



The London School of Economics and Political Science

REGISTRY

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EXAMINATION PROCEDURES FOR CANDIDATES

These notes are for candidates taking any of the School's undergraduate and graduate examinations.

This document contains essential information and candidates are advised to read it in full.

<p>1. Candidate number</p>	<p>1.1 Your candidate number is a unique five digit number that you must use for any examination, assessed coursework, essay or dissertation that contributes towards your final mark. NB This number is different from your student ID number.</p> <p>1.2 You are allocated a new candidate number each academic year. If you are taking a course at another institution, a different number will normally be issued by that institution for that course's assessed components.</p> <p>1.3 Your candidate number ensures anonymity during the marking process. You must not use your candidate number alongside your name or student ID number.</p> <p>1.4 Your candidate number can be viewed via LSE for You. If you have any queries about your candidate number, please contact Registry (examinations@lse.ac.uk).</p>
<p>2. The examination timetable</p>	<p>2.1 A timetable for all LSE examinations to be held in May and June will be posted on the last day of Lent Term at: http://www2.lse.ac.uk/intranet/students/studentServicesCentre/examinationsAndResults/examTimetables/ExamTimetable.aspx</p> <p>2.2 Please note that, whilst every effort is made to avoid altering the timetable after publication, it may occasionally be necessary to do so. Any amendments will be clearly indicated on the relevant webpage (see 2.1).</p> <p>2.3 Students are reminded that they must be available at the School throughout the Summer Term; in case, for example, an examination needs to be rescheduled or your script is deemed illegible by the examiner.</p>
<p>3. Personal examination timetable</p>	<p>3.1 Your Personal Examination Timetable can be accessed via LSE for You by the end of Week One of Summer Term. As well as your candidate number, it provides details of your room and desk number for each of your examinations.</p> <p>3.2 To ensure that you are seated correctly, you must take a <u>clean and unannotated</u> printed copy of your Personal Examination Timetable with you to all of your examinations. The invigilators will check your personal timetable during the examination; any writing or other markings on your timetable constitute cheating (see Section 13) and may result in disciplinary action being taken against you.</p> <p>3.3 You should check on LSE for You in advance of 23 January that you are registered for the correct courses. If you register for any examinations after this date, they may not appear on your Personal Examination Timetable; and details of your room and desk number will be posted separately (see 5.2.1).</p> <p>3.4 If any of the information detailed in your Personal Examination Timetable is incorrect, please contact Registry (registry@lse.ac.uk) immediately.</p>
<p>4. Location of examinations</p>	<p>4.1 The majority of examinations take place on campus in Clement House (Aldwych), although other LSE buildings are also used. You should check carefully the venue details for each examination on your Personal Examination Timetable.</p> <p>4.2 If you are taking an examination at another institution (e.g. another college of the University of London), you should receive all relevant information directly from that institution. If you do not, you should contact them in good time.</p>

