Senate Handbook

Examination Guidance for Staff

This Handbook supplements Regulations governed by Senate.

It includes policies, advice and/or guidance that all staff are expected to follow in the proper conduct of University business.

Contents

Major changes to this document since version 1.4 (September 2024):
- Revised off-campus examination fee (9)

Major changes to this document since version 1.3 (September 2023):

- Change of reference from School to Faculty (throughout)
- Addition of statement on staff responsibilities (Introduction)
- Addition of statement defining working days (Introduction)
- Note added regarding use of books in open book examinations (2)
- Note added regarding additional writing time and reading time (4)
- Note added regarding timetabling (5)
- Note added regarding students with face coverings (5, 6)

---

1   Introduction

This Handbook applies to all examinations taken towards postgraduate taught course awards of the University. It provides practical and procedural guidance for staff involved in the setting and management of examinations. It supplements the Postgraduate Assessment Rules for Taught Courses and Managing Taught Courses Senate Handbooks.

The guidance in this Handbook is applicable to all postgraduate taught examinations taken after 1st August 2024.

Throughout this Handbook timescales are referred to as measured in working days. Working days do not include any weekend days or days where the University is closed (public bank holidays or published University closure days).

This Handbook assigns responsibilities for various processes and decisions to particular postholders in the University. Where required for the operation of the University, specific responsibilities may be given to other members of the University by agreement between the relevant University Officers, such arrangements to be recorded by the Secretary to Senate until such time as the Handbook is updated.

This Handbook replaces the previously published Examination Guide for Academic Staff.

2   Examination Definitions

Face-to-Face Examinations: Traditionally prepared, administered, and invigilated examinations.

Closed Book Examinations: Candidates may not take books or notes into the examination.

Open Book Examinations: Candidates may take any books they wish into the examination but no handwritten notes or official hand-outs.

Open Note Examinations: Candidates may take official hand-outs and personal notes taken during lectures into the examination but no books.

Examinations can be both 'Open Note' and 'Open Book' and limitations may be placed on the number of books/notes per candidate as stipulated by the examiner in the examination instructions. The same categories can apply to both oral and written examinations. If specific books are allowed to be taken into the examination room and are not part of the core reading list for the course, Course Directors must consult the Library team **prior to the commencement of the academic year that the examination is due to take place** (usually during the annual course documentation review) to ensure that adequate copies of the book(s) are available for all students to loan.

Laptops/tablets may be used to access notes during an open note/open book exam at the discretion of the module leader but Registry <u>must</u> be notified via the exam checksheet in advance (see 3.10).

Digital Examinations: These may be undertaken either off-campus or in a designated location on campus.

      Candidates will usually be expected to log into Canvas and complete the exam within a specified timeframe. Digital examinations will be no more than four hours in duration. Learning support adjustments will be incorporated where possible. The University may use online services to ensure the integrity of the exam. See Appendix B for further details.

Digital Time-compressed assessments: These are not considered an examination. They do not take place in controlled conditions, and rules for the setting, completion and submission of assignments apply. The submission window is greater than 4 hours. No learning support adjustments are made.

<u>Use of Dictionaries:</u>

The use of printed non-specialist English and/or foreign language dictionaries is permitted. Electronic dictionaries or a personal organiser containing such a dictionary will not be permitted.

<u>Spot Checks:</u>

Dictionaries, pencil cases and calculators will be subject to spot checks by the invigilator and/or the examination administrator. Unless otherwise advised, personal electronic devices (including mobile phones and smart watches) must be switched off and kept in closed bags. See section 4.5.

3   Preparation of Examination Question Papers

3.1   Examination authors should consider the format of examinations, whether the content is to be presented as a digital examination or face-to-face, and tailor questions accordingly. Please refer to Appendix B for suitability of examination types.

3.2   Where examinations are set up on Canvas as a digital exam, academics should consult with the Digital Learning Experience team (VLE@cranfield.ac.uk) to discuss requirements, no less than 8 weeks before the examination date. The assessment should be set up using the New Quiz format where possible.

3.3   If digital exams are required appropriate approval must be sought by the module leader/question setter (see Appendix B)

3.4   Examination questions should be prepared using a consistent font size for all question papers. A Sans Serif font must be used, for example Verdana or Arial, font size 12, and all question text should be left justified.

3.5   Previous examination papers for the previous two years will normally be uploaded to Canvas to aid the learning of current students. Therefore, questions used in formal examinations should not normally be reused within a three-year period.

3.6   Where examination questions are broken down into sections, there MUST be an indication of how many marks or the relevant percentage each section is worth with respect to the overall mark for the paper.

3.7   Examination question papers should not be typed or compiled in a location where candidates are or are likely to be present.

3.8   All hard copy and electronic versions of examination questions must be stored securely at all times according to appropriate information security procedures. Electronic versions must be password protected, particularly if being e-mailed, and the password must be communicated separately.

3.9   Examination question papers, a separate document detailing the solutions, along with a resit paper and solutions, must be proofread by another internal academic member prior to being provided, password protected, to the SAS Lead no later than four weeks (20 working days) before the first examination date.

3.10   For every exam an Exam Checksheet should be completed and submitted with the question papers. This enables Registry to manage the logistics of each exam.

3.11   For physical exam papers the number of pages of the examination paper should be included throughout the paper (including the front cover) in the format of 'Page X of X'.

