

# Exam Procedures for Candidates 2019

**All candidates are required to read this document in full and to follow the instructions provided. Failing to follow these instructions may lead to an allegation of cheating or misconduct, which may result in disciplinary action being taken against you. Ignorance of the rules is not an acceptable defence.**

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## 1. Introduction

This document sets out the procedures you will need to follow when you sit your exams in 2019. Please read it carefully – it tells you what to expect and what to do when the unexpected happens.

**All candidates must read this document in full and must follow the instructions provided. Failure to do so may result in an allegation of misconduct and could lead to disciplinary action against you. Ignorance of the rules is not an acceptable defence.**

If have not already done so, please check that you are registered on the right courses. You will be entered for the exams which are currently listed in LSE for You. If you spot an error or find you are not registered for a course you are taking, please contact the Exams Team at [exams@lse.ac.uk](mailto:exams@lse.ac.uk).

These procedures apply only to exams run by the School. If you are taking a course with another institution, you should receive similar information directly from that institution.

## 2. Candidate number

Your candidate number is a unique five digit number that we use to ensure your worked is marked anonymously. Please note that:

- it is not the same as your student ID number
- if you have taken exams at the School previously, it will not be the same as your candidate number from earlier years.

You should write your candidate number on your exam answer booklet(s) and not your name or student ID number.

You can find your candidate number on [LSE for You](#).

## 3. Exam timetables and locations

### 3.1. School exam timetable

While we make every effort to avoid altering the exam timetable after publication, changes are occasionally necessary. Any amendments will be clearly indicated on the online timetable.

### 3.2. Personal exam timetable

Your personal exam timetable will be available on LSE for You as follows:

- by 23:59 on 14 December 2018 for January Exams
- by 23:59 on 26 April 2019 for Summer Exams

Your personal exam timetable gives details of your room and seat number for each of your exams. It also shows your candidate number (see section 2).

You must bring a print-out of your personal timetable and your student ID card to each exam. You should place it, with your LSE card at the top right of your desk, so that the invigilator can easily check it. You must not write or print on your personal timetable before or during the exam. Any notes on the timetable may be considered to be exam misconduct (see section 8.3).

Once your personal timetable is published, please contact [exams@lse.ac.uk](mailto:exams@lse.ac.uk) immediately if you think any of the information is incorrect.

### 3.3. Exam locations

Exams take place on campus, but we use a variety of buildings. It is common for candidates taking the same exam to be seated in different rooms or even building, so check your timetable carefully.

### 3.4. Seating

As well as publishing your personal timetable on [LSE for You](#), we post details of rooms and seat numbers by candidate number each morning in the foyer of Clement House and in the Student Services Centre.

There are a number of reasons why you may not be allocated a seat in any of the main rooms:

- You were entered for the exam after the timetable was published.
- You have [Individual Exam Adjustments](#) (see section 5)
- You have [short-term Individual Exam Adjustments](#) (see section 6)

If any of the above applies to you, your exam room and seat number will be posted online at [lse.ac.uk/examsDailyArrangements](http://lse.ac.uk/examsDailyArrangements) the evening before your exam and on separate lists in the foyer of Clement House and in Student Services (we use pink paper to make it easy to find).

## 4. Permitted materials and equipment

Please note that if you do not abide by the instructions and specifications in this section, the School may consider your behaviour as cheating (see section 8.3).

### 4.1. Personal items, phones and other electronic devices

You must not use mobile phones, smart watches, stop watches, e-readers, tablets or other electronic devices during an exam. Phones and smart watches must be turned off completely, not set to silent or do not disturb, and placed under your desk. Any other personal items such as religious icons or mementos must be placed under your desk. Other electronic items must be left in your bag. The invigilator will give instructions about where in the exam room you should leave personal belongings. You must not bring a large amount of luggage with you as storage space is limited in exam rooms. All bags and other personal items must be brought into the exam room rather than left in the corridor. Items left unattended outside of the exam room will be removed by the School security team.

You must ensure that any alarms or reminders which may create a disturbance are deactivated. If any of your equipment causes a disturbance, the School may take disciplinary action.

You are strongly advised not to bring any electronic devices or other valuables to the exam room. If you choose to do so, this is at your own risk. The School does not take responsibility for loss or damage.

### 4.2. Dictionaries

You are **not** permitted to use a dictionary under any circumstances, including to overcome any deficiency in your command of the English language.

### 4.3. Personal items

You are responsible for bringing your own pens, pencils, rulers etc. to the exam. These are not provided for you and spares are not available. You are not permitted to bring ear plugs to exams.

