

## EXAMINATION PROCEDURES FOR SUMMER SCHOOL STUDENTS 2016

*To ensure you are fully prepared to sit your examinations and to minimise the chance of falling foul of the Summer School's assessment regulations, please read this document in full.*

1. Candidate number	1.1 This is your LSE ID number (not your Library number). This must be used for any examination, assessed coursework or essay that counts towards your final mark. Do <b>not</b> use your ID number alongside your name.
2. The examination timetable	2.1 The midsession and final examination timetable will be confirmed during the programme and sent to students a week in advance of the examination. It is your responsibility to check the times and locations of all your examinations.
3. Entry to examination rooms	<p>3.1 You may only enter the examination room on the instructions of the invigilator. This will normally be no later than five minutes before the start of the examination.</p> <p>3.2 You must bring your LSE student card to the examination room. To avoid unnecessary interruption, this should be displayed on your desk for checking by an invigilator.</p> <p>3.3 Please leave all books, notes, bags and coats in the place indicated by the invigilator. Failure to do this may lead to an accusation of cheating.</p>
4. Late arrival	<p>4.1 If you arrive more than 30 minutes after the start of any examination, you will <b>not</b> be allowed to enter the examination room. Instead, please go directly (and immediately) to the Summer School Office (CLM.1.02).</p> <p>4.2 If, on the day of an examination, you anticipate being more than 30 minutes late for your examination for reasons beyond your control, you should telephone the Summer School Office on 020 7955 7227 as soon as possible to explain your situation.</p>
5. Illness/unexpected events on the day of an examination	<p><b>5.1 If you are likely to miss an examination for any reason, including illness, you should telephone</b> the Summer School Office as soon as possible for advice on 020 7955 7227.</p> <p>5.2 If you are ill on the day of an examination, you are strongly advised to contact either the LSE Health Service or your own doctor. If you are unsure about what to do or what evidence to provide, please call the Summer School Office on 020 7955 7227.</p> <p>5.3 If you are taken ill during an examination, you should tell the invigilator immediately so that the necessary action can be taken to help you and to ensure that the circumstances are recorded.</p>
6. Electronic devices & personal belongings.	6.1 You may <b>not</b> take mobile phones, iPods or other electronic devices (unless specifically permitted by examiners) into the examination room. Do <b>not</b> bring any personal belongings, especially valuable items with you to your examinations as you will <b>not</b> be allowed to keep these with you during your examination.
7. Materials to be taken into the room	<p>7.1 Details about examinations for which calculators, source materials etc. are permitted will be circulated in advance of the examination.</p> <p>7.2 You are <b>not</b> permitted to have any unauthorised books, notes, instruments, computer files or other materials or aids in your possession when taking an examination. If you have any such articles with you upon entry to the examination room, you must leave them in the place indicated by the invigilator.</p>

	<p>7.3 If you bring a pencil case, or equivalent, into the exam room, please ensure it contains no revision notes or other unauthorised material. Invigilators will conduct spot checks on the contents of pencil cases throughout the exam.</p> <p>7.4 Dictionaries are <b><u>not</u></b> permitted for use during an examination.</p> <p>7.5 The unauthorised use of any of the above <b><u>constitutes cheating</u></b> (see section 9 below) and <i>will</i> result in disciplinary action being taken against you.</p>
8. Calculators	<p>8.1 If you are allowed to use an electronic calculator in an examination it must be of the hand-held type, quiet in operation and compact, and must have its own power supply.</p> <p>8.2 The unauthorized 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 by the paper rubric <b><u>constitutes cheating</u></b> (see section 9 below) and <i>will</i> result in disciplinary action being taken against you.</p>
9 . Cheating	<p>9.1 Examination offences are very serious and can result in disqualification from the examination. They include:</p> <ol style="list-style-type: none"> <li>bringing into, or using in, the examination room books, notes, instruments or other materials, however they are stored or transported, which might be used to your advantage and are not expressly allowed by the examiners under Regulation 3;</li> <li>communication in any form by a student during the examination to another individual or individuals except where expressly allowed by the examiners;</li> <li>in the examination room, copying or reading from the work of another student or from another student's books, notes, instruments, computer files or other materials or aids, unless expressly allowed by the examiners;</li> <li>offering a bribe of any kind to an invigilator, examiner or other person connected with assessment;</li> <li>using software or information stored electronically in any form that is not expressly allowed by the examiners;</li> <li>providing or receiving information about the content of an examination before it takes place, except when expressly allowed by the department or institute concerned;</li> <li>impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate you;</li> <li>any unauthorised study and/or unauthorised absence of a candidate from the examination room during the period of the examination;</li> <li>any attempt to tamper with examination scripts or coursework after they have been submitted by candidates;</li> <li>fabricating or falsifying data or results by individual students or groups of students;</li> <li>not complying with the reasonable request of an invigilator under these or other regulations and rules;</li> <li>any conduct of which the result would be an advantage for you obtained by subterfuge or action contrary to published rules or regulations;</li> <li>removing from the examination room without authorisation stationery or other materials supplied by the School.</li> </ol> <p>9.2 Invigilators and examiners are very alert to the possibility of cheating. In particular, see 7.5, above.</p> <p>9.3 If an allegation is made of cheating during an examination this will be immediately investigated and may result in disruption to your examination whilst the investigation takes place.</p>
10. Checking the question	<p>10.1 Read the instructions on the question paper and follow them carefully.</p>

