

This document aims to set out and make clear the expectations and responsibilities of all parties concerned in the process of central examinations.

1. To follow all instructions pertaining to their examinations, including key information around expected behaviours and avoiding academic misconduct.
2. Students are expected to only bring permitted equipment into th

3. To inform the exams team of all units that are expected to run a first sitting of an exam in any given exam period by the first week of teaching via MADHANDIN data spreadsheet circulated by the exams team.
4. To provide updates to Quality Officer for External Examiners on any changes to External Examiners as soon as possible to ensure adequate time for their details to be logged and for them to receive communications from the exams team.
5. To alert the exams team at the earliest opportunity, and before the agreed 6-week deadline of any requests for an ad hoc examination, with all documentation including; student list,

13. To provide reports on each examination period to Exams Working Group and Teaching Quality Standards Committee (TQSC).
 14. To work with Student Support to provide agreed reasonable adjustments as outlined in any Learning and Teaching Support Agreement (LTSA) where information is shared by agreed 6-week deadline.
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1. To support students and staff to safely evacuate the examination space in the event of an emergency evacuation in line with university policy.
 2. To maintain suitable venues for examinations to take place including ensuring adequate allocation of timetabled rooms during key exam weeks.
 3. To ensure all equipment used for on campus exams are of a suitable standard for students.
 4. To ensure Academic Regulations and quality assurance processes are in place to support the running of exams with a focus on the student experience and ensuring that this is regularly reviewed to confirm suitability.