If you use a pencil case or similar, it must be transparent to allow invigilators to see the contents without disturbing you or other candidates. If an invigilator cannot see the contents clearly, they are entitled to check.

You may not bring any paper into the exam, including Post-It notes or new tabs to mark permitted materials (if you wish to use tabs to mark permitted materials, you must apply these before entering the exam room).

You may bring an unlabelled, re-sealable, clear plastic drinking bottle into your exam. Food is not allowed in exams unless you have an IEA specifically allowing it (see section 5). Medication is not allowed in an exam unless you have an IEA specifically allowing it. Please note that if your IEA permits taking medication into the exam room, the medication must be stored in a clear, label-free bottle.

#### 4.4. Academic materials

Details about other permitted materials, such as notes, books, tables, statutes etc. are available from the relevant academic department. If you are unsure about what you may or may not take into an exam, you should check with the relevant department.

If your exam is 'open book' you are permitted to bring in any written/printed material into the exam including written notes and textbooks. Your textbooks may be marked with written notes. You are not permitted to have any electronic devices at all.

If your exam is not 'open book' but you are permitted to bring specific texts into the exam, they must not contain annotations (notes or comments) and you may not write on them during the exam. Highlighting, underlining or unmarked tabs are acceptable; however you must apply any tabs before entering the exam room. Invigilators will check texts during the course of the exam. Where an invigilator finds prohibited materials, such as annotations, the permitted material will be removed from the exam room. The invigilator may file a misconduct report against you which could lead to formal action being taken under the School's Regulations on Assessment Offences.

#### 4.5. Calculators

You may only use a calculator in an exam if the front of the question paper states that a calculator is permitted. If you find that you have a calculator in an exam where it is not permitted, you must alert an invigilator immediately to hand it in.

If you are allowed to use a calculator, it **must** be from the **Casio fx-83 or fx-85 range**. Other types of calculator are **not** permitted. If you try to use an alternative model it will be removed by invigilators. You will not be provided with a replacement and you may face an allegation of academic misconduct.

You are responsible for ensuring that your calculator is in working order. We do not provide replacement calculators during the exam. There must be nothing written or scratched on to your calculator and there must be no labels or stickers on your calculator.

Unless specified by your academic department, you may not access information stored in the memory of your calculator or use any other software during your exam. You will be responsible for clearing any stored memory from your calculator, or if applicable, setting your calculator to test mode. If your calculator is found to have items in the memory, this may be considered academic misconduct. You must be able to demonstrate that your calculator is in test mode and has a clear memory if requested by an invigilator. If you are unable to confirm that your calculator is in test mode and has a clear memory, it may be confiscated.

You must write the make and model of your calculator clearly on your answer booklet.

### 5. Individual Exam Adjustments (IEAs)

You may be eligible for [Individual Exam Adjustments](#) (IEAs) if you are disabled, have a specific learning difficulty (such as dyslexia or dyspraxia) or have an ongoing medical condition. If you have not already done so, you should contact the Disability and Well-being Service (DWS) at [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk) or on 020 7955 7767 for more advice. Please note that there are deadlines for applying for IEAs. Late applications cannot be considered. Please see section 6 for what to do if you have a short-term illness or condition which affects you during the exam period.

If you have approved IEAs, you will be notified before the start of the exam period. The Exams Team will send this information to your LSE email account.

If you have IEAs, you will not sit your exam in the main room(s) with the other candidates. Details of where you will sit your exam(s) will be available online, in advance of your exam, at [lse.ac.uk/examsDailyArrangements](http://lse.ac.uk/examsDailyArrangements) and on separate lists in the foyer of Clement House and in Student Services (we use pink paper to make it easy to find).

If your IEAs are agreed after your personal timetable is published, you may have already been allocated a seat in one of the main rooms, rather than an IEA room. If you take up your seat in the main room, rather than the room indicated online or on the pink list in Clement House, your IEAs will not be applied.

IEAs are intended to remove inequality at the point you take the exam, so Exam Boards are not made aware of approved IEAs for any individual candidate. If you feel that your IEAs were insufficient, e.g. as the result of an acute episode of a chronic condition, you should inform the Board by submitting proof of [exceptional circumstances](#) (see Section 8.5).

## 6. Short-Term Individual Exam Adjustments (ST IEAs)

If you experience an unexpected medical problem which you think may warrant particular exam arrangements, you should contact the Student Services Centre (SSC) as soon as possible on 020 7955 6167.

You should also think carefully about whether you should be attempting the exam(s) or seeking [deferral](#).