<p>5. Seating</p>	<p>5.1 In addition to being published on LSE for You, details of each candidate's room and seat number for that day's examinations are posted each morning in the foyer of Clement House.</p> <p>5.2 You may not be seated in the main examination room if:</p> <p style="padding-left: 40px;">a) you registered for any examinations after 23 January; or b) you have been granted specific examination arrangements (see Section 22)</p> <p>5.2.1 In these instances, details of your room and desk number will be posted on a separate pink list in the foyer of Clement House on the morning of each of your examinations. Details will also be posted on the following webpage no later than 4pm on the day before the relevant examination(s) are scheduled to take place:</p> <p>http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Specific%20Exam%20Arrangements/DailyArrangements.aspx</p>
<p>6. Entry to examination rooms</p>	<p>6.1 You should arrive at least 30 minutes before the start of the examination.</p> <p>6.2 You may only enter the examination room on the instructions of the invigilator.</p> <p>6.3 You must bring your LSE student card to each examination: this will be checked during the examination by the invigilator. You should also bring a printed copy of your Personal Examination Timetable to each examination (see 3.2).</p> <p>6.4 You should bring as little as possible with you to the examination room and leave all books, notes, bags and coats as directed by the invigilator. Please note that all items are left at your own risk.</p> <p>6.5 Failure to leave items as directed by the invigilator may result in an accusation of cheating being made against you (see Section 13).</p>
<p>7. Late arrival</p>	<p>7.1 If you arrive at the examination room within 30 minutes of the examination having started, you will be permitted to sit the examination. However, you will not be granted any additional time and will be required to finish the examination at the original scheduled time.</p> <p>7.2 If you arrive more than 30 minutes after the start of any examination, you will not be allowed to enter the examination room and should report immediately to the Examination Office (CLM.1.02) for further advice.</p>
<p>8. Illness / unexpected events on the day of an examination</p>	<p>8.1 If you are likely to miss an examination, you should contact the Student Services Centre as soon as possible on 020 7955 6167 / 7350. An answer-phone is available outside of normal School hours and all messages are logged by 0930 each morning.</p> <p>8.2 Where a candidate is absent from an examination because of illness/injury, bereavement or other serious personal circumstances, he/she may wish to submit mitigation (see Section 21).</p> <p>8.3 If you are ill on the day of an examination, you are strongly advised to contact your own doctor. You may also wish to contact the Student Services Centre for advice (see 8.1).</p> <p>8.4 If you are taken ill during an examination, 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 examination time will not be granted and that you will be required to finish the examination at the original scheduled time.</p> <p>8.5 Please note that it is the School's view that when a student decides to enter an examination they have declared themselves 'fit to sit'.</p> <p>8.6 You should note that missing an examination may affect your progression to the next year of study, your eligibility for a degree, or the classification of your degree.</p> <p>8.7 THE SCHOOL DOES NOT HAVE AN AUTUMN RESIT PERIOD¹. IF YOU ARE REQUIRED TO RESIT AN EXAMINATION, THE NEXT OPPORTUNITY FOR YOU TO NORMALLY DO SO WILL BE IN MAY / JUNE 2013.</p>

<p>9. Personal items, mobile phones, MP3 players or other electronic devices</p>	<p>9.1 <u>Mobile phones must be turned off and placed under your desk.</u> Do not leave your mobile phone in your bag/coat etc.</p> <p>9.2 You will be held responsible for any disturbance caused to other candidates if your mobile phone rings/vibrates during an examination. This may result in disciplinary action being taken against you.</p> <p>9.3 You are advised not to bring any valuable items (e.g. mp3 players, handbags) to your examinations as you will not be allowed to keep these with you during your examination.</p>
<p>10. Materials to be taken into the examination room</p>	<p>10.1 You must bring all necessary writing implements, rulers and, where permitted, calculators (see Section 11) to the examination.</p> <p>10.2 Pencilcases must be of transparent material to allow the invigilators clear sight of the contents. The invigilator may check the contents before, during and after the examination.</p> <p>10.3 Details about the permitted materials (e.g. source materials, calculators) for each examination can be accessed from your Personal Examination Timetable. If you are in any doubt, you should check with your Department.</p> <p>10.4 Any unauthorised materials or aids must be left as directed by the invigilator.</p> <p>10.5 If the regulations permit you to bring your own texts into the examination, the texts must be completely unannotated. Only highlighting and the use of unmarked tabs/post-it notes are permissible. All texts will be checked by the invigilators during the examination. During the examination, you must not write on any text or other permitted source material.</p> <p>10.6 Dictionaries are not permitted in any examination.</p> <p>10.7 Failure to abide by 10.4, 10.5 and 10.6 constitutes <u>cheating</u> (see Section 13) and may result in disciplinary action being taken against you.</p>
<p>11. Calculators</p>	<p>11.1 If you are allowed to use an electronic calculator in an examination it must be compact, hand-held, quiet in operation, and have its own power supply. Devices with internet connection are not permitted. Please note that there is no list of approved calculators. Instead, all calculators adhering to the above criteria are acceptable unless stated otherwise in the list of permitted examination materials (see 10.3). If you are unsure whether your calculator is permissible it is your responsibility to check with your Department.</p> <p>11.2 You are responsible for ensuring that your calculator is in working order. Replacement calculators are not available during the examination.</p> <p>11.3 You must state clearly on the examination script the make and model of calculator used.</p> <p>11.4 The unauthorised use of information contained in the memory of an electronic calculator, the use of unauthorised software or the use of a calculator when this is not permitted constitutes <u>cheating</u> (see Section 13) and may result in disciplinary action being taken against you.</p>
<p>12. Examination clothing</p>	<p>12.1 A candidate's attire should not bring into question the integrity of the examination process, for example by potentially allowing the use of concealed headphones or by hindering verification of his/her identity by the invigilator.</p> <p>12.2 For religious or cultural reasons, some female students may wear a facial covering. A female member of staff may ask the candidate to accompany her to a private room to verify her identity and to carry out additional checks. Once completed satisfactorily, the candidate will then be able to return to the examination room and sit the examination as scheduled.</p>
<p>13. Cheating</p>	<p>13.1 Examination offences are extremely serious and can result in expulsion from the School. You are strongly advised to read the <i>Regulations on Assessment Offences</i> available in the School Calendar:</p> <p>Plagiarism: http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm</p> <p>Other offences: http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffencesOtherThanPlagiarism.htm</p>

