

## General Regulations as to Examinations<sup>5</sup>

### INVIGILATED EXAMINATIONS

1. A candidate shall not use or attempt to use any unfair means (e.g. plagiarism) and shall not communicate with or attempt to communicate with any other candidates. Answers must be the candidate's own work. Where other material is quoted, the candidate shall state the source(s) from which it is derived.
2. A candidate shall not use any answer book, writing paper or blotting paper other than that supplied in the examination hall.
3. All unauthorised material (such as revision notes, books and data tables) and electronic devices (such as electronic dictionaries, mobile phones, radios and personal audio equipment) shall be left outside the examination hall or surrendered to an invigilator before entering the hall. Any material required for any particular examination will be provided in the hall. (If candidates are permitted to introduce books, notes or other material into an examination hall, they will be informed by the Department concerned, and the nature and extent of the authorised material will be stated on the question paper.)
4. No part of an answer book shall be torn off and all answer books and other material supplied in the examination hall shall be left behind on candidates' desks at the end of the examination.
5. A candidate whose first language is not English may use a dictionary during examinations, provided that
  - (i) the candidate has obtained the written permission of the Pro-Vice-Chancellor of the relevant Faculty; and
  - (ii) the candidate presents the dictionary, together with the written authority for inspection of the Chief Invigilator at the beginning of each examination in which the dictionary is to be used.
  - (iii) electronic dictionaries may not be used in invigilated examinations.
6. A candidate may use an electronic calculator in examinations (unless such use has been prohibited in any particular examination by the Examiners), subject to the following conditions:
  - (i) the calculator shall be of a type officially approved in advance by the University;
  - (ii) each calculator to be used in an examination shall be approved in advance by the Pro-Vice-Chancellor of the relevant Faculty or by the Pro-Vice-Chancellor's representative, and such approval shall be symbolised by the attachment of a distinctive marker to the calculator;
  - (iii) the calculator shall be presented for inspection by an invigilator on request at the beginning of each examination in which the calculators are to be used;

- (iv) the calculator shall be self-contained, battery-operated and noiseless;
  - (v) spare batteries may be taken into the examination hall, but instruction manuals, battery chargers, battery packs and spare parts are not permitted, nor any attachments which extend the capabilities of the calculator (such as printers or memory packs);
  - (vi) any time signals on the calculator shall be switched off before entry into the examination hall;
  - (vii) a candidate who brings into the examination hall any calculator not approved in accordance with these Regulations will be considered to have used or attempted to use unfair means.
7. A candidate should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

### NON-INVIGILATED EXAMINATIONS

8. A candidate shall not use or attempt to use any unfair means (eg plagiarism).
9. A candidate shall comply with any conditions prescribed by the relevant Department in respect of the submission of material for the purpose of assessment. Such conditions may include the date and place of submission of material, the method of submission (e.g. hard copy and/or electronic copy) the number of copies required, the method of presentation (e.g. typewritten), the need to obtain an official receipt and any other special requirements.
10. Submitted material must be a candidate's own original work. Where other material is used, the candidate shall state the source(s) from which the information is derived and the extent to which the candidate has made use of the work of others.
11. A candidate should also refer to the Notes on the Use of Unfair Means in the Assessment Process: Advice to Students.

### BREACH OF REGULATIONS

12. Any breach of the preceding Regulations will constitute the use of unfair means.

### NOTES FOR CANDIDATES ON INVIGILATED EXAMINATIONS<sup>1</sup>

#### Before the Examination

1. The use of calculators in examinations  
A candidate wishing to use an electronic calculator in an examination should note Examination Regulation 6 and request approval for the particular calculator no later than week 10 of the relevant Semester. Approval for a calculator to be used in University examinations is granted on an individual basis and each calculator to be

<sup>5</sup> Regulations 1-12 apply to students in all Faculties, including the International Faculty. The Notes for Candidates on Invigilated Examinations apply only to students in the Sheffield-based Faculties. Separate Regulations apply to students in the International Faculty ([www.city.academic.gr/docs/ifgenspec.pdf](http://www.city.academic.gr/docs/ifgenspec.pdf)).

used must be presented by the student for the attachment of a distinctive marker.