3.12   Each examination paper for a face-to-face exam will have a cover sheet to record the date, the name of the course/s that will be taking it, instructions for candidates detailing which questions to answer and whether it is open note or closed book. The length of the examination will be included in the rubric. Consideration should be given to how long a student would be expected to need to write the expected answers when deciding the length of the examination. A sample cover can be sent, if required as a template, please contact registryexams@cranfield.ac.uk

3.13 Responsibilities

   a)   When an examination paper is written entirely by one member of academic staff, they are responsible for the paper and its accuracy. They will also be responsible for arranging for an internal proofread and for completing an Examination Check Sheet on Canvas.

   b)   Where a paper has been set by several members of academic staff, the Module Leader will be responsible for the paper, including a proofread and completion of an Examination Check Sheet on Canvas.

   c)   If more than one module is represented on the paper, the member of staff responsible will be the appropriate Course Director, unless it is more appropriate for a module leader to act in this capacity.

3.13 Quality Audit

   a)   Examination papers (including re-sit papers where the exam is a first occurrence) should be prepared, proofread and uploaded to Canvas by SAS no later than four working weeks (20 working days) prior to the date of the examination, together with an outline solution and marking scheme. This will enable Registry to liaise with the external examiner and give their time to consider the questions and make their comments in time for action to be taken by the examination author.

   b)   Model answers should give an indication of the knowledge and application of the material required of the candidate the marking scheme for quantitative papers and key points sought for more discursive questions. E-copies of model answers must always be password protected if being e-mailed.

   c)   Where an external examiner has concerns about the content of an examination paper or its composition, these should be made known to Registry and they will liaise with the member of staff responsible for the paper, who should either respond positively to these comments or explain in writing why compliance is inappropriate. These comments will be shared with the external examiner and then held on file by Registry for future reference.

   d)   Where an external examiner is likely to be out of the country or otherwise detained at crucial periods in the examination process, they should notify the responsible member of staff well in advance so that alternative arrangements may be made.

   e)   Registry Managers, Education Services, have the right to cancel the examination if the questions have not been properly reviewed.

   f)   The completed, reviewed questions must be ready no later than 1 week before the examination. Registry Managers, Education Services have the right to cancel the examination if the examination papers have not been provided within the deadlines detailed in this document.

3.14 Under NO circumstances should examiners give candidates hints about the content of examination questions.

4   Examination Procedures

General policy/procedures:

4.1   Registry will arrange for trained professional invigilators to be present at all face-to-face exams. If an academic wishes to invigilate their own exam, then they must contact Registry in order to attend the official training.

4.2   For face-to-face exams there shall be at least two invigilators at any examination, except where the examination has a large number of candidates, then there may be more than two invigilators, or when an exam is taking place for a single candidate, in which case only one invigilator is required.

4.3   The lead academic for the exam must make themselves available in the exam room for the 10 minutes allocated reading time in case of questions. If the lead academic is not able to attend, they should nominate a colleague with appropriate subject knowledge to attend to the questions in their place. A telephone contact alone is not sufficient. For digital exams there is usually no reading time, however the lead academic should still be available in case a problem arises.

4.4   The use of programmable calculators in formal examinations is not permitted. Candidates are required to buy the University-recommended calculator, Casio FX 83 or Casio FX 85 range. These are the only models which will be permitted in the examination room. Candidates should have their calculator out on the examination desk for inspection. Calculators other than the prescribed model will be confiscated, and the candidate will have to sit the examination without the benefit of a calculator. Candidates are responsible for the condition of their calculator and ensuring that the batteries are fully charged. For digital exams an appropriate calculator application may have been provided in the lockdown browser.

4.5   Unless otherwise advised, candidates must switch off any personal electronic devices (e.g. mobile phones, tablets, smart watches) and keep them in a closed bag. Any mobile phones that ring or vibrate, or smart watches that are used during a face-to-face examination will be confiscated and returned at the end of the examination. If a smart watch is required for medical reasons, evidence needs to be sent to registryexams@cranfield.ac.uk no later than 10 days before the candidate's first exam.

4.6   Where the use of laptops or tablets is allowed for open note/open book exams, the university guidelines on the use of Artificial Intelligence should be followed. The submission of the work of others without attribution is an attempt to deceive the examiner, is considered to be plagiarism, and will be investigated as a form of academic misconduct. In this context, the Senate Handbook on Academic Misconduct refers to unattributed material sourced from the internet and that generated by software used to "disguise the use of other's work as your own".

Student Support Plans

4.7   Any candidate with additional requirements (e.g. additional time for those with dyslexia, use of computers or an amanuensis in examinations if necessary, coloured examination papers, etc.) will usually take the examination at an alternative location determined by Registry. Digital examinations will also take into account special requirements where possible.

4.8   Any candidate wishing to seek approval for such an arrangement should contact the Learning Support Officer. This should normally be at least two months in advance of the examination (unless extenuating medical circumstances prevent such prior notice) to ensure that sufficient time is available to make the appropriate modifications. Exam modifications may not be actioned by Registry if received within the 10 working days prior to an examination.

4.9   Some examination rooms set up for candidates with Student Support Plans may have candidates who are allowed to mark their examination paper during the reading time, and other candidates who are not, depending on individual Support Plans.

NB: The Learning Support Officers will notify Registry of any candidates with additional requirements. It is University policy that candidates with dyslexia shall be given 25% additional time in formal examinations, i.e. an extra 15 minutes per hour in addition to any other recommendations made by an appropriately qualified educational psychologist.

