STUDENT HANDBOOK FOR EXAMS

Visit the Exams and Assessments webpage

EXAMS 2023/24

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Please read this handbook carefully in advance of your exams.

1. HOW DO EXAMS OPERATE

1.1 My Timetable

Final exam timetables are released around a month prior to each exam period. You can find exam dates here.

To access your current exam timetable, go into MyTimetable and click on the 'add timetable' button. Choose Exam from the list. You will find your exam details on your timetable, including whether it is online or on- campus.

Check the date and times of your exam(s). All times listed are in UK time. This may be British Summer Time (BST) and Greenwich Mean Time (GMT), depending on the time of year. If you are currently in a different time zone, make sure you allow for the time difference. If in doubt, use a website like the time zone converter.

If you have on-campus exams, you will find the location for each exam on your timetable. It's a good idea to check out where they will be held beforehand.

1.2 Individual Learning Plan provision

If you have an Individual Learning Plan (ILP) agreed and updated by the AccessAbility Service or Wellbeing Services by the ILP deadline, you will be notified of any specific measures that have been put in place.

If you are undertaking an on-campus, online Option 2, or online Option 4 (fixed duration) exam and have an ILP requiring extra time, then you can use this ILP Information table to calculate how much extra time you will be provided. You can find details of your ILP via the Student Record System. The central exams team will send you an email shortly before your assessment, to confirm the duration of your on-campus, online Option 2, or online Option 4 exam.

For on-campus exams, any extra time will be included in the duration(s) shown on your exam timetable and where appropriate, will be rounded up to the nearest 5 minutes in the exam room. Timed breaks are not included in any noted duration. If you have specific marking guidelines as part of your ILP, you must attach a sticker to your exam script. These Stickers will be made available to you during your exam. (Please be aware that you do not need to use these stickers for On Campus Multiple Choice Papers).

For Option 1, no extra time or extensions will be granted. Students will usually be advised to apply for a deferral should they be unable to complete the assessment, further information can be found on the Mitigation webpages.

1.3 Exam Formats

Online Option 1:

An open-book non-invigilated exam that must be completed and submitted within a 24-hour period following the exam start time written on your paper and on your timetable.

You can use as much of the available 24 hours as you wish, but we do not expect the paper to take the full 24 hours to complete. An indicative amount of time for completion, and/or a maximum word count(s), will be stated in the exam rubric, and on your timetable.

You will need to download, complete, and upload/submit your paper within the specified 24-hour period.

Online Option 2:

An open-book non-invigilated exam that must be completed and submitted within a fixed duration during a specified 24-hour period as defined on your paper and on your timetable.

As soon as you begin the download of your exam paper it will be time stamped, and the fixed duration of the assessment will begin.

The exam duration will be adjusted, where appropriate, with respect to Individual Learning Plans.

You are allowed an additional 15-minute window where you need to submit an exam into Exams ELE submission point. Please ensure you use the 15-minute window at the end of the fixed duration to upload and submit your work. During this time, you should convert your document (along with any drawings/graphs) into a **SINGLE PDF** before submitting this into the ELE submission point. Please do contact the Assessment Helpdesk should you have any problems during the exam.

You will need to download, complete, and upload/submit your paper within the fixed duration and the specified 24-hour period.

Together, the exam time, technical upload time and extra time required as per an ILP (where applicable) constitute the 'total fixed duration', which we will monitor.

It is your responsibility to note the time you access your Option 2 exam paper and keep track of when you will need to submit.

Option 3 exams have been retired by the University and are no longer used.

Online Option 4:

An open-note non-invigilated exam that will be available to complete during a set period.

You must start your exam at the time shown on your timetable (please note these times are in UK time) and complete it within the set time displayed on the rubric at the front of your paper.

The exam duration will be adjusted, where appropriate, with respect to Individual Learning Plans.