Please note that short-term Individual Exam Adjustments will not be put in place for long term or chronic conditions or any contagious illness (such as chicken pox or mumps). If you contract a contagious condition you should call the SSC on 020 7955 6167 and remain in isolation as far as possible. All of the necessary processes can be completed by email or telephone, and under no circumstances should you come to the School. If the School is made aware that you have a contagious condition you will not be allowed to sit your exam.

Exam Boards are not made aware of approved ST IEAs for any individual candidate. If you feel that the agreed ST IEAs were insufficient, you should submit proof of Exceptional Circumstances (see Section 8.5).

## 7. Sitting the exam

**By entering the exam room you are declaring yourself fit to sit the exam.** If you have experienced disruption to your studies prior to the exam (from personal difficulties e.g. bereavement or illness etc.) you must think carefully about whether you should attempt the exam or whether you should discuss [deferring the exam](#) with your academic department. You may request a deferral at any point up to the end of the exam but we recommend that you contact your academic department at the earliest possible date.

We receive a significant number of appeals after results are released each year. The majority come from candidates who chose to sit an exam (or set of exams) despite knowing they were unwell or had experienced serious problems with studying, did not seek deferral and then failed. These appeals are almost invariably rejected on the grounds that the candidate declared themselves fit to sit by attempting the exam.

If you present yourself to an exam, you are expected to make a reasonable attempt at the assessment by answering the questions in the paper. If you fail to do so, your attempt may be treated as an absence and this could have significant consequences for your results and eligibility for an award.

### 7.1. Clothing

There is no dress code for exams but you should not wear any clothing which would prevent an invigilator from being able to identify you from your student ID card or which may conceal headphones. You may be asked to remove any headwear which is not worn for religious purposes.

If you wear a facial covering for religious or cultural reasons, a member of staff (of the same sex as you) may ask you to accompany them to a private room to check your identity after the exam. They may also check that you are not bringing in any equipment or materials, other than those permitted (see Section 4).

### 7.2. Entering the exam room

You should arrive at the School in good time for each exam and be at the room at least 20 minutes before the scheduled start. Please ensure you have checked travel arrangements and allow sufficient time for your journey. The invigilator will tell you when you may enter the room and where to leave any bags, coats or other personal belongings (see Section 4). You may only enter Clement House 30 minutes before exams begin.

### 7.3. Conduct during the exam

You are expected to conduct yourself honestly and respectfully during the exam. This means following all invigilator instructions, being aware of your surroundings and being aware of how your behaviour may impact

on other students in the exam room. Failure to comply with instructions could lead to formal action being taken under the School's Regulations on Assessment Offences.

#### **7.4. Question papers**

Before the exam starts, you should check that the question paper on your desk is for the correct course. You should also check that you have an answer booklet and that you have been given any/all permitted materials which the School provides.

If there are different papers for different years of study, you will sit the paper that corresponds to the last year in which you received teaching for that course. Check the question paper to make sure the year on the paper corresponds to the year in which you received the teaching. If you are concerned you do not have the correct paper, you must raise this with an invigilator as soon as possible. It may not be possible to rectify this if we are notified once the exam is underway or you have begun to complete the exam. The syllabus year will be shown on your personal timetable. If the year shown on your timetable is incorrect please contact the Exams Team as soon as possible at [exams@lse.ac.uk](mailto:exams@lse.ac.uk). We print papers specifically for resit / deferred candidates on coloured paper to make them easy to identify.

Read the instructions on the front of the paper carefully. Make sure you take time to read through the whole paper at least once before you start writing. Check that you know how many questions there are and how many you need to answer.

Reading time may be permitted if indicated on your exam paper. This is additional time to the duration of the exam. This time can only be used for reading the exam paper, unless otherwise stated. You may not take notes or write in your answer booklet, unless the exam paper explicitly states you may make notes during reading time. You may not use a calculator in reading time, unless the exam paper explicitly states that you may. Invigilators will inform you of the start and finish of reading time and when you may begin writing. If you begin writing before permitted, this may be considered to be academic misconduct.

#### **7.5. Answer booklets**

You will be provided with one answer booklet per exam. If you need additional answer booklets, you should raise your hand and an invigilator will bring you a supplementary booklet. At the end of the exam, please tie together all booklets you have been given securely with the string provided, including any rough work. It is your responsibility to ensure all answer booklets used are securely tied together.

Your answers must be written in English unless the paper specifies otherwise.

You should write legibly, preferably in dark blue or black ink. You may use pencil if you prefer but please bear in mind that pencil can be faint to read and can smudge, and this may affect the ability of the marker to mark your answers. Be careful not to lose marks because your answers are difficult to read.