paper	
11. Writing in the answer book	<p>11.1 LSE examinations are handwritten. You must write in ink. Scripts written in pencil are <b><u>not</u></b> acceptable.</p> <p>11.2 Write legibly. If the examiner cannot read your script, you may lose marks.</p> <p>11.3 Complete the cover of the answer book carefully – make sure to enter your LSE ID number correctly, as well as the title of the examination.</p> <p>11.4 It is very important that you write your LSE ID number on all the answer books you use, and that you do <b><u>not</u></b> write your name anywhere on them.</p> <p>11.5 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 <b><u>not</u></b> want the examiner to mark.</p> <p>11.6 At the end of the examination, you must put all your answer books, graph cash analysis paper etc together and secure them with the string provided. It is entirely your responsibility to ensure that all your answer books are firmly secured.</p> <p>11.7 You must not remove any examination answer books, exam question papers or other materials from the examination room.</p>
12. Problems with an examination question paper	<p>12.1 If you think you have noticed a problem with the content and/or format of your exam question paper, please draw it to the attention of the invigilator immediately, who has been briefed about what actions to take.</p>
13. Leaving the examination room	<p>13.1 You are <b><u>not</u></b> allowed to leave the examination room during the first hour of the examination.</p> <p>13.2 Thereafter, if you want to leave the room temporarily you may only do so with the approval of, and if accompanied by, an invigilator.</p> <p>13.3 If you visit the toilet you might be escorted by an invigilator who will ask you to empty your pockets prior to entering the toilet.</p> <p>13.4 If you finish early and want to leave, you must let the invigilator know. You will be required to hand your script to the invigilator and leave any materials supplied by the School on your desk.</p> <p>13.5 If you finish within the last fifteen minutes, you must wait at your desk until the scripts have been collected. You must not leave the room until the invigilator has given you permission.</p> <p>13.6 Please make sure you take all your personal belongings with you when you leave.</p>
14. Evacuation in the event of a fire alarm/ other emergency	<p>14.1 In the event of a fire alarm evacuation or other emergency, follow the invigilator's instructions at all times.</p>
15. Mitigating circumstances (including illness)	<p>15.1 If there are medical or mitigating circumstances, e.g. temporary illness, personal difficulties or a bereavement, which you feel may have affected your examination performance and which you want to bring to the attention of the examiner,</p>

	<p>you must submit a statement of mitigating circumstances to the Academic Tutor of the Summer School Office, no later than <b>THREE</b> days after the examination. The late submission of evidence will only be accepted in very exceptional circumstances.</p> <p>15.2 Any statement of mitigating circumstances must (a) clearly indicate the impact that such circumstances had on your performance in an exam / piece of assessed work <b>and</b> (b) be corroborated by documented evidence from an official source (e.g. doctor's note, death certificate). Unless both conditions (a) and (b) are met, the Summer School will <b>not</b> record such circumstances.</p>
16. Special examination arrangements	<p>16.1 School regulations allow for special arrangements (e.g. extra writing time, rest periods, the use of equipment etc) to be made because of an existing condition (i.e. physical, medical or psychological) and/or learning disability (e.g. dyslexia). Special arrangements can only be made on the basis of documented evidence from an official source (e.g. doctor's note, death certificate). This must be submitted to the Summer School Office within the first three days of the start of the programme.</p> <p>16.2 If special examination arrangements have been agreed for you, you will not normally be taking your examinations in the set examination room. Instead, the Summer School Office will notify you of your room.</p> <p>16.3 Late applications for special exam arrangements (i.e. during the Summer School programme) will not normally be considered except in very specific circumstances.</p> <p>16.4 Where candidates have a condition such as dyslexia, visual impairment, restricted use of their writing hand, etc, the examiner will be notified and advised that marks should <b>not</b> be deducted for presentation, spelling or grammatical errors (including style) that would be consistent with such a disability / condition. In all other regards, standard marking criteria and procedures will apply.</p> <p>16.5 If you experience an unexpected, last minute medical problem which you think warrants special examination arrangements, please contact the Summer School Office as soon as possible for advice on tel: 020 7955 7227.</p>
17. Publication of results	<p>17.1 If you have an outstanding debt to the Summer School, your results will not be released until the debt is settled.</p> <p>17.2 The results for the midsession examination will normally be made available by the following Tuesday and for the final examination 10 days after the end of the session. The results will be available from the Summer School Office.</p>
18. Transcripts and certificates	<p>18.1 Certificates: Your official certificate will normally be posted to you by the end of September.</p> <p>18.2 First transcripts: Your digital transcript will normally be made available to you by the end of September.</p>