5   Registry Responsibilities

5.1   Registry will fulfil the following responsibilities in preparation for the examination:

a)   Timetable examinations according to the prescribed examination weeks. Course Directors or Module Leaders wishing to hold examinations outside of examination weeks must obtain prior approval from the relevant Director of Education. Resits will be scheduled by Registry, if noted as "TBC" or at "Next Opportunity".

b)   Ensuring approval is gained for digital examinations, as required (see Appendix B).

c)   Receive all examination questions from academics and associated documentation and make them available to the external examiner for review.

c)   Prepare and print all examination papers and associated documents prior to the examination or ensure they are ready for digital upload.

d)   Check that exam rooms are set up correctly and safely. Candidates should be spaced to prevent copying and so that all are visible to the invigilator.

e)   Check the ventilation, light etc.

f)   Setting out of the stationery and any other materials required for the examination.

g)   Instruct the candidates to enter the examination room before the scheduled start of the examination, ensuring they do not bring in any prohibited items or materials.

h)   With the Invigilators, check candidates present their ID card for the examination. Students who wear face coverings will be asked to remove them in a culturally sensitive manner by someone of the same gender to check their ID.

i)   Review possible academic misconduct incidents and report to the Faculty as appropriate.

6   Invigilator Responsibilities

Professional invigilators and Academic members of staff invigilating face-to-face examinations will conduct the following responsibilities and procedures for the examination:

6.1   Duties prior to commencement of the examination:

a)   Invigilators must be present in the examination room fifteen minutes prior to the scheduled start time to check all exam arrangements. Registry may delay or cancel the examination if invigilators fail to arrive at the appointed time.

b)   With Registry check candidates' ID cards. Students who wear face coverings will be asked to remove them in a culturally sensitive manner by someone of the same gender to check their ID.

c)   To record attendance Invigilators should check candidate names against the list provided by Registry.

d)   When all candidates are seated, request silence. One invigilator will draw the candidates' attention to any particular instructions on the cover sheets or related to the examination.

e)   Candidates can only bring in a drink and a small snack. No food that is highly scented or noisy should be brought into the examination room (e.g. crisps) as this would distract other candidates. Food and drink containers may be checked.

f)   Candidates are required to put their bags and coats in the designated area in the examination room, ensuring they do not cause an obstruction.

g)   Should there be any queries concerning instructions or printing errors on the paper, answer these by drawing all candidates' attention to them. If appropriate, call on the assistance of the staff responsible for the questions (or their representative), who should always be available at the scheduled start of the examination.

h)   Announce the start and finish time to candidates. Normally an exam will not commence prior to its published start time.

i)   To complete spot checks as described in section 2.

j)   Periodically and systematically check that no candidate is cheating, receiving assistance, or assisting other candidates.

k)   Record the names of those leaving the room, the time they left, and the reason given on the Invigilator's report.

6.2   Duties during the examination:

a)   If any candidate arrives late, but within the first 30 minutes from commencement, the invigilator should show them, with as little disturbance as possible, to their place and record the candidate's time of arrival. Late candidates will not be allowed extra time, but their lateness will be noted for consideration by the examination board.

b)   Where a candidate arrives later than the first 30 minutes from commencement of the examination, the invigilator, outside of the examination room, should ask them to explain why they should be admitted. The invigilator is then responsible for deciding whether or not to admit the student.

c) The invigilator should not embark on any form of occupation which will prevent careful supervision or distract the attention of the candidates. Invigilators using laptops, tablets, mobile phones or talking among themselves can be very disturbing to candidates.

d) In the case of the indisposition of a candidate when they have indicated a wish to leave the examination room temporarily, one invigilator should escort the candidate quietly from the room and stay with them at all times (within reason).

e) Where an invigilator believes a candidate is using dishonest means, the candidate will be so informed by the invigilator, who will make a note of the circumstances and the time they occurred on the Invigilator's Report. The invigilator will also submit a written report immediately for onward dissemination by Registry.

f) If at any time before the last 15 minutes of the examination a candidate indicates that they wish to hand in their script, the invigilator must check that they have complied with any instructions on the front of the booklet and then allow them to leave the room.

g) Candidates are not allowed to leave the examination room permanently during the first 30 minutes or last 15 minutes of an examination, in view of the disturbance caused to other candidates. Where two or more examinations are taking place in one examination room, candidates may be advised that they cannot leave the examination room early in view of the disturbance caused to other candidates.

h) Candidates should be advised when 15 minutes of the examination remains.

i) At the end of the examination the invigilator must ask candidates to cease writing, remind them to complete the front of the exam paper. They should then instruct the candidates to remain seated in silence until all question papers and answer booklets are collected and counted, then instruct them to leave the room. The invigilator should sign off the appropriate number of scripts for each examination.

j) Where a candidate fails to stop writing when advised to do so, the invigilator must note this on the front of the examination script, and on the Invigilators Report.

k) The invigilator is responsible for the worked scripts and for their secure delivery to Registry or to the appropriate internal examiner.

l) In the event of any unusual incident or emergency occurring during the examination not covered by these instructions, the invigilators should act appropriately. A full report of any such occurrences should be made to Registry for onward dissemination. In the event that an examination room requires evacuation, candidates should leave all materials in the examination room in line with normal evacuation procedures. Invigilators shall decide whether the examination has been compromised or whether the examination continues and if so whether any extra time is appropriate.

m) The Invigilators should familiarise themselves with the Senate Handbook on Assessment Rules (Taught Courses) which is distributed to all Cranfield students.

7   Notes on Good Practice

7.1   Examination date requirements will be submitted by the Faculties, via the Course Specification Documents. These need to be submitted by the agreed deadline, so that the timetable can be compiled by the end of September each year.

7.2   Open book and closed book examinations shall not normally be conducted in the same examination room.

7.3   No candidate shall normally be required to sit more than four hours of examination per day.

7.4   Examination questions should be lodged with Registry at least four working weeks (20 working days) before the date of the examination. Registry will ensure the questions are given to the external examiner for appraisal, ensure any corrections are actioned appropriately by academics and undertake the duplication and safekeeping of the papers.

7.5   Where it is necessary to hold examinations of different lengths in the same examination room, there will be a period of five minutes extra given to candidates sitting the longer examination to compensate for the disruption.

