

# HE Assessment Procedure: Timed Written/Practical Assessments

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<b>Author/policyholder</b>	HE Registrar
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<b>Scope of procedure (audience)</b>	Staff and students, External Examiners
<b>Contact</b>	Quality@leedsconservatoire.ac.uk
<b>Alternative Formats</b>	Audio, Large font available on request

<b>Linked external codes/regulations</b>
QAA UK Quality Code for Higher Education (2024) Principle 11: Teaching Learning and Assessment and The Office for Students Conditions of Registration: Condition B4.
<b>Linked documents/references</b>
HE Academic Appeals and Queries Policy and procedure, HE Assessment Procedure: Performance (Live Performance), Examination Information and Rules for Students, HE Examination Emergency Evacuation Procedure, University of Hull Code of Practice: Assessment Procedures v1 22 (April 2024)
<b>Equality Impact Assessment information</b>
Impact assessment to be completed

<b>Policy statement</b>
This Procedure, along with other relevant procedures, is designed to ensure fairness and consistency across all HE summative examinations.

Examinations in the context of this policy are timed assessments that have a written component, multiple choice examinations and any other form of assessment that requires the student to be present to be assessed at a specified time that is not a live music performance.

It should be read in conjunction with University of Hull Code of Practice, Assessment Procedures v 1 22 (April 2024).

Summative examinations are differentiated as follows:

- *Pre-final stage examinations* BA (Hons) Levels 3, 4 and 5, Level 6 (not the dissertation module) PGDip;
- *Final stage examinations*, BA (Hons) level 6 (Dissertation module); Master's.

#### **Background/vision** (if applicable)

The HE Assessment Procedure: Timed written/practical examinations supersede the HE Performance Assessment Procedure 2023/24 and is accompanied by the HE Assessment Procedure: Performance (Live Performance). This is written in accordance with changes to the University of Hull Code of Practice: Assessment procedures 25/26.

#### **Procedure**

##### **Pre-Examination**

##### **Timetabling**

The Exams Team, in conjunction with the academic teams within each School, are responsible for the compilation and publication of examination timetables.

For 'In class' examinations the sessions are set and published by the Module Co-ordinator. The Exams Team provides support for timetabling alternative sessions, where required, for students with declared Disability, Learning Disability and Health condition (LD) requirements.

Specific sessions scheduled during teaching weeks for the purpose of summative examinations will be published at the start of the appropriate Semester for both Pre-final stage and Final stage examinations.

Examinations within the designated assessment period will be published before the start of the assessment period for all examinations, regardless of if they are pre-final or final examinations.

##### **Organisation of equipment and resources**

The academic teams within schools are responsible for the organisation of equipment and resources for examinations, assisted by the Exams Team and representatives of other conservatoire departments, e.g. Facilities, as required.

Organisation of equipment and resources must include:

- Booking of the examination room and necessary assessment equipment (Exams Team);
- Set up of the examination room (Module Co-ordinator or designate);
- Oversight of recording equipment/setup (AV Team);
- All examination paperwork (Module Co-ordinator /Exams Team);
- Arrangement of any examination adjustments/alternative venues or examination dates to be made for students with Learning Difficulties, Disabilities and Health Conditions (Module Co-ordinator in liaison with the Exams Team).

### Invigilators

Pre-Final stage and Final stage examinations

Examinations will be invigilated by at least one member of academic staff, usually the Module Co-ordinator or designate with invigilator support from the Exams Team, where appropriate.

The External Examiner and/or University Moderator for the pathway/course may also be present to oversee the assessment process and confirm the standard of marking and assessment processes; they however will not be involved in the invigilation or marking process.

### Invigilator Absence

Pre-Final stage and Final stage examinations

If an occasion arises where the Chief or sole Invigilator cannot attend the examination(s) (for example, due to illness), a designate Invigilator, with the relevant expertise, shall take his/her place.

If the Invigilator cannot be replaced, it is the responsibility of the Module Co-ordinator or Academic Manager if the module co-ordinator is the invigilator that is absent, to arrange an alternative date for the examination(s) and ensure that students are informed, with support from the Exams Team.

### Training/briefing of Invigilators

New Invigilators will undertake a training session with the Module Co-ordinator prior to the first examination, to include familiarisation with the invigilator and marking processes. If it is the module co-ordinator that is a new invigilator the academic manager shall complete the training session.