You are allowed an additional 15-minute window where you need to submit an exam into Exams ELE submission point. Please ensure you use the 15-minute window at the end of the fixed duration to upload and submit your work. During this time, you should convert your document (along with any drawings/graphs) into a **SINGLE PDF** before submitting this into the ELE submission point. Please do contact the Assessment Helpdesk should you have any problems during the exam.

You must submit your exam by the time indicated on your Exams ELE submission point, which will have been adjusted to include any ILP timings (if applicable).

Together, the exam time, technical upload time and extra time required as per an ILP (where applicable) constitute the 'total fixed duration', which we will monitor.

On-campus

On-campus exams will be held for modules where this is a requirement of the learning outcomes. Exams are held on-campus where invigilation is required, and/ or submission formats are difficult to capture online, such as formula-based/graphical exams, practical exams, and oral exams.

For information about arriving to an on-campus exam, conduct in an exam room, and procedure after an on-campus exam, **please read section 3.**

Mid-term exams

Mid-term exams are scheduled throughout the academic year. You will be contacted by the Exams Office when your Mid-term exam timetable is ready.

If you encounter any problems, such as IT issues during an online Mid-term exam, please contact the Assessment Helpdesk by emailing examshelp@exeter.ac.uk. On the days where Mid-term exams are running, you can telephone the Helpdesk on +44 (0) 1392 72 6800. The Helpdesk will be open between 9am – 6pm.

If your Mid-term exam is sitting on-campus and you have any queries, please contact your Hub Info Point.

In-class tests

If your module convenor sets their exam independently, it is known as an in-class test; you may have already taken one of these this term. In-class tests may not appear in your timetable, and all the information you need to complete them, including dates, will come directly from your module convenor.

Please be aware that the Assessment Helpdesk will not be able to provide support for these assessments, and any queries you have about your in-class test should be directed to your module convener.

2. ONLINE EXAMS

2.1 Before an Online Exam

Follow these steps before you find and start your online exam paper:

Step One

Make sure you have read through this handbook carefully, including the section on Academic Honesty in **section 5.**

Review your exam timetable, noting when your paper will become available and from where (Exams ELE or ELE). The next section in this document has further information on Exams ELE and ELE**.**

Step Two

Check if you have received any emails from your module convenor, stating:

- Whether you need specific equipment or hardware/software to complete your exam. If you do, make sure that you have downloaded the software before the exam starts and know how to use it.
- Whether your submission method is different from Exams ELE. This is only the case for a small number of assessments: if this is the case, you will receive direct guidance from your department or module tutor.

Step Three

Please make sure you have any books or notes you need available **before** you download the paper, and a space with minimal distractions if possible.

When your exam session opens, and you choose to begin your paper, visit the relevant platform (Exams ELE/ELE) and find your module page, to download your exam or start your quiz. Please note, **as soon as you click 'Attempt Quiz' within Exams ELE, your paper start time will be recorded** (Option 1 and 2 exams). Take a note of the time you started the paper. It's your responsibility to make sure you keep track of the time and submit within your exam session, or fixed duration for Option 2 & 4 exams.

2.2 ELE Platforms for Online Exams

Exams ELE

During the main exam periods (January, May, and the August referred/deferred exam period), all exams will be held on Exams ELE (exams.exeter.ac.uk) unless otherwise informed by your Hub.

Find the module of the exam in Exams ELE, in the same way you would in ELE. You can do this by typing your module code into the search bar located at the top right corner of the screen.
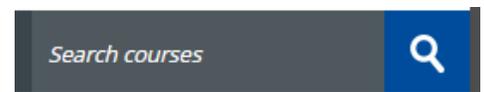
You will then be able to find your exam paper along with any specific instructions on the relevant module page in **Exams ELE.**

If you can see any coursework related materials or information on the ELE page, then you are most likely on Teaching ELE and not Exams ELE.

Click on the exam paper link to download it and save it to your hard drive. Please note **as soon as you click 'Attempt Quiz'** within ELE, your paper start time will be recorded. Make a note of the time you started your paper. It is your responsibility to ensure you keep track of the time - submitting within your exam session or fixed duration for Option 2 & 4 exams.