7.6   If an examination script is found to be missing, and it appears the fault lies with the University, the candidate will be given a mark for the module in question which is either the coursework assignment mark (where the module is assessed by coursework assignment and examination) or, if the only assessment for the module is the examination, a mark equal to their average for all the other taught modules on the course (coursework and examination marks combined).

7.7   If an examination script is found to be missing, and it appears the fault lies with the candidate, the Chair of the Board of Examiners, in consultation with the Academic Registrar, Education Services, will exercise their discretion in dealing with the issue. This discretion may include requiring the candidate to undertake a re-sit examination as the first attempt. Any dispute over where fault for the loss of the examination paper lies will be referred to the appropriate Director of Education.

7.8   If any problems arise on the day of the exam (academic illness etc.), Registry should be notified as soon as possible.

7.9   If a candidate falls ill during an examination, the invigilator is to make a formal note and request the candidate not to continue. Candidates will normally only be allowed to return to their desk and collect their belongings. The formal note will be passed to the Registry Exams team who will notify SAS that the candidate is entitled to another attempt without penalty. If the sick candidate does not agree to leave the exam when asked to or leaves the exam without being asked to do so by the invigilator, and they appeal the mark post assessment, the exceptional circumstances procedure is to be followed. Regardless of the candidate's decision, invigilators must make a formal note in the invigilator's report form.

7.10   University guidelines on public health matters (such as COVID Secure guidance) must be followed when required. This may include the wearing of masks, the use of hand sanitiser and social distancing.

8   Examination Paper Security

8.1   Staff should ensure that examination papers are handled securely at all stages of the examination process:

    i.   The SAS Lead uploads the paper to a secure area of Canvas
    ii.   Registry notify the External Examiner to log into secure area of Canvas to review
    iii.   Registry uploads final approved paper to a secure area of Canvas
    iv.   Registry prints and securely stores physical papers before an exam
    v.   Invigilators ensure secure return of exam booklets to Registry
    vi.   Registry ensure exam booklets are transferred securely to Markers, either directly or via SAS.
    vii.   Markers ensure secure transfer of exam booklets to moderators
    viii.   Marks are securely returned to Registry, with exam booklets securely returned to SAS
    ix.   All waste resulting from the production of examination question papers is shredded or otherwise securely destroyed

8.2   In order to ensure the security of examination papers, staff should:

    a)   Password protect any electronic copies of a paper, and provide any password separately,
    b)   Store any physical copies of examination papers securely, in a locked cupboard or safe.
    c)   Physical copies of papers should not be left unattended in unlocked offices, whilst in transit, or in exam rooms.
    d)   Physical copies of papers should not be left with anyone other than the intended recipient.
    e)   In the event that markers are unable to securely transmit papers to moderators, return them to SAS for SAS to transmit.

9:   Off-Campus Examinations

9.1 Scope

Individual Exams:

This procedure covers taught course students who are required to sit an examination and express difficulties in attending the allocated on-campus examination.
There are two types of individual off-campus examination that can be requested:
   i.   A student can make arrangement to take the exam locally to them (and pay an administration fee to the University and to the local venue) See section 9.3.1 and 9.3.2
   ii. The student can take the exam using on-line invigilation, accessed via an on-line platform such as Teams, (where the student pays a sum to cover the invigilation fee). See section 9.3.1 and 9.3.3

Cohort Exams:

This procedure covers the arrangements for off-campus examinations for whole cohorts of students; see section 9.5.

9.2.   Definitions and Responsibilities

Definition of roles: the roles identified below refer to the person described or someone acting specifically under their direct delegated authority.

Faculty equivalents definition: Programme Directors/Module Tutor/Module Student Academic Support Manager

SAS Leads To be aware of this procedure and provide correct guidance to any student requesting to sit an examination off-campus. To seek appropriate approval. To notify Registry when an off-campus exam is approved.

Course Director (or Faculty equivalents):
Make a case of support for approval by the relevant Director of Education (or as delegated) on behalf of the student should an off-campus examination be sought.

Student: Make a case for the off-campus exam. If they want it held off-campus they must provide recommendations in relation to location and invigilation (and subsequently firm arrangements, if approved) for their off-campus examination. If this is to be taken at a local venue the student must pay an administration fee of £200 per examination to Cranfield University and is responsible for paying all additional costs incurred locally for the off-campus arrangements. If the examination is to be taken digitally, using on-line invigilation then the student must pay an administration fee of £15 per hour, pro rata, plus a £10 administration fee.

Registry:
To provide guidance on this procedure as required. To review the suitability of non British Council off campus venues. To arrange for payment to be made by the student in regard to any fees arising. To liaise with all invigilators and ensure the integrity of the exam. To ensure prompt delivery of any completed answer booklets to the Faculties.

The relevant Director of Education: Consider each request for off-campus examination on a case-by-case basis. The Director of Education has the authority to approve or reject cases as they see fit. What is deemed as exceptional circumstances and a suitable location for examination is at the discretion of the relevant Director of Education.

Invigilator: To confirm their understanding of Cranfield's guidelines relating to examinations and invigilation, and to provide invigilation within these guidelines. To store papers securely before the exam. To give feedback about the exam afterwards and to return completed booklets in a timely manner (where applicable).