<p>14. Checking the question paper</p>	<p>14.1 Before the examination starts you should check that you have the correct question paper. Some papers have similar titles; and some have an alternative version, printed on coloured paper, for resit / deferred students only.</p> <p>14.2 A separate examination paper will be provided for re-sit/deferred candidates where there have been significant changes to the syllabus or content of a course from a previous session. These examination papers will be printed on coloured paper.</p> <p>14.3 Where there is more than one examination paper, candidates must sit the examination paper which corresponds to the year in which they were last registered for teaching (including repeat teaching). Re-sit/deferred candidates who wish to sit a paper from a more recent academic year should obtain permission from their department and ensure that Registry have been notified at registry@lse.ac.uk at least four weeks prior to the examination. It is your responsibility to ensure that you have been provided with the correct paper.</p> <p>14.4 Read the instructions on the question paper and follow them carefully.</p>
<p>15. Writing in the answer book</p>	<p>15.1 Write your answers in English unless the question paper specifies otherwise.</p> <p>15.2 LSE examinations are handwritten. You must write in blue or black ink and only use pencil for diagrams, graphs etc. Scripts written in pencil are not acceptable.</p> <p>15.3 Write legibly as you may lose marks if the examiner cannot understand the content of your script.</p> <p>15.4 Complete the cover of the answer book carefully when instructed to do so by the invigilator – make sure you enter your candidate number correctly, as well as the title of the examination and your room and desk number.</p> <p>15.5 All rough work must be done in the answer book and handed in at the end of the examination. Clearly cross out any work (including rough work) you do not want the examiner to mark.</p> <p>15.6 At the end of the examination, you must put all your answer books, graph paper etc together and secure them with the string provided. It is your responsibility to ensure that all your answer books are firmly secured.</p> <p>15.7 Writing of any kind is not permitted once the invigilator has announced the end of the examination. This includes entering details of your candidate number, examination paper and the number of questions answered. Failure to do so constitutes cheating (see Section 13) and may result in disciplinary action being taken against you.</p> <p>15.8 You must not remove any answer books or other materials from the examination room. You are, however, permitted to take the question paper with you unless the invigilator states otherwise.</p>
<p>16. Illegible scripts</p>	<p>16.1 You must make every effort to write legibly in your exam answer book. This minimises the risk of marks being lost due to indecipherable content.</p> <p>16.2 If your writing is deemed illegible by the examiner, you may be required to attend Student Services in person to assist in the transcription of your script; and you will be responsible for bearing any associated costs. If you are not able to attend in good time, this may result in the script being awarded '0' and/or a delay in the release of the relevant result(s). This may also affect your progression to the next year of study (see 8.7) and/or the classification of your degree.</p>
<p>17. Cancelling your script</p>	<p>17.1 If you wish to cancel your entire script you must inform the invigilator and write "CANCEL SCRIPT" across the front sheet of your exam answer book before leaving the examination room. If you do not follow these instructions, your script will be marked as normal.</p> <p>17.2 You should note that cancelling your entire script will result in the award of a mark of 'zero (absent)', which may affect your progression to the next year of study (see 8.7) and/or the classification of your degree.</p>
<p>18. Examination question paper queries</p>	<p>18.1 Please note that examinations are intentionally difficult, and feel more so under the pressure of timed conditions. 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 when your examinations feel more difficult than the previous years' papers from which you have been</p>

