



Examinations Guide for Students

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Applies to	Students on taught programmes validated by the University of Roehampton or University of Bradford
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Precedence	The applicable validating-university regulations and approved programme documentation prevail

Check your validating university

Your offer letter, registration record, programme information and formal results should state whether your award is validated by the University of Roehampton or the University of Bradford. Examination-room rules are largely common, but absence, deferral, reassessment, pass marks, Board decisions and appeals follow your validating-university route.

How to use this guide

This guide explains the practical rules before, during and after formal examinations at UHE(UK). It should be read with the UHE(UK) Assessment Policy, Academic Integrity Policy, Mitigating Circumstances or Personal Circumstances procedure, reasonable-adjustment arrangements, and the UHE(UK) Academic Regulations 2026/27.

The following labels are used throughout:

Label	Meaning
COMMON	An examination arrangement or conduct rule applying to both validating-university cohorts.
ROEHAMPTON ROUTE	Applies only to students registered for a University of Roehampton validated award.
BRADFORD ROUTE	Applies only to students registered for a University of Bradford validated award.
PROGRAMME VARIATION	An approved programme, professional-body or module-specific rule recorded in official programme documentation.

1. Scope and key responsibilities

1.1 This guide applies to formal examinations and other assessments conducted under supervised examination conditions, including paper-based examinations, computer-based examinations, practical or laboratory tests, multiple-choice examinations and scheduled classroom tests.

1.2 Academic Services coordinates UHE(UK) examination timetables, venues, invigilation, secure papers, approved adjustments, incident records and the transfer of scripts or records for marking and Board consideration.

1.3 Programme and Module Leads confirm the examination requirements, permitted materials, duration, learning outcomes and any programme-specific rules. Student Support coordinates approved reasonable adjustments with Academic Services.

1.4 Students are responsible for checking their timetable, attending the correct venue on time, bringing acceptable identification, following invigilator instructions and complying with academic-integrity requirements.

Formal academic outcomes

Invigilators and UHE(UK) operational staff record what happened. They do not decide module marks, deferrals, reassessment status, progression or awards. Those outcomes must be determined through the correct Roehampton or Bradford process.

2. Before the examination

2.1 Timetable and venue

2.1.1 Examination dates, start times, durations and venues will be published through the official UHE(UK) channel. Students must check for updates and should report an apparent clash or error to Academic Services immediately.

2.1.2 Students should arrive at least 15 minutes before the published start time. Admission after the examination has started is at the discretion of the senior invigilator and may be refused where examination security or fairness would be compromised.

2.1.3 A late arrival does not normally entitle a student to additional time unless this is part of an approved adjustment or the delay was caused by UHE(UK). The invigilator will record the arrival time and any decision made.

2.2 Absence, illness and personal circumstances

2.2.1 A student who cannot attend must notify Student Support or Academic Services as soon as possible and use the correct mitigating or personal-circumstances procedure. Informing a tutor or invigilator alone does not create an approved deferral.

2.2.2 An unexplained absence may be recorded as a non-attendance or failed assessment attempt, subject to the applicable validating-university rules. The academic effect is not decided in the examination room.

2.2.3 ROEHAMPTON ROUTE: approved mitigating circumstances may lead to a deferral or another outcome under Roehampton rules. Roehampton deadlines, evidence requirements and attempt-status rules apply.

2.2.4 BRADFORD ROUTE: absence and deferral must be considered under Bradford assessment regulations – see UHE(UK) Mitigating Circumstances Policy.

Fit to sit

By starting an examination, you will normally be treated as confirming that you are fit to attempt it. Exceptional circumstances discovered during or immediately after the examination should be reported without delay under the correct validator route.

2.3 Identification and admission

2.3.1 Students must bring their UHE(UK) student identity card and keep it visible as directed. A passport, driving licence or other approved photographic identification may be accepted where the student card is unavailable.

2.3.2 A student without acceptable identification may be admitted conditionally and required to remain after the examination while identity is verified. The invigilator must record the incident.

2.3.3 Students must sit in the allocated seat and must not open or turn over the examination paper until instructed.

2.4 Permitted and prohibited items

2.4.1 Only materials expressly permitted in the examination instructions may be used. The examination paper or official briefing will identify permitted books, notes, formula sheets, dictionaries, calculators, software or other equipment.

2.4.2 Mobile phones, smartwatches, earbuds, tablets, wearable technology and other unauthorised electronic devices must be switched off and stored exactly as directed. Possession or use during the examination may be reported under the Academic Integrity Policy.

2.4.3 Calculators may be used only where permitted and must meet any stated specification. Invigilators may inspect them. Unauthorised stored material or functionality may be treated as an academic-integrity concern.

2.4.4 Food is not normally permitted. A small clear bottle of water and items required for an approved medical or disability adjustment may be allowed.

2.5 Reasonable and temporary adjustments

2.5.1 Students requiring examination adjustments should contact Student Support as early as possible. Existing approved adjustments will be implemented where practicable and communicated securely to Academic Services and the invigilation team.