ELE 2/Teaching ELE

All Mid-term exams will be held on ELE 2 (teaching ELE) unless otherwise indicated by your Tutor. You can also access all your course and revision materials here. You may also have coursework items and oral exam papers released from ELE 2.

To make it as clear as possible, you will be able to see in MyTimetable whether your online exam will be released from Exams ELE or ELE 2 (teaching ELE).

Please ensure that you are in the correct version of ELE when accessing your exam. You will be penalised for completing the wrong paper if you access it via the incorrect platform.

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2.3 Completing an Online Exam

PDF papers downloaded from Exams ELE

Exams ELE works in exactly the same way as the ELE 2 system you use for your coursework.

As with ELE each of your summative exams will have its own dedicated ELE 'Coursework' activity, which is where you'll be able to download your exam paper and then submit your completed work.

The coursework activities on Exams ELE appear with a pink icon next to them with a piece of paper and a pencil.
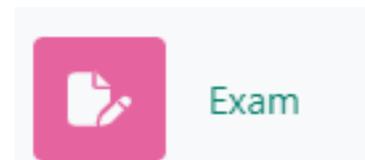
On your Exams ELE page, you will be able to see information relating to the type of exam you will be sitting, e.g. whether it is an Option 1, 2 or 4.

Once the exam start time comes around, if you are still not able to access the 'Coursework' link, please click on the refresh button or hit F5. You should now be able to access the link.

When you open the link, you will still be able to see all the information relating to what type of exam you are sitting along with your deadline information. Please note that any ILP information will be included in this deadline for Options 2 and 4.

Just above the deadline information, there will be a link for the exam paper itself. Simply click on this link and your paper will be downloaded to your computer. For Option 2 exams you will need to scroll to the bottom and click on the 'Begin Coursework' button, and again on the confirmation window that will pop-up to start the timer before the link to your exam paper will appear.

Please do ensure that you download a copy of the Exam Paper from Exams ELE before beginning the exam. Once you have downloaded your exam, you can begin the paper, often in a programme such as Microsoft Word.

Do not write your name anywhere on your answer sheet. You will not need to write your student or candidate number on your paper, as ELE automatically records this information.

Once you have finished your answer, you will need to convert your work to the format specified within ELE, often PDF.

Aim to submit 15 minutes before the deadline (ELE submissions only) to allow time to resolve any problems you encounter with submitting. We call this the technical upload time; do not use this time to continue working on your answer.

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Please be aware that ELE 2/Exams ELE does not support annotations on documents, and they are removed during the submission process. If you must include annotations on your work, please photograph the document and follow the guidance on page 12 to submit.

BEP2200_A_1_202324_BEP2200.1_001_EX50WINTER-ExamPaper-BEP2200.pdf

Deadlines

Deadline for submissions	Mon, 9 Oct 2023, 10:10 Late submissions are allowed.

ELE Timed Quizzes

Again, as with accessing your PDF exam paper, all ELE Timed Quiz (ETQ) exams sat during the main exam period will be held on Exams ELE.

An ETQ link will appear with a pink icon with a box and a tick in it.

BEA2010 - Exam

Underneath this icon, you will see details relating to the type of exam, including instructions pertinent to the exam itself. Please read these carefully before you begin your exam.

You will not be able to access the link itself until the start time arrives. If you can still not access the link at this time, please click on the refresh button or hit F5; you will now be able to go into the link. If you scroll to the bottom of the page, you will find the exam link.

Please note that your time will start as soon as you click on the 'Attempt Quiz' link.

Handwriting in Online Exams

Where possible, you should complete your work on a computer or laptop unless you have a specific reason not to. Some modules may require you to handwrite parts of your online exam; in this instance, please refer to your individual discipline guidance for more information. If you must handwrite all (or parts) of your assessment, we recommend you scan or photograph your work using a mobile phone. The image must show your work as flat as possible and in good light, with no shadows overhead.

