

Important Information Regarding Examinations and other Assessments

Dear Students

Given the forthcoming examination diet I wish to remind you of two important regulatory matters:

1. Special reminder about prohibited materials in examinations

Section 17 of the Fees and General Information in the *University Calendar* covers regulations on student conduct in written examinations, and you should pay particular attention to points 3, 4, 5, 6 and 7:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/calendar2018-19/feesandgeneral/assessmentandacademicappeals/reg17/>

Please remember to avoid taking any prohibited materials into your examinations.

1. Before you enter the examination room you must **CHECK CAREFULLY** to ensure you have not brought any revision notes in pockets or inside permitted material such as dictionaries, and that there is no writing on yourself or your personal items.
2. **Mobile Phones**, tablets, smartwatches and other electronic devices are all **PROHIBITED MATERIALS** – You must ensure that these are fully switched off (not on silent or flight mode, and with all alarms disabled as these may still sound when the phone is switched off) and stored with your other personal items (in a closed bag/container) and placed in the location instructed by the invigilators.

Bringing prohibited material into an examination, even by mistake, is not acceptable and penalties will be imposed irrespective of whether the material has been used during the examination.

With regard to dictionaries, note that **ONLY** language translation dictionaries are permitted – subject-related dictionaries, English language dictionaries and any dictionary that gives the meaning of words, rather than simply the translation, are not allowed.

Where an invigilator reports to the Senate that a student has been found with prohibited material, the student concerned is interviewed by the Senate Assessors for Student Conduct or the Senate Student Conduct Committee (under the provisions of the University's Code of Student Conduct). The Senate Assessors and the Committee can impose a range of penalties and these can have very severe consequences for the student involved - for example, a common penalty is to award Grade H for the examination in question, with no opportunity to resit. **In some cases, this can have the effect of preventing students from completing their degree, or from graduating.** In some very serious cases, students have been expelled permanently from the University, with no award being made.

2. What to do if illness or other adverse circumstances affect any of your exams

It is **your** responsibility to bring any factors that may have affected your academic performance to the attention of the University and you must do this **as soon as possible**.

If you miss an examination or an assessment deadline during this examination diet, or if you believe your assessment performance has been affected by adverse circumstances, you should submit a **Good Cause Claim**, and this must be via MyCampus.

Submission of a Good Cause Claim is the mechanism which allows your circumstances to be considered by the Board of Examiners. Please note all Good Cause Claims must be submitted within **five working days** of the date of the affected assessment.

To submit a Good Cause Claim on MyCampus, go to the 'Student Center' and select *My Good Cause* from the Academics menu.

See guidance: [Good Cause – the Basics](#)
[Good Cause FAQs](#)

Please do not shy away from divulging important information. It will be treated sensitively. If your case involves very sensitive personal information you must complete a claim in MyCampus but you can approach a member of staff in your School about how to bring that information and the supporting evidence to the attention of the Board without logging the full details in MyCampus. Without your information the Board of Examiners will not be able to take the matter into account. Furthermore, you will not be able to appeal against your assessment result on the grounds of adverse medical or personal circumstances unless you can provide a good reason why this information could not be presented in time.

The Code of Assessment which is published in Section 16 of the Fees and General Information section of the *University Calendar* <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/calendar2018-19/feesandgeneral/assessmentandacademicappeals/reg16/> covers incomplete assessment and good cause (paragraphs 16.45 – 16.53). 'Good Cause' means illness or other adverse personal circumstances affecting you and resulting in you missing an examination, **or** failing to submit coursework on time, **or** your performance in the assessment being clearly prejudiced. [Chronic illness is not covered unless there has been a short term worsening of the condition which specifically affects an assessment. If you have a long term chronic medical or mental health condition you are encouraged to register with the Disability Service if you haven't already done so. Further information is available at <https://www.gla.ac.uk/myglasgow/disability/>].

If it is accepted that your assessment was affected by good cause, the work in question will be set aside and you will (as far as is practicable) be given another opportunity to take the assessment with the affected attempt discounted. **Please note that Boards of Examiners are not permitted to award marks on the basis of undemonstrated performance and therefore your grade(s) will not be increased because your performance was impaired by medical or other personal circumstances.**

I hope this information is helpful, and I wish you well in your forthcoming examinations.

Professor Jill Morrison
Clerk of Senate and Vice Principal

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