9.3 Procedures

9.3.1 For all off-campus exam requests

i.   The student contacts their SAS Lead detailing reasons they need an exam be taken off-campus. The student completes the 'Case for off-campus examination' form, including details of proposed venue and invigilator. The student should have contacted the proposed venue and invigilator in advance to ensure availability of invigilation and confirm any local cost.

ii.   SAS liaises with the Course Director (or Faculty equivalent). The CD must establish the best method of off-campus assessment:
        •digital with on-line invigilation, or
        •face to face at a local approved venue.

iii.   If the Course Director (or Faculty equivalent) is in support of the student, they then put forward a case on the student's behalf to the relevant Director of Education for consideration via the "Case for Off-Campus Examination" form.

iv.   The Module Leader should be made aware that there is an off-campus exam taking place and that they may be required to answer questions that arise. It should be noted that due to time differences in the location the exam takes place, the exam may occur outside of the module leader's normal working hours.

v.   If the exam is face to face and the proposed venue is NOT a British Council, SAS liaise with Registry to verify the venue before sending the request to the relevant Director of Education for approval.

vi.   The case must be put forward to the relevant Director of Education no later than four weeks (20 working days) before the scheduled date of the on-campus examination

vii.   The relevant Director of Education (or as delegated) considers the case and gives their decision within a maximum of 10 working days, either via the "Case for Off-Campus Examination" form, or by e-mail, to the SAS Lead.

viii.   If the case has been rejected, SAS informs the student of the outcome and advises them to cancel any off-campus arrangements. The student will be required to attend the examination on campus.

ix.   If the case has been approved, SAS notifies Registry and Registry contacts the student to confirm and send them details of on-line payment for any administration fees, where applicable.

9.3.2 For face to face off-campus exams:

i.   Registry contacts the invigilator at the off-site location to ensure that they are clear on our specifications for off-campus examinations, plus ensures delivery of the Cranfield University exam scripts.

ii.   At least one week (5 working days) before the examination date, Registry sends the examination question paper and exam scripts securely to the invigilator.

iii.   The invigilator will be contacted by Registry on the day of the examination if any additional information needs to be conveyed to the student (e.g. additional guidance/notes on questions not included on the paper's cover).

iv.   The invigilator will be asked to give feedback about the off campus examination after it has taken place. The feedback will be provided to Registry.

v.   Immediately following the examination, the invigilator will return the completed exam script (both by registered secure post and a scanned copy by email) to the Course Director (or Faculty equivalents) or Registry to be included in the marking process.

9.3.3   For all digital exams set up via Canvas:

i.   The Faculty (SAS, Module Leader or other member of the Course Team) work with the VLE team to set up the exam and liaise with the student with regards to any specific requirements for the exam.

ii.   The Module Leader should be aware that there is an off-campus exam taking place and that they may be required to answer questions that arise. It should be noted that due to time differences in the location the exam takes place, the exam may occur outside of the Module Leader's normal working hours.

iii.   Registry arranges for an invigilator for digital/Teams exams.

iv.   The invigilator will be asked to give feedback about the off campus digital examination after it has taken place via an invigilator report form.

v.   After the exam the module lead will be able to download/review or grade any student work via Canvas.

9.4.   Specifications

9.4.1 If an off-campus exam is to take place face to face:

The following specifications must be met for an off-campus examination to take place face to face:

i.   The location of the examination must be one of the following:
British Council Office
Credible local institution of higher or tertiary education

ii.   The student must pay an administration fee of £200 (per examination) to Cranfield University, in addition to any costs incurred locally with the off-site examination, which the student will be liable to pay directly.

iii.   The invigilator must read and have understood the examination regulations contained in this handbook.

iv.   The date and time of the off-campus examination must be synchronised to that of the originally scheduled on-campus examination, where possible. For countries where this is not possible due to time differences, the exam should be scheduled as close to, but before the campus exam time as possible, and will require approval by the relevant Director of Education (or as delegated). Any student taking the off-campus examination before the campus examination will need to sign an honour agreement which will be provided, collected, and retained by Registry. Any students taking the examination on campus, before

the off-campus examination will need to sign an honour agreement which will be provided, collected and retained by Registry.

v. The examination paper must be kept securely by the invigilator prior to the examination date.

vi. The invigilator must return the student's examination script and paper to Registry immediately following the exam, both electronically and by secure registered post.

9.4.2 If an off-campus exam is to take place on-line

The following specifications must be met for an off-campus examination to take place on-line using Canvas:

i. The student must pay an invigilation fee of £15 (per hour of the exam, plus an additional 30 minutes to cover set up and conclusion/upload) to Cranfield University. This is only applicable for exams that are invigilated on-line via Teams or other means.

ii. The date and time of the digital off-campus examination must be synchronised to that of the originally scheduled on-campus examination, where possible. For countries where this is not possible due to time differences, the exam should be scheduled as close to, but before the campus exam time as possible. Any student taking an off-campus examination before the on-campus examination will need to sign an honour agreement. Any students taking an on-campus examination before the off-campus examination will need to sign an honour agreement.

9.5 Cohort Examinations

This section of the procedure applies to the co-ordination of off-campus examinations for cohorts of students where delivery off-campus is part of the agreed programme of study. As part of an agreed programme of study, the approval element of the above procedure does not apply, therefore the elements of the policy applicable to whole cohort examinations are:

i. Course Directors are to follow the standard examination guidelines in relation to provision of papers and to agree suitable arrangements in relation to invigilation and location, in accordance with the following specifications:
   a. The location of the examination must be a credible local institution of higher or tertiary education.
   b. All invigilators' names and contact details must be provided to Registry. At least two invigilators must be in attendance for the entire duration of the examination and have read and understood guidance on the Cranfield University invigilation process.
   c. The date and time of the off-campus examination must be synchronised to that of the originally scheduled on-campus examination, where possible. For countries where this is not possible due to time differences, the exam should be scheduled as close to, but before the campus exam time as possible and will require approval by the relevant Director of Education (or as delegated). The cohort taking the off-campus examination before the on-campus examination will all need to sign honour agreements which will be provided, collected, and retained by Registry. The cohort taking the on-campus examination before the off-campus examination will all need to sign honour agreements, which will be provided, collected and retained by Registry. The examination paper must be kept securely by the invigilator prior to the examination date.

ii. Registry contacts the invigilator to ensure that they are clear on our specifications for off-campus examinations, as stated above, that they have candidate and examination details for the day and know where to send completed exam scripts and associated paperwork.

iii. At least two working weeks (10 working days) before the examination date, Registry sends the examination question paper securely to the invigilator.

iv. Immediately following the exam, the invigilator returns the completed exam scripts (by secure registered post) to Registry, to be included in the marking process.