There are mobile applications which can help you do this, but the simplest method is to photograph your work using your phone camera. Hold your phone over your work and make sure that all of it is in the image. You may find it useful to have the flash turned on. Ensure that the content is in focus.

You cannot submit photos separately in ELE or Exams ELE, you need to insert photos of your handwritten work on to one document with your answers, in the correct order for the marker, and then convert it to a pdf. If you have an iPhone, you can scan documents directly into the Notes app and then copy them into your work – further information is available on the Apple support site.

If you need to handwrite all or parts of your online assessment, please make sure you have tested scanning or photographing and uploading your work, and have the tools for this, in advance of your online exam.

If you hand write your answers for an online exam, it is your responsibility to provide a script that is clearly legible. Candidates who submit scripts which examiners are unable to read will be invited to produce a word-processed transcript. This transcript must be a true copy of the original. If any embellishments are found, this will be treated as suspected academic misconduct following guidance under Chapter 12 – Academic Conduct and Practice.

If an answer sheet is provided on the online exam, you can choose to handwrite your answers on separate paper but make sure you clearly label which question you are answering.

Plagiarism

In submitting any exam paper, a student will be declaring their acknowledgement of and compliance with our approach to Academic Conduct and Practice. Please be aware that all exams submitted to ELE/Exams ELE will automatically be put through TurnItIn. For **Option 1, 2 and 4 exams** you must not upload the exam paper, or your answers, to any external digital platform (including TurnItIn and Studiosity) either during the exam or subsequently. The declaration will read as follows:

I declare that:

- The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline.
- It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution.
- I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables, or graphs.
- I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- I have not copied from the work of any other student.
- I have not used the services of any agency providing specimen, model, or ghost- written work in the preparation of this submitted work.
- I confirm that I have read, understood, and complied with the statement.

Full information on academic honesty is available **in section 5 of this guide.**

2.4 Submitting an Online Exam

Submitting online Exams

Once you have completed your exam, if you have multiple files, such as photos, please combine them into one document before submitting. You may find it easiest to convert it to a PDF. Please check you are using one of the recommended PDF writers and that your file size is below 100MB. Note that PDF files are generally much smaller than Word files.

RECOMMENDED PDF WRITERS

- Microsoft Word 2010, 2013, 2016, 2019
- Mac Office 2008 & 2011
- PDF Creator
- www.cutepdf.com

Microsoft Word 2010 & 2013 and PDF Creator are installed on all university computers.

Please check your completed document before you submit. If you realise you have made an error in your document, you may end up submitting late and being penalised. To submit your work:

- Open your 'Coursework' activity (this is the same one that your accessed your paper from)
- Scroll to the bottom of the page until you see details of your deadlines and your submission status

Your submission status

Status	Not submitted yet
Time submitted	
Submission file	
Provisional grade	

Upload your submission

- Click on 'Upload your submission'
- Scroll to the bottom of the page where you will see an upload box

Please note your file will be renamed after you save changes and finalise.
All file types are allowed.

Upload a file — Maximum file size: 256 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

**You must agree to the following terms before submitting:**

By submitting coursework you declare that you understand and consent to the University policies regarding plagiarism and mitigation, and that you have read your school's rules for submission of written coursework, for example rules on maximum and minimum number of words. Indicative/first marks are provisional only.

☐ I agree to the terms ❶

Submit   Cancel

You can either:

- Drag and drop your file directly into the upload box
  Or
- Click on the file icon in the top left of the box
- Choose 'Upload a file'
- Click on the 'Choose File' option
- Navigate to where you have saved your work and double click on it
- The file reference should now appear next to the 'Choose File' link

