

PROCTORIAL NOTICE

UNIVERSITY EXAMINATIONS

Regulation 6 of the General Regulations for Discipline¹ provides:

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

*Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

The Board of Examinations is empowered² to make rules for the guidance of candidates and for the prevention of misconduct, and has the power to impose on a person infringing one or more of these rules a fine not exceeding £175.

The Proctors, Pro-Proctors and Deputy Proctors are on hand at examination venues, and the Proctors are available for consultation by junior members throughout periods of examinations.

At least one Examiner shall be present for the first twenty minutes of each session of an examination. Candidates may apply to the Examiner if they have reason to suppose that there is a misprint or other error in the paper.

Gordon Chesterman Senior Proctor
St Edmund's College
APRIL 2017

Cristiano Andrea Ristuccia Junior Proctor
Trinity Hall

RULES FOR THE GUIDANCE OF CANDIDATES AND FOR THE PREVENTION OF MISCONDUCT IN EXAMINATIONS

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 Secretary of the Board of Examinations 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 Advocate has authorized its return. Where also so 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. Other reasons, for example for refreshment or a cigarette, are not acceptable.
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 Board of Examinations 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.

¹ Chapter II, Discipline, General Regulations, *Statutes and Ordinances*, 2016, p. 191-192

² Regulations for the Board of Examinations, Regulation 4(e), *Statutes and Ordinances*, 2016, p. 118