

EXAMINATION PROCEDURES FOR SUMMER SCHOOL STUDENTS 2021

*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. **This assumes in-person written examinations will take place, if not then assessments will be online. If this is necessary then amended procedures will be circulated.***

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 not use your ID number alongside your name.
2. The examination timetable	<p>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, so check your timetable carefully. It is common for students taking the same examination to be seated in different rooms or even buildings.</p> <p>2.2 The vast majority of courses have a final examination which will take place between 9am-6pm on the final Friday of the relevant session (in 2021 this will be Friday 9th July, Friday 30th July and Friday 20th August). You must bear this in mind when making travel plans as you will not be able to sit the examination at an alternative time.</p>
3. Entry to examination rooms	<p>3.1 You should arrive at the School in good time. 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 not be allowed to enter the examination room. Instead, please go directly (and immediately) to the Summer School Office (Location TBC).</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>5.1 If you are likely to miss an examination for any reason, including illness, you should telephone the Summer School Office as soon as possible for advice on 020 7955 7227.</p> <p>5.2 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> <p>5.3 If you miss the examination for any reason, it will not normally be possible to arrange an alternative examination at a later date.</p>
6. Electronic devices & personal belongings.	6.1 You may not use mobile phones, smart watches, stop watches, e-readers, tablets or other electronic devices during an examination. Mobiles and smart watches must be turned off completely – not set to silent or do not disturb – and

	<p>placed under your desk. Any other personal items such as religious icons or mementos must be placed under your desk. Other electronic items must be left in your bag. The invigilator will give instructions about where you should leave personal belongings.</p> <p>6.2 You must ensure that any alarms or reminders which may create a disturbance are deactivated. If any of your equipment causes a disturbance, the School may take disciplinary action.</p> <p>6.3 You are strongly advised not to bring any electronic devices or other valuables to the examination room. If you choose to do so, this is at your own risk. The School does not take responsibility for loss or damage.</p>
<p>7. Materials to be taken into the room</p>	<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 responsible for bringing your own pens, pencils, rulers, calculator etc. to the examination. These are not provided for you.</p> <p>7.3 You are <u>not</u> 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. The unauthorised use of any of the above <u>constitutes cheating</u> (see section 9 below) and <i>will</i> result in disciplinary action being taken against you.</p> <p>7.4 If you use a pencil case or similar, it must be transparent to allow invigilators to see the contents without disturbing you or other candidates. If an invigilator cannot see the contents clearly, they are entitled to check.</p> <p>7.5 You may bring unlabelled, clear drinking bottles into each examination. Food is not allowed in examinations unless by prior agreement with the Summer School Office for a certified medical condition.</p> <p>7.6 English dictionaries are <u>not</u> permitted for use during an examination. However students for whom English is not their first language will be given five minutes reading time before the exam begins and may use a language dictionary if they need to. They must put the dictionary away before they start answering the exam.</p>
<p>8. Calculators</p>	<p>8.1 If you are allowed to use an electronic calculator in an examination it must be compact, hand-held, quiet to operate and have its own power supply. Devices with an internet connection are not permitted.</p> <p>8.2 You may not access information stored in the memory of your calculator or use any other software during your exam. You will be responsible for clearing any stored memory from your calculator (or if applicable, setting your calculator to 'Test Mode').</p> <p>8.3 There is no list of approved calculators. Instead, all calculators adhering to the above criteria are acceptable. You are responsible for ensuring that your calculator is in working order. You will need to write the make and model of your calculator clearly on your answer book.</p> <p>8.4 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 by the paper rubric <u>constitutes cheating</u> (see section 9 below) and <i>will</i> result in disciplinary action being taken against you.</p>