File picker

Recent files
Upload a file
URL downloader
Private files
Wikimedia

Attachment
Choose File BEP2200_T_...0WINTER.pdf

Save as

Author
Jenna Allen

Choose licence ❓

Licence not specified
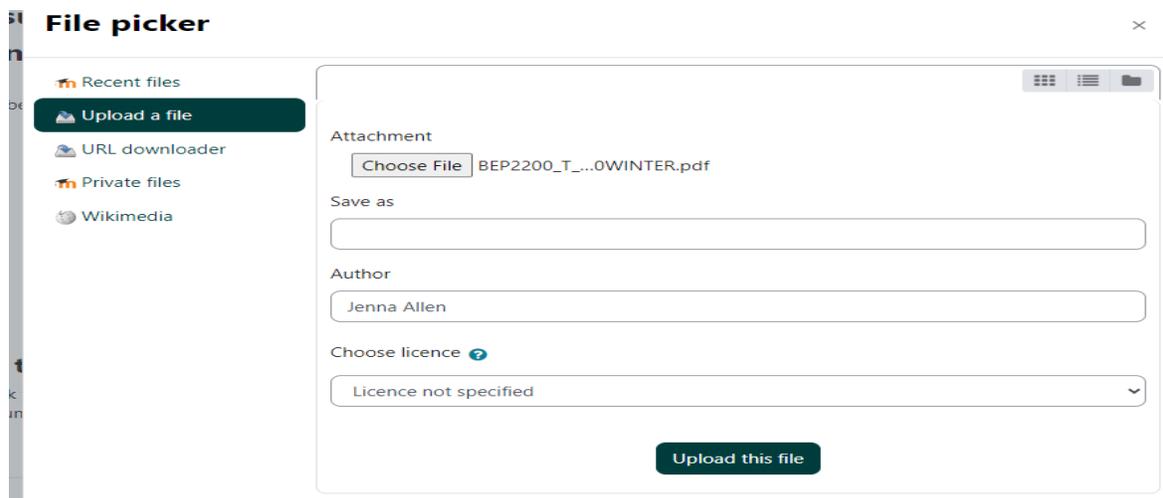
Upload this file

- Once you are happy that you have chosen the correct file click on 'Upload this file'
- The PDF should now appear in the upload file box
- Agree to the terms by clicking in the box and then click submit
- Your submission information will update showing date and time of submission

Your submission status

Status	Ready to grade
Time submitted	Mon, 9 Oct 2023, 14:11
Late by	0d, 3hr, 31min, 59sec
Submission file	Xba581f8b_1_8fd.pdf
Provisional grade	

Always check the work that you have uploaded.

You can do this by clicking on the PDF link in the 'Submission file' row of the above.

Once you have submitted, an 'Edit your submission' button will appear at the bottom of the screen. You can upload as many times as you like before your deadline.

Submitting an ELE Online Quiz

If your exam is in the form of an ELE Timed Quiz (ETQ), you will need to complete the following steps: Click **'Finish attempt'** when you have completed your answers:
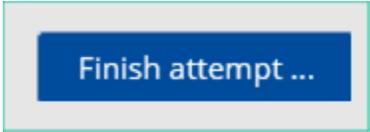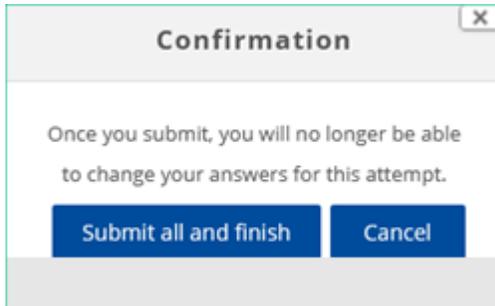
Then, select **'Submit all and finish'**. You will get the opportunity to go back to your answer before this screen if you have not quite finished – unless you have reached the end of your allocated time window.

Keep an eye on the time to ensure you do not go over your allocated time window, as the quiz will auto complete, and submit, if you reach the maximum time offered to complete the assessment.

3. ON-CAMPUS EXAMS

3.1 Before the Exam

Please read the Guidance to Candidates thoroughly before arriving for your exam. It is important that you read all of the information on these pages carefully as it offers help and guidance on the whole exam process and hopefully answers any questions you might have.

