



THE UNIVERSITY OF  
BUCKINGHAM

MEDICAL SCHOOL

**MB ChB**

# **Regulations for Remote Examinations Nov 2020**

## *General Provisions*

### *1 Purpose and Scope*

These rules and regulations contain the provisions for all University of Buckingham Medical School remote Examinations.

### *2 Definitions*

In these rules and regulations, the terms below have the following meanings:

- “Appeal”: the request of a Candidate to revise a decision
- “Candidate”: The individual who wishes to take or has taken an Examination
- “Chief Invigilator”: The individual who is appointed by the Examination Board for maintaining the proper conduct of a particular Examination in accordance with the Examination Regulations.
- “Examination”: the mechanism used to establish whether the Candidate meets all the required proficiency in a subject or skill as defined in The University of Buckingham Medical School Code of Practice for Assessment
- “Fraud”: wrongful or criminal deception intended to result in financial or personal gain.
- “Proctoring”: Exam supervision.
- “Video Proctored Online Examination”: an Examination conducted remotely through the online examination Proprietary software, during which the Candidate is not monitored permanently by onsite invigilator, but for which control and monitoring takes place afterwards, on the basis of video and audio recordings made throughout the complete duration of the Examination.

### *3 Special Examination Rules.*

Without prejudice to the General Examination Rules in the University of Buckingham Medical School (UBMS) General Regulations, a Candidate taking an Examination via Online Assessment anywhere must also abide by the following rules laid down in these Special Examination Regulations.

- 3.1 The remote written Examinations and OSCEs will be conducted in line with the principles set out in the UBMS Code of Practice for Assessment. Reasonable adjustments will be considered on individual circumstances in line with the UBMS Reasonable adjustment policy.
- 3.2 During the Examination, the conduct of the Candidate and the circumstances must enable the University to establish the identity and/or to test the knowledge, understanding and/or skills of the Candidate in an adequate manner.
- 3.3 The candidate will be required to show photo ID at the start of the assessment.

- 3.4 The Candidate must be present in the virtual Examination in time and at the time mentioned in the Examination notice;
- 3.5 The Candidate must follow the instructions of the Examination set out by the University.
- 3.6 The Examination environment in which the Candidate takes the Examination must meet the following requirements:
  - a) The Candidate's Examination environment must be quiet and tranquil.
  - b) There may not be any other people in the room.
  - c) On the desk or other workplace, there may not be anything except a computer, possibly an external web camera, 5 sheets of paper, a pen or pencil and a drink of water in a glass or container with the label removed.
  - d) There may not be sounds from music, television or any other sounds.
  - e) There may not be other computers or similar devices switched on in the Examination room.
  - f) Lighting must be "daylight" quality and overhead if at all possible. If overhead is not possible, the source of light should not be behind the Candidate.
- 3.7 The Candidate is obliged to show the Examination environment by making a 360° film of the test environment with the webcam; this film must be suitable to enable the University to check whether the environment is in line with the requirements as laid down in this article.
- 3.8 The Candidate is obliged to consent to their image being recorded and monitoring by third party online proctoring software during the duration of the Examination. Personal data of Candidates will be processed and used in accordance with the current University Guidelines including the Student Data Protection Policy
- 3.9 The Candidate cannot communicate with anyone (apart from assessor in OSCE stations), or talk out loud. Communication is allowed only in case of emergency, or for contacting the Medical school nominated contact in case of technical disturbances.
- 3.10 The Candidate may not leave the room after starting the examination except for toilet breaks, they must show their ID card to the webcam when they leave and return. They should report the approximate timing and number of breaks to the invigilator after the exam is over. Candidates can do this in the chat of this meeting or by email.  
Toilet breaks should not be taken within the first and last 15 minutes of the exam.  
Candidates should not be away from their computer for more than five minutes (unless they have an RA that allows this). Longer or repeated breaks will have to be accounted for.
- 3.11 The Candidate must face the computer screen during the Examination.
- 3.12 The Candidate must not take screen shots during the Examination.

