulations for the exam.

5.2 Invigilators

Invigilators are appointed to each exam to make sure that they are run in accordance with the Regulations. You **MUST** follow all instructions or requests which an invigilator gives you. If you do not, then this may be regarded as a breach of the Regulations.

5.3 Do not communicate with other candidates

You **MUST** enter the exam room in silence and you **MUST NOT** then talk to any other candidate in the exam room until the exam has ended and you have left the room. You **MUST NOT** communicate with other candidates by any other means during the exam (e.g. by passing notes or calculators or by sending signals).

5.4 Writing your answers

Unless you have been told otherwise (e.g. for an MCQ exam), you **MUST** write all your answers in your answer booklet in ink, not pencil. Make sure that your handwriting is legible because you may lose marks if the examiners cannot read what you have written. All rough work including draft essay plans and calculations **MUST** be done in your exam answer book and then crossed out if you do not wish it to be marked. You **MUST NOT** use any separate paper or other material for draft work.

5.5 If you have a problem

If during an exam you have a problem, for example because you think that there is something wrong on your exam paper, you are in need of the toilet, or you need more paper, then you should raise your hand and an invigilator will come to your desk to see what is wrong. Please talk very quietly to the invigilator so that you do not disturb other candidates nearby.

5.6 If you are feeling unwell

If during an exam you feel unwell and consider that you need to leave the room, you **MUST** inform an invigilator. You will only be permitted to return to the room if a person authorised by the invigilator has accompanied you during your absence. If you decide not to return to the

room because you feel too unwell, you **MUST** ensure that an invigilator is made aware so that the relevant details can be noted on the formal room report.

If you think that your performance was affected by illness during an exam, then you should submit a mitigating circumstances claim, supported by appropriate documentary evidence (see Section 2.5 above). Such claims will not normally be considered where the event is not noted by the invigilator on the formal room report.

5.7 Disruption

If your exam is affected by circumstances outside of your control (e.g. noise, temperature or other disturbance) - whether this affects some, all or only you - you should inform an invigilator who will take the appropriate action and, where applicable, note the incident on the formal room report. Should an invigilator need to make an announcement or take some other action during an examination (e.g. to address an error on the paper, or to evacuate the room in the event of a fire alarm), then you should listen carefully and follow all instructions given.

Where any disruption which has been formally noted by the invigilator affects all or a significant number of those sitting the exam (e.g. a fire alarm or an error on the paper), then your School will advise you after the exam whether submission of a mitigating circumstances claim will be necessary (see Section 2.5 above) or whether the matter will be dealt with directly by the Board of Examiners. The latter does not preclude your right to submit a separate claim for mitigating circumstances.

Boards of Examiners will not normally consider claims for mitigating circumstances in relation to alleged disruption during an exam where the incident is not recorded on the invigilator's formal room report.

6. At the end of an exam

6.1 Collection of exam papers

When the invigilators announce the end of the exam you **MUST** stop writing immediately. The invigilators will collect your answer books, MCQ answer sheets and any other work at the end of the exam. You **MUST** remain in your seat while they do this. You **MUST** sit at your desk in silence and wait until the invigilator tells you that you may leave the room.

All exam answer books included any blank books or unused paper **MUST** be left on your exam desk when you leave the exam. You may also be required to leave your question paper or any other information provided such as mathematical tables if you have been told that you cannot take it with you.

6.2 When you leave

If you finish your exam early, before the scheduled end, you **MAY** leave the exam room provided that there is still at least half-an-hour left of the scheduled time. You are **NOT** allowed to leave if there are less than 30 minutes left before the exam is scheduled to end. This is so

that you do not disturb other candidates in this final period. You should collect all of your belongings from your desk and from the Bag Zone before you leave the room. Remember that there may be other exams still continuing in nearby rooms so please be quiet when you leave. If you leave an exam early, you cannot go back in later on.

7. After an exam

7.1 Mitigating Circumstances

If you think that your performance in an exam was affected by circumstances outside your control, then you should submit a mitigating circumstances claim (see Sections 2.5, 5.6 and 5.7 above).