<p>9 . Cheating</p>	<p>9.1 Examination offences are very serious and can result in disqualification from the examination. They include:</p> <ul style="list-style-type: none"> a. 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; b. communication in any form by a student during the examination to another individual or individuals except where expressly allowed by the examiners; c. 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; d. offering a bribe of any kind to an invigilator, examiner or other person connected with assessment; e. using software or information stored electronically in any form that is not expressly allowed by the examiners; f. providing or receiving information about the content of an examination before it takes place, except when expressly allowed by the department or institute concerned; g. impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate you; h. any unauthorised study and/or unauthorised absence of a candidate from the examination room during the period of the examination; i. any attempt to tamper with examination scripts or coursework after they have been submitted by candidates; j. fabricating or falsifying data or results by individual students or groups of students; k. not complying with the reasonable request of an invigilator under these or other regulations and rules; l. any conduct of which the result would be an advantage for you obtained by subterfuge or action contrary to published rules or regulations; m. removing from the examination room without authorisation stationery or other materials supplied by the School. <p>9.2 Invigilators and examiners are very alert to the possibility of cheating. In particular, see 7.3, 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>
<p>10. Question papers</p>	<p>10.1 Read the instructions on the front of the paper clearly. Make sure you take time to read through the whole paper at least once before you start writing. Check that you know how many questions there are and how many you need to answer.</p> <p>10.2 Reading time may be permitted if indicated on your examination paper. This is additional time to the duration of the examination. This time can only be used for reading the examination paper – unless otherwise stated. You may not take notes or write in your answer booklet. Invigilators will inform you of the start and finish of reading time and when you may begin writing. If you begin writing before permitted, you will be given a clean answer booklet/question paper – and your written on booklet/question paper will be removed.</p>
<p>11. Writing in the answer book</p>	<p>11.1 LSE examinations are handwritten. You should write legibly, preferably in blue or black ink. You may use pencil if you prefer but please bear in mind that pencil can be faint to read and can smudge. Be careful not to lose marks because your answers are difficult to read.</p> <p>11.2 Complete the cover of the answer book carefully – make sure to enter your LSE ID number correctly, as well as the title and date of the examination.</p> <p>11.3 It is very important that you write your LSE ID number on all the answer books you use, and that you do not write</p>

	<p>your name anywhere on them.</p> <p>11.4 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>11.5 You must stop writing as soon as the invigilator announces the end of the examination. This applies even if you have not finished an answer, sentence or word – you must stop writing immediately. This also applies if you just need to complete the details on the front of your answer booklet(s). If you do still need to put your details on the front of the answer booklet(s), you should raise your hand and wait for an invigilator. If you do not abide by this instruction then the School may consider your behaviour as cheating (see section 9 above).</p> <p>11.6 At the end of the examination, please tie together securely with provided string all booklets you have been given, including any rough work. It is your responsibility to ensure all answer booklets used are securely tied together.</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	12.1 If you think you have noticed a problem with the content and/or format of your examination question paper, please draw it to the attention of the invigilator immediately.
13. Leaving the examination room	<p>13.1 You are not allowed to leave the examination room during the first hour, or the last 15 minutes of the examination.</p> <p>13.2 Outside these times, if you wish to leave the room you should raise your hand to attract the attention of the invigilator.</p> <p>13.3 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>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	14.1 In the event of a fire alarm evacuation or other emergency, follow the invigilator's instructions at all times. You remain under examination conditions unless notified otherwise.
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, you must submit a statement of mitigating circumstances to the Summer School Office, no later than THREE 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 and (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 not record such</p>

	<p>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). 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 exam room.</p> <p>16.3 Late applications for special exam arrangements 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 not 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.</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 ten days after the end of the session. The results will be available from the Summer School Office.</p>
18. Challenging results	<p>18.1 The Summer School is confident that its approach to the marking of students' summative work is sufficiently robust and thus you are not able to call into question the academic judgement of the markers. There is no provision, therefore, for an examination script to be re-marked.</p> <p>18.2 Examination scripts are exempted from the access rules covered by the UK's Data Protection Act. Therefore School policy prohibits you from accessing either your original examination scripts or copies of your examination scripts. You may request an administrative mark check by contacting the Summer School Office within three days of the publication of the examination results. This process verifies that there was no transcription error made in the reporting of the examination result.</p> <p>18.3 The Summer School does not offer re-takes of examinations, whatever your result in the original examination.</p>
19. Transcripts and certificates	<p>19.1 Certificates: Your official certificate will normally be posted to you by the end of October.</p> <p>19.2 First transcripts: Your digital transcript will normally be made available to you by the start of October.</p>