- 3.13 During the Examination, the Candidate is not allowed to use any other software applications than Exam ID, the Examination and Exam Monitor.
- 3.14 The Candidate is not allowed to use the internet and/or to consult digital data or web pages or to have these opened, unless this is explicitly permitted.
- 3.15 Wearing plain ear plugs is allowed if agreed in advance with the invigilators. Headphones are not allowed for written exams.
- 3.16 The Candidate must be dressed, behave decently and maintain professional conduct at all times.
- 3.17 Candidates who have a Reasonable Adjustment to allow stretching and exercise, must stay in the field of view of the webcam whilst they do this.
- 3.18 The Candidate is responsible for ensuring that they have the appropriate technology and system requirements to complete the assessment, as described in:
- <https://examsoft.com/exam-monitor>
  - <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements>
  - <https://examsoft.force.com/emcommunity/s/article/ExamID-and-ExamMonitor-Permission-Setup-for-MAC-users>
  - <https://examsoft.force.com/etcommunity/s/article/ExamID-and-ExamMonitor-Permission-Setup-for-Windows-users>
- 3.19 The Candidate is responsible for ensuring that they have access to Microsoft Teams and are confident in how to use and interact with the software.
- 3.20 Requirements for the setup of the computer and webcam that are used during the Examination:
- a) It is not allowed to have desktop sharing software installed and activated on the computer.
  - b) The webcam and microphone required for the exam must be enabled and running.
  - c) The webcam must be focused on the candidate taking the Examination at all times.
  - d) The Candidate's face must be positioned in the centre of the webcam view and must be visible throughout the duration of the Examination.
  - e) Nothing may cover the lens of the webcam at any time during the Examination.
- 3.21 Open Book examinations
- Open book electronic exams at a remote location are also subject to the UBMS Regulations for Remote Examinations.
- Candidates may access written and/or electronic resources of their choice as sources of information during the exam.
- However, the exam must be the candidates' own work, therefore they must not:
1. Plagiarise, that is to copy directly from a source of information, into your exam answers
  2. Collude with any other student to complete the examination
  3. Involve any other individual in the completion of this exam

The Medical School reserves the right to run answers through plagiarism and collusion detection software if misconduct is suspected.

By sitting this examination, candidates are agreeing to abide by these rules. Any suspected breach of the regulations that come to light either during or after the examination will be investigated under the UBMS Regulations for Remote Examinations and Academic Misconduct regulations and will lead to sanctions if candidates are found to be in breach of the regulations.

#### **The exam environment**

- a) It is recommended that the examination environment be quiet and tranquil.
- b) There should not be any other people in the room.

#### **During the Exam**

- a) Candidates must not communicate with anyone.
- b) Communication is allowed only in case of emergency, or for contacting the Medical school nominated contact in case of technical disturbances.
- c) Candidates must not take screen shots during the examination.
- d) Candidates must not have desktop sharing software activated on the computer.
- c) Candidates must not communicate with, or attempt to communicate with, any other candidates, either directly or indirectly, during the examination for any reason.
- d) Academic misconduct of any kind will be dealt with very severely and will bring into question fitness to practice.

#### **Reasonable adjustments**

If candidates have a reasonable adjustment, extra time will automatically be included by Exemplify. Candidates cannot stop/pause Exemplify and must sit the exam in one go.

#### **Confidentiality of Examination Materials**

Candidates must treat the Examination Materials as strictly confidential. They are not allowed to take any part of the Examination Materials, or to copy, photograph or in any way reproduce these, inform third parties of the contents of Examination Materials, or provide these to third parties in any way.

#### **Emergencies**

In the event of an emergency at the location, candidates should take action to ensure their own safety. If it safe to do so, e.g. a false alarm, they may resume the exam. They should report the details afterwards to an invigilator.

If they need assistance **during** the exam (ie once you are in the exam), switch on your phone and ring the contact details shared in the briefing.

#### **Starting the exam**

Candidates will be provided with a password at the pre exam Teams briefing.