2.5.2 A temporary illness or injury may justify short-notice arrangements such as an alternative room, rest breaks, use of a word processor, a scribe or another approved adjustment. Medical or professional evidence may be required where appropriate.

2.5.3 Adjustments may change the method or conditions of assessment but must not change the competence standard, learning outcomes or academic standard being assessed.

3. During the examination

3.1 Conduct and invigilator instructions

3.1.1 Students must remain silent, must not communicate with another candidate and must follow all reasonable invigilator instructions from entry until dismissal.

3.1.2 Any conduct that disrupts the examination, threatens safety or interferes with another candidate may result in removal from the room and referral under the Student Conduct and Disciplinary Policy. Suspected cheating or unauthorised assistance will be referred under the Academic Integrity Policy.

3.1.3 Removal from the room is an operational or precautionary action. It is not itself a final finding of misconduct or an academic penalty.

3.2 Questions, errors and assistance

3.2.1 To request additional paper, report illness or seek procedural assistance, raise your hand and continue working where possible until an invigilator attends.

3.2.2 Invigilators cannot interpret an examination question or advise on the answer. A suspected error should be noted in the answer book and reported to the invigilator. The senior invigilator will record the issue and, where authorised, communicate a clarification to all affected candidates.

3.2.3 Any general clarification must be given consistently to all candidates and recorded in the examination incident log.

3.3 Leaving the room

3.3.1 A student must obtain permission before leaving. Except for an emergency or approved adjustment, students may not normally leave during the restricted opening and closing periods announced by the invigilator.

3.3.2 A student who leaves temporarily must be accompanied where required and may be readmitted only where examination security has been maintained. Departure and return times will be recorded.

3.3.3 A student who finishes early must surrender all examination materials and leave quietly when permitted. Re-entry is not normally allowed.

3.4 Illness during the examination

3.4.1 Tell an invigilator immediately if you become unwell. The invigilator will arrange appropriate medical or pastoral assistance and record the time, symptoms reported, any break, departure and return.

3.4.2 If you cannot continue, your script and materials will be secured and sent for normal processing. You should submit a mitigating or personal-circumstances claim promptly if you wish the circumstances to be considered.

3.4.3 The invigilator must not promise that the attempt will be disregarded or that another attempt will be granted. That decision belongs to the competent Roehampton or Bradford process.

3.5 Emergency interruption or evacuation

3.5.1 Follow invigilator and emergency-service instructions. Leave all examination materials on the desk, do not communicate with other candidates and remain in the designated assembly area.

3.5.2 The senior invigilator will record the interruption, preserve examination security and decide operationally whether the examination can resume. Academic Services will refer any required academic remedy through the correct validator route.

3.5.3 A whole-cohort remedy, special assessment opportunity or change to attempt status may be authorised only by the competent validating-university body or delegated authority.

4. Suspected academic misconduct in an examination

4.1 If an invigilator suspects unauthorised material, communication, impersonation, use of a device or another breach, they may secure the material, annotate the script, move the student, require the device to be switched off, or take another proportionate step to protect the examination.

4.2 The student will normally be allowed to continue unless safety, serious disruption or examination security requires removal. Continuing the examination does not mean the concern has been dismissed.

4.3 The invigilator will prepare a factual report and preserve relevant evidence. The allegation must then be considered under the UHE(UK) Academic Integrity Policy with the student's validator and cohort identified.

4.4 Any academic consequence must be one permitted by the applicable validator. UHE(UK) staff must not invent a local mark penalty or assume the same sanction applies to both cohorts.

5. After the examination

5.1 At the end of the examination, remain seated until scripts and materials have been collected and the invigilator dismisses the room. All rough work, answer books and question papers must be surrendered unless the invigilator expressly states otherwise.

5.2 Scripts are marked and moderated under the UHE(UK) Assessment Policy. Marks are provisional until ratified by the competent Board.

5.3 ROEHAMPTON ROUTE: module outcomes are considered through the Roehampton Module Assessment Board and the relevant Awards and Progression Board or approved equivalent. Roehampton pass marks, resit, condonation, progression and appeal rules apply.

5.4 BRADFORD ROUTE: credit, reassessment, continuation and award outcomes are ratified through the Bradford Continuation and Award Board process, with monitoring by the Assessment and Achievement Monitoring Board where applicable. Bradford attempt, restudy and appeal rules apply.

5.5 Students will receive a formal outcome identifying passed and failed credit, attempt status, next opportunities, applicable deadlines and appeal rights. Informal comments from an invigilator or tutor are not a formal result.