7.2 Checking your results

Once the examiners have approved your results, these will be made available to you on the Liverpool Life system. The date when end of year results and degree classifications will be available on the system is given at <http://www.liv.ac.uk/student-administration/exams/results/>. This is usually in early July. Staff are **NOT** permitted to give you your results for individual modules by any other means. Marks for Semester 1 modules are made available as soon as possible, usually towards the end of February and remain provisional until they are approved by the Board of Examiners after the Semester 2 exam period. Marks for resit exams are normally made available in the middle of September. If you are on financial suspension because you owe money to the University, you will **NOT** be able to access your results until your debts are settled.

To access your results on Liverpool Life:

- Go to the University Homepage and click on Liverpool Life
- Enter your student ID details and password in the appropriate boxes and then click on login
- Click on the Academic tab
- Use the Results portal to view your marks, clicking on the relevant semester button

You can also download an unofficial transcript of your marks from Liverpool Life:

- Go to the University Homepage and click on Liverpool Life
- Enter your student ID details and password in the appropriate boxes and then click on login
- Click on the Academic tab
- Use the Transcript portal to view your unofficial transcript
- Select the relevant session and click on submit to view your marks
- You can then print the unofficial transcript if you wish to do so

7.3 Asking for feedback on your performance

Each School/Department has its own policy on providing feedback to students, including opportunities for students to have sight of their exam scripts after results have been released. You should check with your School what their policy is to ensure that you receive the maximum benefit from feedback which is available.

7.4 Assessment Appeals Procedure

The University's Assessment Appeals Procedure is available for use by students on undergraduate and taught postgraduate programmes of study. Further details can be found in the document "Assessment Appeals Procedure", which can be viewed on the web at <http://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals/>. Section One Appeals and notification of intention to submit a Section Two Appeal must be submitted within 10 days of the publication of the results.

7.5 Resits

If you are entitled to resit an exam because you failed it at the first attempt, or because you have passed it but the result has been deemed affected by mitigating circumstances and you wish to try to improve your mark, then your School/Department should inform you. For non-clinical degrees and some clinical degrees, the resit period is normally towards the end of August and dates may be found at <http://www.liv.ac.uk/student-administration/exams/schedule/>. If you are an overseas student, you may be able to ask for arrangements to be made for you to take your resit exams in your own country – see Section 2.2 above.

If you consider that your preparation for your resit exams or the exams themselves are affected by mitigating circumstances, you should submit a Mitigating Circumstances claim before the resit Board of Examiners meets even if these circumstances are the same as ones for which you have submitted a claim earlier in the year – see Section 2.5 above.

You are normally required to have passed all your modules before you can progress to the next year of study and if you do not pass after the resits, it is possible that the Board of Examiners may decide to terminate your studies. If your studies are terminated, you will be given a right of appeal against that decision to your Faculty Progress Committee.

8. Disciplinary Procedures

If it is alleged that you have breached the University's Regulations for the Conduct of Examinations, for example because you are found to have brought into an exam room unauthorised material or it is alleged that you have communicated with another candidate during an exam or that you have not followed instructions given by the invigilators, it will be reported by the invigilator during the exam to a member of the University's Examination Team, acting on behalf of the Chief Operating Officer. The allegation will then be referred for consideration by an Investigating Officer under the University's disciplinary procedures (see

<http://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/conduct-discipline/>)

Allegations of this nature are very serious and you are strongly advised to co-operate with the Investigating Officer's investigation into the allegation made against you and to seek advice from the Guild of Students Advice Service (guildadv@liv.ac.uk). The Investigating Officer will seek to gather evidence from those involved in the exam and will then wish to present this evidence to you and interview you. The Investigating Officer will inform you of the date of the interview as soon as they are able to do so. This normally takes a few weeks but may take longer, in which case the Investigating Office will let you know.

If the Investigating Officer determines that there is sufficient evidence for you to be charged with a breach of the Regulations and referred to the Board of Discipline, you will be required to attend a hearing of the Board of Discipline. **In recent years, the Board of Discipline has considered a number of cases where students have been caught in possession of unauthorised material in an exam and in many instances, the Board determined that the student concerned be awarded a mark of zero for the exam in question and suspended from studies for up to twelve months. The Board of Discipline also has the power to terminate a student's studies where very serious breaches of the University's Rules or Regulations have occurred or where a student has committed an offence on more than one occasion.**