If you expect to use a calculator in an examination you must comply with the following instructions:

- (a) Consult the lists of approved/prohibited models displayed in Departmental Offices, the Student Services Information Desk (SSiD) in the Union of Students Building and in the Registration and Examinations Office, Level 6 University Houses. (Students are advised not to buy a new calculator without consulting the latest edition of the lists.)
- (b) If your calculator is shown on the list of approved models, take it to SSiD where a marker will be attached.
- (c) If your calculator is shown on the list of prohibited models, do not attempt to use it in an examination. If you do you will be judged to have “used or attempted to use unfair means” and disciplinary action may be taken against you.
- (d) If your calculator is on neither list, take it to SSiD as soon as possible and preferably no later than mid-December in any year, and complete the application for it to be approved. You will be able to keep your calculator. A decision will be available before the Christmas vacation. Further applications can be considered after the Easter vacation but no later than the beginning of May in any year. Calculators which do not have external means of programming and have numeric function only will almost certainly be permitted. Among the calculators which are prohibited are:
  - (i) those having an alphabetic display of stored data (including text) or equations or alphabetic formulae; (models which produce alphabetic output only in the form of messages in the normal course of operation are permissible).
  - (ii) those capable of external programmability, whether by detachable modules or the insertion of cards, tape, bar codes or cassettes, or by any other means (other programmable calculators are normally acceptable).

Approval given to calculators in previous years remains valid. Any calculators which are already marked as approved do not need to be re-submitted for approval.

2. All candidates should read carefully the General Regulations as to Examinations.

3. Fee: No fee is payable when a candidate takes an examination at the first sitting. A re-examination fee must be paid when a candidate has failed at the first sitting or been absent on that occasion without good cause.

4. Timetables: For invigilated examinations draft timetables will be displayed in departments in week 9 or 10 of each Semester. Students are asked to check that all their papers appear on the draft. If there are any clashes or missing papers, students should contact the Registry Office, Level 6, University House immediately. The final examination timetables will be displayed in academic departments and on the

University’s web-site in week 11 and 12 of each Semester. The numbers of the question papers will be indicated on the timetables and printed in bold type in the top right-hand corner of the papers. The examination halls in which papers are being held will be included on the final timetable. As desks are allocated by paper numbers, candidates should note the number of the paper to be taken and not just the title.

5. Anonymous marking and U-cards: Candidates will write their Registration Numbers on all answer books. Candidates must bring their UCard (which bears the Registration Number) to every examination. Any candidate who does not possess such a card must consult the Registry Office, Level 6, University House at least 14 days before the first examination.

6. Religious beliefs: Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), is asked to notify the Registry Office at the beginning of each session for which he/she registers. Once examination timetables have been set it is difficult for alterations to be made.

7. Alternative examination arrangements: The Examinations Team will make alternative examination arrangements for students with a long-term or permanent disabling condition, dyslexic students and those with additional support requirements. Students so affected should contact the Examinations Team as soon as possible in the first year of attendance. A request for alternative arrangements should be supported by staff of the University Health Service, the University Counselling Service, the Sheffield Regional Access Centre or an educational psychologist.

8. Dictionaries: A candidate whose first language is not English should note the provision of Examination Regulation 5. Permission to use dictionaries can be requested through the Student Services Information Desk (SSiD).

9. Illness before an examination: A candidate who is taken ill prior to an examination should consult the University Health Service at the earliest opportunity in order that alternative examination arrangements can be considered and a medical report can be made to the Examiners.

#### **On the day of an invigilated examination**

10. **Personal belongings:** Candidates should bring to the hall only essential personal belongings (e.g. pens and rulers in a transparent plastic bag) and preferably no items of value. Outdoor coats, large bags, brief cases etc., must be left outside the hall, in cloakrooms, if available, or in a designated area of the hall itself. (Small handbags may be left on the floor by the candidate’s desk). The University of Sheffield accepts no responsibility for any loss or damage to personal belongings. You will be unable to claim from the University if they are lost or damaged.

11. **Mobile phones and pagers** (and other devices which can store text) must not be taken to examinations.

A mobile phone is potentially a method of storing unauthorised material. See 3 General Regulations as to Examinations. If taken to an examination unintentionally, they must be surrendered to an Invigilator before entering the hall. No additional time will be allowed in compensation for time taken in recording the custody of such items by the Invigilators. The return of such items to their owners after an examination may be delayed if the Invigilators are otherwise occupied by examination duties.

**12. Unauthorised material (such as revision notes):** See Regulation 3 for Invigilated Examinations.

**13. Smoking and the consumption of alcoholic drinks** is not allowed in the examination halls.

**14. Admission to the hall:** Candidates will be admitted to the hall a few minutes before the start of each examination.

**15. Absence:** If, for no good reason, a student fails to attend an examination, special papers will not be set and the student shall be deemed to have failed.