6. Reassessment and examination outcomes

Topic	Roehampton-validated award	Bradford-validated award
Undergraduate pass mark	Normally 40 at Levels 3-6.	Normally 40.
Postgraduate taught pass mark	Normally 50 at Level 7.	Normally 40 overall unless an approved programme or accreditation rule states otherwise.
After a failed first attempt	Normally one resit of failed components; the competent Board may allow further opportunities within Roehampton rules.	A second attempt by reassessment; a third and final attempt without attendance may be available in up to 30 credits, subject to Bradford continuation rules.
Condonation	May be available only where Roehampton conditions and credit limits are met.	No general condonation entitlement unless a Bradford-approved variation applies.
Who confirms the outcome?	Roehampton Board route applicable to the programme.	Bradford Continuation and Award Board route.
Appeal deadline	Normally 10 working days from formal notice.	Formal appeal normally within three weeks of the ratified decision; review normally within two weeks of the formal-stage outcome.

Do not rely on another student's rules

Two students sitting the same UHE(UK) venue may be on different validated awards. Pass marks, reassessment, condonation, continuation and appeal deadlines must be checked against the student's own validator, cohort and programme.

7. Examinations away from the UHE(UK) campus

7.1 Permission to sit at another approved location is exceptional and requires advance approval. Requests should be made through Student Support and Academic Services with evidence of the circumstances and enough time to arrange a secure venue and invigilation.

7.2 Approval depends on academic security, identity verification, time-zone and scheduling issues, availability of an approved invigilator, secure transfer of papers and scripts, cost or contractual arrangements, and the requirements of the relevant validating university.

7.3 A local UHE(UK) decision cannot override a Roehampton or Bradford rule or operations-manual requirement concerning examination location or security.

8. Results, queries, complaints and appeals

8.1 A query about the examination timetable, venue, invigilation, approved adjustment or administrative handling should be raised promptly with Academic Services. A service complaint may be considered under the Student Complaints Procedure.

8.2 A challenge to a mark, attempt status, reassessment decision, progression outcome or award must use the applicable academic-appeal route. Disagreement with academic judgement alone is not a ground of appeal.

8.3 ROEHAMPTON ROUTE: use the Roehampton appeal form and deadline stated in the formal result communication, normally 10 working days from formal notice.

8.4 BRADFORD ROUTE: use the Bradford Regulation 6 route. Informal resolution is encouraged promptly; a formal appeal is normally due within three weeks of the ratified result or decision, followed by any review within the applicable two-week period.

8.5 The UHE(UK) Quality Office can identify the correct route and provide records, but cannot replace a validating-university deadline or decide an appeal reserved to Roehampton or Bradford.

9. UHE(UK) staff due-process requirements

- Confirm the student's validating university, programme and cohort before recording any academic consequence.
- Use the correct examination instructions, permitted-material list and approved adjustment record.
- Apply room rules consistently and record any exception, late arrival, illness, interruption or suspected breach factually.
- Distinguish an operational decision by an invigilator from a final academic, misconduct or registration decision.
- Preserve scripts, incident reports, confiscated or secured material and relevant digital evidence securely.
- Do not tell a student that they have failed, received a deferral, lost an attempt or committed misconduct before the authorised process concludes.
- Route mitigating or personal circumstances to the correct Roehampton or Bradford process.
- Route suspected academic misconduct under the Academic Integrity Policy and identify the validator in all case papers.
- Use the correct Board name and do not describe a local meeting as the final academic authority.
- Ensure formal outcomes state the validator, attempt status, next assessment opportunity and applicable appeal route.

Appendix 1 - Student examination checklist

- Check whether your award is validated by Roehampton or Bradford.
- Check the official date, start time, duration and venue.
- Arrive at least 15 minutes early with your student ID.
- Bring only permitted materials and an approved calculator where required.

- Switch off and store all electronic devices exactly as instructed.
- Contact Student Support early about disability-related or temporary adjustments.
- Use the correct circumstances procedure if you cannot attend or become unwell.
- Follow invigilator instructions and report any problem immediately.
- Remember that marks are provisional until the correct Board confirms them.
- Use the appeal deadline and form stated in your formal result letter.

Appendix 2 - Examination incident routing matrix

Incident	Immediate UHE(UK) action	Formal route
Late arrival	Senior invigilator decides admission, records time and any lost time.	Academic effect follows the student's validator and circumstances route.
Absence	Record non-attendance; advise student to submit the correct claim promptly.	Roehampton mitigating-circumstances route or Bradford personal-circumstances route.
Illness during exam	Provide assistance; record events; secure script.	Validator-specific circumstances decision; invigilator does not decide attempt status.
Unauthorised material/device	Secure evidence, record facts, protect examination integrity.	UHE(UK) Academic Integrity Policy, with validator-specific academic consequences.
Disruption or unsafe conduct	Give instruction, warn, move or remove where proportionate.	Student Conduct and Disciplinary Policy; any registration consequence routed to validator.
Fire alarm or major interruption	Evacuate, preserve security, record timings and decide whether operational resumption is possible.	Any academic remedy authorised through the competent Roehampton or Bradford body.
Question-paper error	Record issue; communicate only authorised clarification to all affected candidates.	Programme Lead, Academic Services and validator Board consider any required remedy.
Result or attempt-status challenge	Provide formal result and route information.	Roehampton or Bradford academic appeal, not the complaints procedure.