Timings and Travel

Review your exam timetable, noting every exam's exact location and start time, as some module's exams are held in multiple locations. You cannot sit an exam at the wrong location and will lose time moving between venues.

If you are unwell on the day of your on-campus exam, please inform your Hub Info point, who can advise on mitigation procedures.

You should arrive outside of the exam room at least fifteen minutes before the exams are scheduled to commence. Please allow plenty of time for delays caused by traffic and weather conditions when planning your journey to the exam room. If you are unable to make the journey due to bad weather, please contact your Hub Info point, who can advise on mitigation procedures.

If you arrive late to your exam, you will be admitted to the exam room without question during the first half-hour, but you will not be allowed extra time in which to complete your exam.

What to Bring

- University Card. You should bring your University Card to each exam (if you are unable to provide your University Card, a photo ID will also be accepted. Please speak to the invigilator if you cannot bring one of these options).
- You are only permitted to use a completely clear case or transparent plastic bag for your pens, pencils, etc.
- Valuables should NOT be brought to the exam room. No responsibility will be taken for their safekeeping.
  - o Please note that mobile phones, smart watches, fitness/trackers, or any other means of sending/receiving messages are not allowed within the exam room. Any such devices accidentally brought into the exam room must be switched off and handed over to supervisory staff. No responsibility will be taken for their safekeeping.
  - o Non smart watches are permitted but they must be removed and placed next to your desk card.

- Reasonable quantities of soft drinks/water and food may be brought to the exam room. The consumption of these should not cause disturbance to other candidates.
- Any item considered to be causing a disturbance to other candidates will be confiscated by the exam room invigilator. Exceptions may be made for certain medical conditions; this must be previously agreed by the exams office.

3.2 Entry to an Exam

Expected Behaviour

You will be told when to enter the exam room, both verbal and non-verbal communication is strictly forbidden on entry and whilst in the exam room.

Seating

In the Exam room, your allocated desk can be identified as follows:

1. Look at the exam room seating plan displayed outside the main exam room.
2. You will find your name and candidate number written on a desk card, laid on your desk with an exam paper, answer book, etc. The desk cards within the area are set out from front to back in alphabetical sequence by surname for each module.
3. If you have difficulty finding your seat, ask one of the invigilators for help.
4. Once seated, you should place your University Card on the desk where it can easily be seen and verified during the exam by an invigilator.

Answer Booklets

You will find answer booklets and other necessary stationery on your desk. You should read carefully the instructions on the answer booklet cover and complete details as requested, including your registration and candidate numbers for each booklet used.

3.3 During the Exam

Starting the Exam

You will be told by the principal invigilator when you can start the exam. **You must not turn the question paper over until this direction is given**; academic misconduct penalties will be issued to anyone caught looking at papers before the start of the exam. You should carefully read the instructions on the front of the question paper before answering the questions.

Toilet Breaks

If you need to leave the exam room during the exam for a toilet break, please ensure that you take your University Card with you. You may be subject to additional checks/searches.

Illness/Disruption

If you feel ill during an exam, you should inform an invigilator immediately. Similarly, any other form of distraction, e.g. excessive noise causing an adverse effect on your performance, should also be reported at the time of occurrence.

Paper queries

Should you feel the need to raise a query concerning the content of an exam paper, you must first raise your hand to obtain an invigilator's attention.

Emergency Procedures

In the event of a fire alarm or other emergency necessitating the evacuation of the exam room, the following procedure is to be followed:

1. On instruction from the principal invigilator, all students will cease writing and leave their answer booklets on the desk.
2. Evacuate the exam hall as quickly as possible. Do not stop to collect bags/coats, etc.
3. Leave the building and assemble at the appropriate assembly point (follow the instructions of the principal invigilators).
4. Do not return to the exam room to collect personal items until advised by the invigilators that it is safe to do so.
5. You will be sent an email within 24 hours confirming the incident, and this will be followed by an official email notification giving details of the decision relating to the incident, providing further arrangements if required for that exam.