	<p>revising. Examinations may contain questions that surprise you and that are unlike past examination 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 examination will also be fair.</p> <p>18.2 If, during the examination, you have a query about the content of the question paper, you should alert the invigilator who will contact the Registry and advise you of the outcome.</p> <p>18.3 If you still have concerns after the examination has ended, you should raise the matter in writing to the Student Services Centre (examinations@lse.ac.uk) within SEVEN days of the examination in question.</p> <p>18.4 In the very rare event that an examination paper contains a substantive error which may have affected all candidates, a member of staff from Student Services will liaise with the Chair of the Sub-Board of Examiners and all candidates will be informed of any action taken.</p> <p>18.5 You should note that an error in an examination paper is distinct from mitigating circumstances as mitigating circumstances are specific to an individual candidate (see Section 21).</p>
<p>19. Leaving the examination room</p>	<p>19.1 You are not allowed to leave the examination room during the first 30 minutes or last 30 minutes of the examination.</p> <p>19.2 Outside of these times, if you wish to leave the room you should raise your hand to attract the attention of the invigilator.</p> <p>19.3 You will be escorted by an invigilator on any toilet breaks and will be asked to empty your pockets prior to entering the toilet.</p> <p>19.4 Please ensure that you take all your personal belongings with you when you leave at the end of the examination.</p>
<p>20. Emergency evacuation and recommencing the examination</p>	<p>20.1 In the event of an emergency evacuation, you must follow the invigilator's instructions at all times.</p> <p>20.2 Whenever possible, examinations will recommence following an emergency evacuation.</p> <p>20.3 Before the examination recommences, 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 examination was interrupted.</p> <p>20.4 All scripts will be marked in accordance with usual School procedures. However, examiners will be notified of the disruption to the examination.</p> <p>20.5 The School will automatically ensure that the evacuation circumstances are taken into account by the Board of Examiners. You do not need to take any further action.</p>
<p>21. Mitigating circumstances</p>	<p>21.1 If you are absent from an examination, or feel that your performance in an examination has been significantly and negatively affected, as a result of illness/injury, bereavement or other personal circumstances, you may submit mitigation to the Student Services Centre within SEVEN days of the date of your last examination.</p> <p>21.2 Mitigation will be considered by the Sub-Board of Examiners only where the mitigating circumstances are unforeseen and out of the candidate's own control and if corroborated by official evidence. All evidence must be in English.</p> <p>21.3 Further information on mitigating circumstances is available at: http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Exceptional%20Circumstances/Mitigation.aspx</p>

<p>22. Specific examination arrangements</p>	<p>22.1 You may be eligible for Specific Examination Arrangements (SEA) if you are disabled, have dyslexia or an ongoing medical condition, and have a current medical or educational psychology report which advises/recommends SEA. If you have not already done so, you should contact the Disability and Well-being Service (DWS) at disability-dyslexia@lse.ac.uk or on 020 7955 7767 for more advice.</p> <p>22.2 You should normally have agreed an Individual Study Support Agreement (ISSA) with the DWS no later than the end of Lent Term. The proposed SEA will then be considered by the SEA Panel. If approved, you will be notified before the start of the examination period of the details of your SEA. Registry will send this information to your LSE email account.</p> <p>If SEA have been agreed, you will not be sitting your examinations in the room indicated on your Personal Examination Timetable: details of your room and desk number will be posted on a separate pink list in the foyer of Clement House on the morning of each of your examinations.</p> <p>Details will also be posted on the following webpage no later than 4pm on the day before the relevant examination(s) are scheduled to take place:</p> <p>http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Specific%20Exam%20Arrangements/DailyArrangements.aspx</p> <p>Your SEA will only be available in this alternative room.</p> <p>22.3 If you experience an unexpected medical problem which you think may warrant SEA, you should contact the Student Services Centre as soon as possible on 020 7955 6167 / 7350. Please note, however, that SEA will not be provided in the event of a student developing a contagious illness, for example chicken pox or mumps. Should you develop such an illness, to minimise the risk of others being infected, you should remain in isolation as far as possible and not travel to the School, regardless of your examination schedule.</p> <p>22.4 The Board of Examiners will not be made aware of a candidate's SEA. If you feel that the agreed SEA were insufficient, for example as the result of an acute episode of a chronic condition, you should submit a mitigation (see Section 21).</p>
<p>23. Publication of results</p>	<p>23.1 For further information, please see:</p> <p>Results: http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Results/results.aspx</p> <p>Transcripts: http://www2.lse.ac.uk/intranet/students/studentServicesCentre/Transcripts/Transcripthome.aspx</p> <p>Degree Certificates: http://www2.lse.ac.uk/intranet/students/studentServicesCentre/examinationsAndResults/DegreeCertificate.aspx</p>

¹ The exception to 8.7 are students on the first or second year of the LLB programme, where Autumn resits are required in order to comply with Law Society requirements for progression.