## **Examination Processes**

### Resources available to the Invigilator

During the examination, the Panel will have access to:

- The examination timetable if appropriate and assignment brief, with specified examination lengths;
- Invigilator and assessment guidelines, as appropriate;

- Details of 'Examination Information and Rules for Students';
- Examination papers
- Proforma for recording attendance and/or electronic register

### Starting the examination

The Chief Invigilator is responsible for starting the examination, making sure that:

- The resources needed for assessment are in place;
- All necessary paperwork has been distributed to the students;
- Any students with Access Arrangements are aware of any adjustment in place for them;
- The audio/visual recording equipment is set to record the examination, where appropriate;
- All examination instructions and timings are read out to students; a clock should be clearly visible to all students at all times;
- All student ID cards have been checked and a register taken for the session;
- The environment is suitable for assessment purposes including control of disruptive or extraneous noise;
- The examination conditions are appropriate and do not allow for collusion or academic misconduct;
- All posters or charts relating to any examination material are removed from display;
- The Emergency Evacuation procedures are noted, explained to students, and followed where appropriate;
- Only students undertaking the examination are permitted in the examination room;
- Students' belongings are left in clear sight, away from desk or areas used for the examination and that food and drink has not been brought to the examination room, with the exception of bottled water.

The Chief Invigilator should also ensure that:

- If a student undertaking the examination is more than the permitted duration of minutes late (25% of the duration of the examination), that they are not permitted entry to the examination;
- When students have completed the examination, they leave the examination room with consideration for other students;
- No examination materials are taken from the exam room;
- A student who notifies the Chief Invigilator of being ill and leaves the examination is recorded on the proforma for recording marks and feedback and the student is given advice regarding Additional Considerations procedures;
- Any Academic Misconduct is investigated following the regulations governing Academic Misconduct.

### Timing the examination

The Chief Invigilator is responsible for timing the examination but may delegate this to another invigilator.

The length of the examination is specified on the Assignment brief. The chief invigilator is responsible for alerting students when the time available to complete the examination is nearing an end.

### **Post-Examination**

Invigilator or designate will ensure all examination materials and paperwork are kept in a secure storage with the Exams Team or on a secured network.

### Examination records

The invigilator will be responsible for returning any examination paperwork (should there be any) to the Exams team no later than one working day after each examination.

This may include:

- Exam papers for storage, where appropriate;
- Invigilator guidelines returned, where appropriate;

### Calibration, Moderation and Second Marking

Where the examination is an automated assessment (objective measure marked by computer software) there is an exemption from the requirement for calibration and moderation.

Where the examination requires assessors to mark the work, and the examination is pre-final stage, the processes of calibration and moderation would need to take place as per the calibration and internal moderation procedures prior to marks being released.

Where the examination is a final stage assessment the second marking process would need to be completed, prior to marks being released.

Module Co-ordinators are responsible for ensuring all marks and feedback are available to students via the VLE within the time period advertised to students.

No marks can be released to staff outside the marking panel until they have been released to students via the VLE.

## **Responsibilities**

### **Module Co-ordinator**

Compile and publish examination information on Assignment brief, for 'In class' examinations.

Oversee organisation of equipment, resources and staff

Ensures Calibration, internal moderation or second marking has taken place for each assessment within their module (where applicable)

Ensure feedback and marks are available to students via the VLE

### **Examinations team**

Compile and publish the examination timetable within assessment weeks, including adjustments for students with DLH requirements;

Prepare and/or store Examination paperwork/electronic files

Collect and retain marks and feedback

To advise all invigilators on this and other assessment policies.

### **Estates & Facilities, IT Team, AV Team, other conservatoire departments**

Assist with organisation of equipment and resources for examinations

### **Chief Invigilators**

Begin and time examinations appropriately

Ensure an appropriate Examination environment is maintained

Ensure all examination procedures are followed

Ensure the training of new invigilators

Complete electronic registers and send paper registers to the Exams Team, as appropriate.

**Invigilators**

Ensure an appropriate Examination environment is maintained

Ensure all examination procedures are followed

**Breach of policy (if applicable)**

If the Procedure is not followed:

- The student may submit a formal appeal through the Academic Appeals process if they can demonstrable procedural irregularities in the conduct of the academic body process which are likely to have materially affected the result.
- Invigilators should make a report to the Head of School;