You will be asked to enter your candidate number and details of the exam on the front of your answer booklet. If you have used any supplementary booklets, you must ensure this is clearly noted on the front of the main answer booklet. You should also write your candidate number clearly on any supplementary booklets. Please do not write your name or your student ID number on your booklet(s).

You should do any rough work or make preparatory notes in your answer booklet(s). All work needs to be submitted. If you do not want a marker to mark something you have written, whether that is part of an answer or rough work, clearly cross it out in your booklet. You must not write anywhere other than in your answer booklet(s). Some exam papers state that answers should be written on the question paper, in which case you may do so, but you must also submit your answer booklet, even if you have not written anything in it. You may not write anywhere else – this includes writing on body parts. If you are found with writing anywhere other than where it is explicitly permitted, this may result in an allegation of misconduct.

You must stop writing as soon as the invigilator announces the end of the exam. This applies even if you have not finished an answer, sentence or word – you must stop writing immediately. This also applies if you just need to complete the details on the front of your answer booklets. If you do still need to put your details on the front of the answer booklet(s), you should raise your hand and wait for an invigilator. Please note that if you do not abide by this instruction, the School may consider your behaviour as academic misconduct (see section 8.3). You will not be able to make any changes to your answer booklet(s) after you have left the exam room; this includes requesting that changes are made to the details you completed on the front of your answer booklet(s).

You are not allowed to remove any answer booklets (even if blank) or other materials supplied by the School from the exam room. You may take the question paper unless told otherwise by the invigilator or if the question paper is also used to give answers e.g. a multiple choice exam.

## 7.6. Exam question queries

Please note that exams are intentionally difficult. The cachet of LSE degrees, in the eyes of other universities and employers, is at least in part based on the School's rigorous academic standards. You should not, therefore, be surprised if your exams feel more difficult than the previous years' papers or practice questions you may have attempted.

Exams may contain questions that surprise you and that are unlike past questions. This is intentional: the examiners want to test that you have understood the material well enough to cope with new types of problems. Though challenging and difficult, the exam will also be fair.

During the exam, if you have a concern about the content of the question paper e.g. you think something is incorrect or does not make sense, you should alert the invigilator. They will contact the Exams Team who will then check your query with the examiner. We are not able to help with interpreting questions or assisting with your understanding of a particular word or phrase. In the rare event that an exam paper contains a substantive error the Exams Team will work with the relevant academic department to resolve the issue during the exam. You will not normally be granted any additional exam time.

If you still have concerns after the exam, you must raise the matter in writing with the SSC ([ssc.appeals@lse.ac.uk](mailto:ssc.appeals@lse.ac.uk)) within seven days of the exam in question.

In the very rare event that an exam paper contains a substantive error which may have affected all candidates, a member of staff from the SSC will liaise with the Chair of the Sub-Board of Examiners and all candidates will be informed of any action taken. Therefore, you only need to submit an [Exceptional Circumstances Form](#) if you feel there were specific circumstances that affected you as an individual that the Sub-Board would not be able to take into account without specific information from you.

## 7.7. Leaving the exam room

You are not allowed to leave the room during the first 30 minutes or last 30 minutes of the exam.

Outside these times, if you wish to leave the room you must raise your hand and seek permission from the invigilator.

You will be escorted by an invigilator on any toilet breaks. You must stay with the invigilator at all times when out of the exam room. The invigilator will direct you as to which toilets and which cubicle to use and you must follow their instructions. If you leave the exam room for a break, you must leave all stationery, exam materials and personal belongings at your desk. You will be asked to show the invigilator that you are not carrying any prohibited materials; this will mean emptying your pockets and/or rolling up sleeves or any loose clothing prior to entering the toilet. You will not be given additional time if you take any toilet breaks.

Please ensure that you take all your personal belongings with you when you leave at the end of the exam. You might be surprised how many candidates leave their phones under the desk or forget their bag!

Taking photographs in exam rooms or buildings is prohibited before, during or after exams.

Please leave the exam room and the surrounding area as quietly as possible to avoid disturbing fellow candidates as other exams may still be continuing. If you are taking an exam in Clement House you must exit the building via the back staircase, as directed by the invigilators.

## 7.8. Emergency evacuation

In the event of an emergency evacuation, you must follow the invigilators' instructions at all times. You remain under exam conditions unless notified otherwise.

Whenever possible, exams will restart following an emergency evacuation. Before the exam restarts, the invigilator will instruct you to draw a line under your work. This ensures that the examiners are aware of the point at which the exam was interrupted. If the exam is re-started you must not start writing until you are told you can do so.