10 Contact Details

If you have any questions about the examination process', please contact Education Services:

Registry,
- Building 45, Cranfield
- Wellington Hall, Shrivenham

Tel: 01234 758010
Tel: 01234 754091
Tel: 01234 862957

Email: registryexams@cranfield.ac.uk

Appendix A: Candidate guidance for online examinations

Types of Examination

Your on-line examination will be in one of the following formats:

- A Digital Exam which you complete via Canvas, either as a downloadable exam document or a quiz. Duration of the exam is no longer than 4 hours. These assessments are not monitored. Learning support adjustments are made where appropriate.
- A Digital assessment using **Respondus lockdown browser**. You will log into the examination via Canvas. Once you start the examination you will no longer be able to access other applications, visit unsanctioned URLs and documents, and the system prevents printing or copying. These assessments are less than 4 hours duration. Learning support adjustments are made where appropriate.
- A Digital assessment which uses live proctoring via a platform such as Zoom or Teams, These assessments are usually accessed via Canvas, either as a downloadable exam document or a quiz. They are less than 4 hours duration. Learning support adjustments are made where appropriate

Before the Examination

Absence from Examinations
You must report absence from an examination due to illness or other circumstances by e-mailing your SAS Lead as soon as you are able to do so, preferably *before* the examination is due to take place.

Equipment needed for the examination
Please check your equipment BEFORE the date of your examination. An on-line exam functionality test may be carried out on the equipment you intend to use for the test to ensure it meets the necessary specifications for the test to run smoothly.

Please ensure you do this using the equipment that you intend to use for your examination at least 72 hours before your scheduled test time so that if there are any issues, there is time to resolve them before the examination takes place.

You may need to download the Respondus Lockdown Browser application. This software is available via the IT [self-service portal](#) System requirements:

 https://web.respondus.com/he/lockdownbrowser/resources/

Note: We do not invigilate computers running virtual machines. If you are running a virtual machine when you enter an exam, you will be asked to close your virtual machine and boot into your actual operating system to take your test. Continuing to use a virtual machine would be considered as possible cheating.

Venue
Assessments may be taken at home, at work or an alternative location but where you can ensure you will be alone and not interrupted for the duration of the assessment and there is a reliable internet connection.

Taking your examination at home is ideal as it means you do not have to travel; it is also not restricted in terms of Internet security in the way that some workplaces are with high security fire walls.

If you want to take your examination in a quiet meeting room at work, then it is particularly important you check that you can access the test site beforehand. If you can't, you may need to ask for special permission from your IT department to enable access for the duration of the test.

You may be asked to take a digital examination in a specific location such as university premises, a testing location or an employer's learning centre.

Service failures, IT or internet outages
Cranfield is not responsible for your IT equipment or internet provision.
Please ensure you check whether your equipment is suitable for use.

Take the practice examination
If you should take a practice test, to ensure you are familiar with how to navigate around the site before your examination date, if you are advised to do so.

Late arrivals
You are advised to check the exact start time and be logged in and ready for that time. If you are late, you may not have sufficient time available to make the necessary checks and complete your examination. No additional time will be allowed.

Arrival for the examination, security checks and identification for invigilated examinations
If you have a scheduled online assessment, you should be seated and logged on for your assessment at least 5 minutes before the start time.

Acceptable types of identification are:
- Cranfield Student Card

You may be asked to conduct a floor to ceiling scan of the whole room, desk and workspace so that we can be satisfied the examination environment will not compromise the integrity of the examination.

If your webcam is not portable, you will need a reflective surface such as a mirror to complete the scan.

Use of Notes, Books, Other electronic devices
For monitored, closed book examinations, your workspace must be clear of books, notes, any other papers or internet enabled electronic devices including watches apart from the equipment you are using to take the test.

There must be no notes or diagrams on the walls or other surfaces that may constitute help.

Food and drink
You may have a bottle of water or small snack on your desk. However, this is at your own risk as spillage may compromise the functionality of your computer and therefore your ability to complete the examination.

Use of calculators
Only the calculator app in the lockdown bowser or Cranfield approved Casio FX83 or FX85 range of scientific calculators is allowed. You may not use any other type of handheld calculator.

Dictionaries
For closed book exams you may only use a language dictionary.

Dress code
For exams using on-line invigilation, you should be appropriately and decently attired in day clothes. No attire that obstructs clear facial identification should be worn, e.g. large hats or sunglasses.

Reading time

For some digital exams reading time is not feasible as there is no mechanism to relay questions to academics. If this is the case for your exam and you are unsure of the meaning of a question you should say what assumptions you have made in your answer. If an error is found in the examination questions, making any question unanswerable, please complete all remaining questions and report the issue by e-mail to your SAS Lead on completion of the exam.

Other types of examination may have a chat function to allow you to ask questions. Please see Appendix B for types of feedback appropriate to each assessment type.

Student Support Plans

If you have a Student Support Plan you will be given reasonable adjustments.