Misconduct

A candidate may incur penalties for the following misconduct during an on-campus exam:

➢ Taking into the exam room, or possessing whilst in that room, any books, notes or other material or mobile device which has not been authorised.

➤ Aiding, or attempting to aid, another candidate, or obtaining, or attempting to obtain, aid from another candidate.
➤ Passing yourself off as another candidate.
➤ Behaviour that may in the view of the principal invigilator prejudice the performance of other candidates.
➤ Opening the exam paper before being instructed to do so.

It should be noted that the principal invigilator is empowered to discontinue the exam of a candidate suspected of misconduct and to expel that candidate from the exam room.

All cases of suspected misconduct will be reported at once by the principal invigilator. Any notes or similar unauthorised material introduced into the exam room by the candidate must be handed over to the principal invigilator, who will attach them to the report.

Scripts/Legibility

It is your responsibility to provide a script that is clearly legible. Candidates who submit scripts which examiners are unable to read may be required to provide a word-processed transcript at their own expense.

3.4 Leaving the Exam

Leaving Early

If you have completed your paper before the specified time and wish to leave, do so quietly so you don't disturb the other candidates. Take your completed exam script and hand it to the closest invigilator. Once your exam script has been logged, permission to leave will be granted from the invigilator. You may not leave a main hall exam during the first or last 30 minutes of the exam.

End of Exam

If you remain in the hall for the full duration of your exam, you must stay in your seat and remain silent. At the end of the exam, you will be told to stop writing by the principal invigilator. This should be done immediately; you should remain seated and ensure you have completed all the details required on the exam answer booklet. Make sure you have fastened together your answer booklet with any other material (e.g. graph paper) using the tag provided. Please note failure to do this may result in unattached work not being submitted for marking.

You should remain in your seat until you are told that you may leave the room. Your script will be collected while you are seated. Once you have been told that you may leave, you must exit

the exam room as quickly and quietly as possible. Out of consideration to other students, you should not cause any noise disruption in the vicinity of the exam room.

Please do not take any exam materials, used or unused, including scrap paper, out of the exam room other than the materials you brought to the exam.

4. SUPPORT

4.1 The Assessment Helpdesk

The Assessment Helpdesk is run by a support team who are able to respond to queries on all online exams (Options 1, 2 and 4) **whilst they are taking place and open**. You can email the Helpdesk on examshelp@exeter.ac.uk

During main exam periods (January, May, August) you can telephone the Helpdesk on +44 (0) 1392 72 6800. The Helpdesk is open between 8am - 6pm Monday to Saturday and 8am – 3:30pm on Sunday.

During Mid-term exam periods you can telephone the Helpdesk using the same details. The Helpdesk will be open between 9am and 6pm on any day that an online exam is being hosted. This year's exam dates can be found on the Exams Webpage.

If you have enquiries about a dissertation or coursework items, please speak to your relevant Hub Info Point.

The Helpdesk can advise on queries about the exam question or rubric, along with IT-related queries during your exam, liaising directly with the IT Helpdesk if necessary. They will also log that you have experienced an issue during an exam and been in touch.

This Helpdesk is only available for those taking current online exams. If your exam is sitting on-campus and you have any queries or concerns before the exam, please contact your Hub Info Point.

If you have a question concerning the content of an exam paper during an on-campus exam, you should raise your hand to obtain an invigilator's attention; they will then liaise with the Exams Office, who will ensure your query is addressed.

4.2 Study Zone

Study Zone (Streatham and St Luke's*) and ASK (Penryn) are available to support you as you prepare for exams and assessments. Visit them for guidance on revising and undertaking exams, including techniques to help tackle exam stress, practical advice on revision strategies, and how to approach different exam questions.

4.3 Mitigation – how to defer an exam

If you feel illness or other adverse personal circumstances may affect your ability to undertake an assessment both online and on-campus, you can apply for a deferral through mitigation.

Find out more about this process online.

4.4 Wellbeing

We have put together webpage to help you find the support and information you need to take care of your mental health and wellbeing. Look online at our Wellbeing webpage.

