

# EXAMINATIONS

***Under the Rules of Behaviour for Registered Students no such student shall engage in any form of academic misconduct, which includes plagiarism and possession in any examination of any unauthorized book, paper or other material relevant to an examination. No other member of the University shall assist a candidate to make use of such unfair means.<sup>1</sup> Academic misconduct can lead to serious disciplinary consequences. In addition, the Examination and Assessment Committee makes rules for the conduct of examinations<sup>2</sup>. Fines up to £175 (subject to review) can result from breaching these, which are:***

1. Candidates shall not commence writing at the start of an examination session until authorized to do so by the Supervisor or Senior Invigilator. Candidates shall stop writing at the end of an examination session when similarly instructed.
2. Except with the consent of the Supervisor or Senior Invigilator, no candidate shall be allowed to enter an examination room later or to leave an examination room earlier than thirty minutes after the beginning of a session.
3. A candidate may take a small bottle of non-carbonated drink to her or his desk for consumption during an examination session provided that no disturbance is thereby caused to other candidates. Except with the written consent of the Examination and Assessment Committee no food or other items of drink may be taken into an examination room; cigarettes, e-cigarettes, and the like are also prohibited from all examination venues. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of unauthorized items until the examination session is ended.
4. No candidate shall take into an examination room or have in his or her possession during an examination any book or paper relevant to the examination unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate such documents.
5. No candidate shall take into an examination room any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate unauthorized items. If a candidate is suspected of unfair means, the item will be confiscated until the Student Discipline Officer has authorized its return. Where also specified, an electronic calculator must carry an official mark indicating that it has been approved for use in University examinations.
6. No candidate shall have in her or his possession during an examination any electronic communication or audio device. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of such equipment until the examination session is ended.
7. Candidates shall not remove from an examination room any paper except the question paper and such books or papers, if any, as they were authorized to take into the room. Until the time at which candidates are allowed to leave the examination room, no copy of any examination paper shall be taken from the room without the consent of the Supervisor or Invigilator.
8. No candidate shall communicate with any other candidate during an examination session.
9. Candidates shall not leave their places during a session except with the consent of the Supervisor or Invigilator.
10. Candidates shall be dressed decently and not in a manner that is likely to create a disturbance in the examination room, or to distract the attention of other candidates.
11. A Supervisor, Invigilator, or Examiner shall report to the Examination and Assessment Committee any breach of these rules and shall inform the candidate concerned that such a report is to be made. A candidate shall not be dismissed from a session except as provided in Rule 12.
12. A candidate who acts in such a way as to disturb or inconvenience other candidates shall be warned and may, at the discretion of the Supervisor, Invigilator, or Examiner, either be required to change seat or be dismissed from the session.
13. Candidates attending a practical examination must comply with the safety requirements of the laboratory in which the examination is held.
14. Candidates shall have regard for the welfare of others, including the general public, at the end of examination sessions (both their own sessions and those of others). In particular they should avoid: noise that might disturb active examinations or other work nearby; littering or damage, especially with food or drink; and obstructing highways or thoroughfares. Candidates shall comply with instructions given by University staff performing their duties.

**Karen Ottewell**  
Emmanuel College  
*Senior Proctor 2020-21*

**Annamaria Motrescu-Mayes**  
Clare Hall  
*Junior Proctor 2020-21*

---

<sup>1</sup> *Ordinances, Discipline, General* <https://www.admin.cam.ac.uk/univ/so/>

<sup>2</sup> *Ordinances, Discipline, Examinations, Rules for the Guidance of Candidates and for the Prevention of Misconduct in Examinations* <http://www.admin.cam.ac.uk/univ/so/>