During the Examination

1. You should access the online examination through the link on Canvas.
2. For exams using on-line invigilation your webcam and microphone must be on throughout the examination.
3. You must review the detail provided to you on the instructions page to ensure they are aware of all instructions.
4. Mobile phones must be turned off and stored outside the room used for the duration of the examination. If being used as a hotspot it should be placed out of arm's reach, face down and set to silent.
5. For exams using on-line invigilation, should you need a break during the examination time, it will be recorded that you have taken temporary leave. **The clock will not be stopped whilst you are absent**.
6. For exams using on-line invigilation, silence must be observed throughout.
7. For examinations where you are required to complete your examination using one or more documents:

   - You must ensure your candidate number and module name are on each submission page, ideally in the header of any Word document.
   - You must ensure your submission has the correct page numbering.
   - Depending on the type of examination, at the end of the duration, there may be a separate time allocation for the collation and upload of the examination submission documents.
   - You can upload a document multiple times during the allocated time for collation and upload. Any document uploaded at the end of the collation and upload period will be submitted for marking.
   - Should the upload link be no longer visible to you due to technical problems please contact your SAS Lead.

Connection problems

If you lose connection during an examination using a lockdown browser, and connection can't be re-established please contact your SAS Lead as soon as possible, and they will advise you further. If you have any evidence of your issues, (screen shots etc) please forward these to your SAS Lead.

Appendix B: Use cases for digital assessments

Option	Description	Use Cases	Governance required	General notes
01	Traditionally prepared and administered examinations	On-campus or centre based written exams.	As per existing academic regulation and procedure. .	All logistics managed by Registry
02	Digital Exam, usually accessed via Canvas	On-campus, centre based or remote assessment. Most suitable for formative assessments. Task is set via timed online release. It can then be completed online (typically) and must be submitted no later than a pre-determined time via online submission. More exceptionally this may be a "take away" task. Duration of task is no longer than 4 hours Task has no requirement for additional verification or monitoring (Canvas login is used).	As per existing academic regulation and procedure. **Case for use as a summative assessments would need DoE approval due to the limited integrity assurance inherent.**	Simple format where the question 'paper' is uploaded to Canvas and is only available to candidates within the release window. Exam and submission point created by the course team/SAS. DLE team can assist. Candidates may be able to e-mail questions to module leader and SAS immediately before and during the exam, responding to these needs to consider equity for all candidates. Susceptible to academic misconduct. Assessment design and content needs to be tailored accordingly. Completion time should normally be consistent i.e. 9am (UK) release with 1pm (UK) submission. A standard pattern should aid understanding of processes. Duration between Release and submission should not exceed 4 hours. Consider timings for internationally based candidates (applies to all cases below) Student Support Plans providing additional time and breaks are applied.
03	Digital Time Compressed Assignment	On-campus, centre based or remote assessment Typically an assignment style assessment.	As per existing academic regulation and procedure for Assignments.	Simple format where the assessment is made available in Canvas and is only available within the release window. Submission points set up by Registry

		Allows candidates time to research and develop more in-depth responses but in a time constrained manner. Task is set via timed online release, it can then be completed offline (typically) and must be submitted no later than a pre-determined time via online submission. Task must be longer than 4 hours in duration from release to submission. Task has no requirement for additional verification or monitoring (Canvas login is used).		Susceptible to academic misconduct. Assessment design and content needs to be tailored accordingly. Completion time should normally be consistent i.e. 9am (UK) release with 5pm (UK) submission. A standard pattern should aid understanding of processes. Release times and submission times should take account of exam loading e.g. avoid TCA which allow 24hrs and are on adjacent days so they clash. Consider timings for internationally based candidate (applies to all cases below) Student Support Plans providing additional time or breaks (etc.) are not applicable.
4	Digital Assessment using Canvas quiz only ('New Quizzes' default is strongly recommended)	On-campus, centre based or remote assessment. Most suitable for formative assessments, although a case could be made if required as a summative assessment. Duration of task is no longer than 4 hours Task has no requirement for additional verification or monitoring (Canvas login is used).	Simple digital assessment. As per existing academic regulation and procedure. **Case for use as a summative assessments would need DoE approval**	Assessment is set up using the Canvas quiz function and is wholly managed within Canvas. Susceptible to academic misconduct. Assessment design and content needs to be tailored accordingly. Learning technologists can set up an on-line live forum to facilitate technical questions immediately before the exam and questions for the module lead during the first 10 minutes. Could be administered in an invigilated environment, remotely or in-person. **Unless Faculty team are skilled in preparation and testing early collaboration with learning technologists is strongly recommended: vle@cranfield.ac.uk** Student Support Plans providing additional time and breaks (etc.) are applied.

| 5 | Digital Assessment using Canvas Quiz (New Quizzes) with **Respondus LockDown Browser (LDB).** | Closed book/note style assessments where the design and content requires the candidates to work without the use of other on-line applications or tools.

Suitable for both formative and summative assessments

Additional authentication of candidate is required.

Duration of task is no longer than 4 hours. | As per existing academic regulation and procedure

Case for use as a summative assessments would need DoE approval.

Decision to deploy LDB formatively must be approved at Course Director level.

Registry must be notified for logistical and audit purposes. | Assessment is set up using the Canvas quiz function and is wholly managed within Canvas.

Susceptible to academic misconduct. Assessment design and content needs to be tailored accordingly.

Digital assessment literacy in both staff and candidates is imperative. Learning Technologist support recommended: vle@cranfield.ac.uk

Student Support Plans providing additional time and breaks (etc.) are applied. |
| 6 | In-house live proctoring (such as Zoom or Teams etc.) | For on-demand UKVI compliant non-SELT language testing.

Other admissions type testing.

Special cases.