For further information and support, you can always contact the Wellbeing Service (Exeter students), or Student Support (Cornwall students).

5. ACADEMIC HONESTY

5.1 Student Declaration

In submitting any exam paper, a student will be declaring their acknowledgement of, and compliance with, the University's approach to Academic Conduct and Practice.

The declaration will read as follows:

I declare that:

- The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline.
- It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution.
- I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs.
- I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.
- I have not copied from the work of any other student.
- I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work.
- I confirm that I have read, understood, and complied with the statement.

The University of Exeter promotes academic honesty which means always giving full credit for any other people's contributions to our own achievements and never falsifying the results of any research. Academic honesty is fundamental to the values promoted by the University and no student should be allowed to obtain for themselves, or for someone else, an unfair advantage as a result of academic dishonesty, whether this is by plagiarism, collusion with another, cheating, or other means.

As with any other assessments, you must not copy and paste information straight from sources such as websites or textbooks without appropriate acknowledgement or referencing; this is plagiarism and you will be penalised for it. Re-submitting or re-using your own work from another assignment, whether this was submitted at the University of Exeter or any other academic institution worldwide, is also plagiarism (self-plagiarism). Similarly, you must not ask anyone else to help you with your examination (collusion); you are expected to do your own work and abide by the University's Code of Academic Conduct and Practice.

For **Option 1, 2 and 4 exams** you must not upload the exam paper, or your answers, to any external digital platform (including Turnitin and Studiosity) either during the exam or subsequently.

You will be expected to do more than reproduce content from your textbooks and lecture slides: you will need to interpret and apply the information in your sources in order to answer the questions. You may have to reference as well, just as you would for any other assignment, so check the referencing requirements of your examinations with module staff. We are aware that the form of the alternative assessments (open book and online timed assessments), presents the potential for an increase in academic misconduct particularly around authorship issues.

The University takes academic misconduct and plagiarism extremely seriously and may use a variety of techniques including the use of plagiarism software. Please note: the University does not use a threshold number as a trigger to investigate specific cases, but rather relies on the academic judgement of markers to determine if an assessment raises any concerns about the originality of the work.

Students on regulated programmes should be aware that in accordance with Regulation E: Policy and Procedures for Fitness to Practise, the report of any individual, Panel or Committee that considers an allegation of academic misconduct will be shared with the Responsible Person for Fitness to Practise for the relevant discipline; notwithstanding the findings contained within that report, separate action may subsequently be taking under that Regulation E. It should be noted that in cases of proven academic misconduct in which a separate fitness to practise investigation does not follow, a duty may still exist on the student or the University to disclose the matter to the relevant registration body.

5.2 Viva Voce Exams

The University will introduce a viva process to support academic staff in marking assignments where they have concerns over the authorship or originality of the work. The implementation of a viva process will allow concerns to be appropriately measured and evidenced before a decision is made as to whether or not these concerns should be pursued through the University's academic conduct procedures. The primary purpose of the viva voce is to provide the marking team with a means of ascertaining whether the work submitted by a candidate is based on their knowledge. This is achieved by assessing the thoroughness of the candidate's understanding of the submission, and the candidate's ability to explain and justify its contents, with reference to their knowledge of the subject, by way of a video interview as part of the moderation process.

6. USEFUL LINKS

USEFUL LINKS

Link	Note
Exams Webpage	Webpage for all things exams.
Academic Study webpage	Webpage with exam dates and deadlines.
Exams Frequently Asked Questions	Some commonly asked questions on exams have been answered here.
Exams ELE	Option 1, 2 & 4 exams will be released from here.
ELE 2	The University's virtual learning environment.
My Timetable	Your final exam timetable.
Student Record System	Your current personal and academic details.
Study Zone	Resources to support with revision and exams preparation, including information about Study Zone's support during the exams period.
Technical Guidance on using BART	Find out how to submit and access important technical information.
Mitigation	Apply for mitigation and find out more about the process.