#### *4 Fraud*

- 4.1 Committing Fraud, offering others the opportunity to commit Fraud, or stimulating Fraud, is prohibited.
- 4.2 The Candidate must not communicate with, or attempt to communicate with, any other Candidates, either directly or indirectly, during the Examination for any reason.
- 4.3 Any suspected attempts to commit fraud will result in referral of the Student to Fitness to Practice.

#### *5 Confidentiality of Examination Materials*

- 5.1 The Candidate is required to treat the Examination Materials as strictly confidential. The Candidate is not allowed to take with them (or parts of) the Examination Materials, or to copy, photograph or in any way reproduce these, inform third parties of the contents of Examination Materials, or provide these to third parties in any way.
- 5.2 All rights, including the copy rights and other intellectual property rights that can be exercised with regard to the Examination materials, vest and remain to vest exclusively with University. The Candidate may only use the Examination Materials in so far as this is necessary for taking the Examination.

#### *6 Sanctions for Deviations or Irregularities*

- 6.1 Any deviation or irregularity in relation to the regulations as included in paragraphs 3-5, can lead to sanctions.
- 6.2 If the deviation or irregularity is discovered prior to, or during the Examination session, the Candidate can be excluded from participating or continuing the Examination.
- 6.3 The nominated Chief Invigilator will receive an invigilation report from the online video proctoring service immediately after a computer controlled Examination.
- 6.4 Where there are reasonable grounds for suspicion of academic misconduct, whether through notification from the University's online proctoring software or by any other means, the Chief Invigilator is required to conduct the initial inquiry, by reviewing the recorded evidence of the Candidate undertaking the Examination, and either close the case or escalate to a full investigation, within two term weeks.
- 6.5 Where a candidate is suspected of cheating or other academic misconduct the Chief Invigilator should inform the candidate in writing. The student will be informed that an investigation is taking place, and given an opportunity to offer any explanation or mitigation.
- 6.6 The School Academic Misconduct Officer (SAMO) shall have responsibility for convening a panel as soon as is practical, wherever possible, prior to the subsequent Board of Examiners.

The panel is likely to be formed of the SAMO, the Head of Department and the relevant Phase Lead. The candidate shall have the right to give an explanation and make representations to the panel either in person or in writing. If the candidate makes representations in person, s/he may be accompanied by a friend.

- 6.7 Where the panel finds the case to be unsubstantiated, the candidate shall be notified without delay by the SAMO, and all reference to the incident shall be expunged from the Candidate's record.
- 6.8 Where, after examining the available evidence, the panel finds that the candidate is in breach of the regulations relating to academic misconduct, the SAMO shall write to the candidate on behalf of the panel as to the finding of the breach, and the recommended sanction (if appropriate). All supporting documentation is to be held on the student file. The SAMO shall report the decision to the next Board of Examiners and the Examination Senate.
- 6.9 Where it is deemed that there has been a breach of the above policy, a judgement of Academic Misconduct will apply. The student will be sanctioned in line with the following tariff of penalties, according to the extent, gravity and nature of the case, and in line with such precedents as may be established from case history as recorded by the University and, as required, with reference to practice elsewhere in the sector:
- i. Award of zero for the entire assessment in which the offence occurred. There will be a re-sit opportunity it being understood that a lesser final award can be awarded for the degree overall. The student will be informed and a record will be entered on the student's file.
  - ii. Failure of the programme; expulsion from the university. The student will be informed and a record will be entered on the student's file.
- 6.10 The Candidate has the right to file an appeal against a decision

## *7 Appeals*

- 7.1 Appeals will be considered and conducted in accordance with the UBMS appeals process. Appeals may be made on one or both of the following grounds:
- Procedural irregularity in the conduct of the Academic Misconduct Procedure
  - New evidence is made available with a valid reason as to why it was not disclosed at the time of investigation
- 7.2 The Panel shall have access to all materials from the case and be able to question the SAMO and other relevant parties in making a decision on the appeal.

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