Additional authentication of candidate is required

Duration of task is no longer than 4 hours

May also be client influenced (e.g. MoD etc.) | Digital assessment governance is mandatory as impact is high.

This should be approved at Director of Education level including reasons why live proctoring is being used.

Registry must be notified for logistical and audit purposes | Consideration for candidate experience required; is this the right tool for specific exam?

Requires Cranfield invigilators with digital literacy and well tested backup services.

The supervision and management of large groups (>10) or multiple groups is complex and requires multiskilled invigilators. |

Questions to ask that assist when deciding the assessment type for a digital assessment:

1. Do you know what formats may work for your assessment?

   Your Programme Director, Director of Education, learning technologist, CAAS etc. can help with discussing options

2. Is this a short term (this academic year only) or longer term solution?

   It is highly likely that you will not immediately be able to answer this question and experiences this year may change your personal and the institutional view for the future.

3. Is your assessment likely to be impacted by time zone differences or multiple cohorts taking the assessment at different times?

   For example, you may want to consider question types or formats that permit the assessment to be undertaken non simultaneously if candidates are in different time zones.

4. Is there anything that needs to be especially considered with respect to your cohort or the required assessment?

   This may include considering any requirements from accrediting bodies or PSRBs, the overall duration of the assessment and including reasonable breaks, good practice in timing the start and finish, candidate workload in exam weeks and SLA (specific learning adjustments) as set out in students' Student Support Plans.

5. Is this the same as in your course and module descriptions? Have you already drafted it? Does the format need to change?

   Senate handbooks and Education Services such as your SAR/SAS team can advise on how to process any changes that may be needed.

There are several approaches to enhancing assessment security, those that have been considered for potential use are shown in the table above. For cases 5 - 7 additional measures or procedures are introduced that are different to a traditional "exam hall experience". The university has considered

- How to ensure the approach will not adversely impact protected characteristics

- Data and Privacy impact assessments

- How can we address potential wellbeing and support addition security requirements of adoption

- How does enhanced a digital assessment security approach fit with our assessment strategy and course level learning outcomes

- What are the (absolute) requirements of the relevant PSRBs

When these enhanced security measures are requested you will be asked to justify your reasoning. Questions such as these will be expected to be answered in your request.

- Do you need live (a person watching) or AI (an algorithm watching and human review) or authentication (identity verification)?

- Are your assessment approaches vulnerable enough to dishonest practice, and if so why have you not redesigned the assessment?

- What steps have you taken to ensure all candidates and staff are involved in a decision to adopt enhanced security in your course or module?

Based upon: *Digital assessment security: Advice on online invigilation and other solutions for ensuring good academic conduct in online assessment. QAA, 2021*

Appendix C: Assessment Process Timeline

Assessment Creation Process and Timeline

	8 weeks before assessment release	6 weeks before release	4 weeks before release	1 week before release
SAS	Start → SAS asks ML to create assessment and complete Exam Checksheet	Upload draft assessment with associated information, to EE Canvas page → Email Registry confirming upload		
Module Lead	Review assessment and method. Is approval required? → Aproval required? → Not required	Creates draft assessment, ensures it is proof read, completes Exam Checksheet (if an exam), sends all to SAS	Review comments and confirm final assessment	Upload assignment to canvas
Governance	Not approved ← Governance Approval → Required / Approved			
Digital Learning Team		Assists ML with Canvas set up, if required		Check final set up on Canvas
CD/Internal Reviewer		Check assessment and work with ML to make any corrections		
Registry		For digital assessment provide seat list to ML/SAS and DL team if involved, for Canvas set up	Email EE advising assessment to be reviewed with deadline	Upload final version to Canvas. Notify SAS, ML, DL Team and EE that final version is available. / Print hard copies for face to face exams. Upload TCAs to Canvas.
External Examiner			Review assessment and provide comments → Comments / No comments	

Post assessment review and integrity flags, actioning as appropriate

Exam timeline

No later than **8 weeks** (40 working days) before the exam is due to take place (All Digital Exams)
- For all digital exams (see Appendix B), Module lead/paper author (ML) to gain relevant governance approval and notify the Digital Learning Experience team (DLE) that they are running a digital exam (VLE@cranfield.ac.uk).
- ML works on assessment set up. DLE team can assist with set up if required, particularly if complex.
- DLE team will at a minimum set up a chat function for student and academic communication during the reading time at the start of exams (where feasible), and check that the Canvas release timings and LSA set up is correct.

No later than **6 weeks** (30 working days) before the exam (All digital and face-to-face exams)
- ML arranges for the exam to be proofread by another member of academic staff
- ML completes Exam Checksheet.
- ML makes the exam, associated material, resit paper and checklist available to the SAS Lead
- Registry provide DLE team with seat list and LSA information for digital exams.

No later than **4 weeks** (20 working days) before the exam (All digital and face-to-face exams)
- SAS uploads the exam and checklist to the External Examiner area of Canvas in Word format and notify Registry it is available.
- Registry arrange for External Examiner (EE) to review content.

No later than **2 weeks** (10 working days) before the exam (All digital and face-to-face exams)
Either
a) no amendments required/suggested by the External Examiner or
b) suggested amendments notified to ML (c.c. DLE team if digital) by Registry which are actioned (if appropriate) and Registry notified when updated version now available.

Registry notifies ML, SAS, DLE (if digital) and EE final version now available.
SAS sets up submission point for digital exams, if not already done in liaison with the DLE team.

1 week (5 working days) before exam
- Final checks made by Registry (and DLE team, if digital).

Owner	Academic Registrar
Department	Education Services
Implementation date	April 2025
Approval by and date	Academic Registrar, April 2025
Version number and date of last review	Version 1.4.1; April 2025
Next review by	August 2025