**16. Late arrival and early departure:** Candidates who are more than 30 minutes late for an examination will not be admitted. A candidate will not be allowed to withdraw from an examination until 40 minutes have elapsed. Any candidate leaving an examination must do so quietly and take great care not to disturb other candidates. No candidate will be allowed to leave during the last ten minutes of an examination.

**17. Seating arrangements in examination halls:** Candidates should read carefully the seating arrangements which will be set out on the noticeboard outside the examination hall. Candidates are not allowed to reserve seats for themselves beforehand. Invigilators may require candidates to move to alternative seats.

**18. On the examination desk** the candidate will find the question paper, answer books, an attendance slip and any ancillary materials provided for the particular examination.

**19. During the few minutes before the examination begins,** candidates must:

- (a) listen carefully to any announcements the Chief Invigilator may have to make
- (b) make sure that they have the correct question paper on their desks; if in doubt they should put up a hand and ask an Invigilator
- (c) complete the attendance slip on the desk, (this will be collected by an Invigilator soon after the start of the examination)
- (d) complete as far as possible the cover sheet of one answer book on the desk
- (e) read the notes on the cover of the answer book.

**20. If candidates require further stationery** during the examination, they should put up a hand and an Invigilator will bring it to them.

**21. Temporary withdrawal:** A candidate who wishes to make a temporary withdrawal from an examination for personal reasons must put up a hand and ask to be

accompanied by an Invigilator or other authorised person.

**22. Illness during an Examination:**

- (a) A candidate who wishes to withdraw from an examination because of illness should inform an Invigilator. The candidate may be escorted to the University Health Service and may be able to complete the examination later. If the candidate chooses not to be escorted (s)he should attend the University Health Service without delay or ask one of the Medical Officers to call on him/her; otherwise the University Health Service may not be able to advise the academic authorities on the student's condition at the time of the examination.
- (b) If a candidate is temporarily affected by illness but is able to continue the examination after a short absence, the period of time lost through illness will be noted and the information taken into consideration where appropriate.

**23. At the end of an examination** all answer books, continuation sheets (even if only used for rough notes) and graph paper should be fastened together with string. If more than one book is used, all relevant papers should be fastened in their appropriate book. All cover sheets of used answer books must be completed and candidates must enter in the space provided the numbers of the questions answered within, in the order in which they have been attempted. Candidates must leave the hall quickly and quietly when permitted to do so, leaving all written work on the desk. Question papers may be removed from the hall only if no instruction to the contrary is given.

#### After the Examination

**24. Publication of results:** Examination results will be made available through academic departments or posted to the student's permanent or correspondence address, if not available during a Semester.

#### USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non invigilated exams): ADVICE TO STUDENTS<sup>6</sup>

The University expects its graduates to have acquired certain attributes (see the Sheffield Graduate<sup>7</sup>). Many of these relate to good academic practice:

- a critical, analytical and creative thinker;
- an independent learner and researcher;
- information literate and IT literate;
- a flexible team worker;
- an accomplished communicator
- competent in applying their knowledge and skills;

<sup>6</sup> The Advice to Students on the Use of Unfair Means in the Assessment Process applies to students in the Sheffield-based Faculties. Additional Advice applies to students in the International Faculty  
([www.city.academic.gr/docs/ifgenspec.pdf](http://www.city.academic.gr/docs/ifgenspec.pdf)).

<sup>7</sup> <http://www.shef.ac.uk/sheffieldgraduate/>

- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

#### What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, submitting bought or commissioned work, double submission (or self plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

**1. Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

**2. Submitting bought or commissioned work** (for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

**3. Double submission (or self plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

**4. Collusion** is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

**5. Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

#### How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other

person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skills that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to **declare that all work submitted is entirely your own work**. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor, supervisor or another member of staff involved.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

The **Library** provides online information literacy skills tutorials

<http://www.shef.ac.uk/library/services/infoskills.html>

The **Library** also has information on reference management software

<http://www.shef.ac.uk/library/refmant/refmant.html>

The **English Language Teaching Centre** operates a **Writing Advisory Service** through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English.

<http://www.shef.ac.uk/elte/services/writingadvisory>

#### What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

#### Detection of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors and supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

**For further information**

<http://www.shef.ac.uk/ssid/ourcommitment/index>

[www.shef.ac.uk/ssid/procedures/grid.html#discipline](http://www.shef.ac.uk/ssid/procedures/grid.html#discipline)