If it is not possible to restart the exam, it may be necessary to reschedule an alternative sitting but the School will do what it can to avoid this where it is academically appropriate.

All answer booklets will be marked in accordance with usual School procedures. However, examiners will be notified of the disruption.

The SSC will ensure that Exam Boards are notified of the circumstances so that they can be taken into account when ratifying marks, progression and classification. You only need to submit an [Exceptional Circumstances Form](#) if you feel there were specific circumstances that affected you as an individual that the Sub-Board would not be able to take into account without specific information from you.

## **7.9. Pausing an exam**

In very rare circumstances the Exams Team may decide that an exam should be temporarily paused, for example if there is significant noise disruption. In the event of a paused exam you must follow the invigilators instructions at all times. You will not lose any writing time as a result of a paused exam and you remain under exam conditions unless notified otherwise.

## **8. When things go wrong**

### **8.1. Late arrival**

If you arrive at your exam room within 30 minutes of the scheduled start of the exam, you will be permitted to sit the exam. You will not be given extra time at the end.

If you arrive more than 30 minutes late, you will not be allowed to enter the exam room. You should go to the Student Services Centre in the Old Building immediately. Please go to the front of the queue if there is one. If the Exams Team can confirm that no student has left the exam, you will be permitted to sit the exam if you choose to do so. You will not be given extra time at the end. If you choose not to do so, you will be marked as absent from the exam. If any candidate has already left the exam, you will not be permitted to sit. If you choose not to sit or are not permitted to sit and you have a good reason for being late, you should submit an [Exceptional Circumstances Form](#) (see Section 8.5).

### **8.2. Illegible answers**

You must make every effort to ensure you write clearly so that the markers can concentrate on your answers, rather than the quality of your handwriting. This includes smudged pencil or ink which is too similar in colour to the answer booklet. The examiners will use their academic judgement to determine whether or not they can understand your answers. You will not be given any further opportunity to clarify your answers and therefore you may lose marks if all or parts of your answer booklet are indecipherable. This could have a significant impact on your ability to progress, graduate or on your overall classification.

### **8.3. Cheating**

The School takes exam offences extremely seriously and will investigate all allegations. If an allegation against you is substantiated, it may lead to your expulsion. You should read the [Regulations on Assessment Offences](#) to ensure you avoid behaviour which could lead to an allegation of cheating. This document draws your attention to some of the ways in which you could potentially be thought to be cheating. However, this is by no means comprehensive.

### **8.4. Illness / unexpected events on the day**

If you are likely to miss an exam, you should contact the SSC as soon as possible on 020 7955 6167. An answer-phone is available outside normal School hours and all messages are logged by 09:30 each morning.

If you are absent from an exam because of illness/injury, or other serious, unforeseen circumstances, you are advised to submit an [Exceptional Circumstances Form](#) with supporting documents that verify your circumstances (see Section 8.5).

If you are ill on the day of an exam, you are strongly advised to contact your own doctor. You may also wish to contact the SSC for advice.

If you are taken ill during an exam, you must inform the invigilator immediately so that the necessary action can be taken to help you and to ensure that the details are recorded. Please be aware, however, that additional exam time will not be granted. If you are able/choose to continue with the exam, you will be required to finish the exam at the original scheduled time.

You must attempt every element of assessment to be eligible for an award. You will automatically be re-entered to take assessments in any deferred, discounted or failed courses, for which you are eligible, in the academic year following original assessment. Exams for resits or deferrals for January exams will usually take place in January 2019. Exams for resits or deferrals for summer exams will take place in summer 2019. There is no in-year resit period, except for first or second year LLB students, (where these are necessary to comply with Law Society requirements), and for first year undergraduates who started their programmes in the 2018/19 academic session.

### **8.5. Exceptional circumstances**

If you are absent from an exam or feel that your performance in an exam has been significantly and negatively affected as a result of significant circumstances, you may submit proof of [exceptional circumstances](#) to the SSC within 7 days of the date of your last exam or other summative assessment such as a dissertation etc.

Exceptional circumstances will be considered carefully by the Sub-Board of Examiners. A Sub-Board may recommend a suspension of regulations (such as discounting a failed attempt, permitting an additional attempt or raising an award classification) but only where the exceptional circumstances are unforeseen, out of your control, proximate to the exam(s) in question and if corroborated by official evidence.

The School does not consider disruption to your study prior to taking your exams. A Sub-Board is not able to estimate how you may have performed in an assessment had you been better able to study, learn or revise. The Sub-Board can only consider the circumstances in which you took your assessment(s).

All evidence must be in English.