



University of  
St Andrews

## Examination Rules

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	Staff and students
<b>Applicability date</b>	30/08/2025
<b>Expiry date</b>	30/08/2028
<b>Approved date</b>	21/05/2025
<b>Approver</b>	Senate Policies
<b>Document owner</b>	Academic Policy Officer
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Assessment, examination and award
<b>Purpose</b>	This policy lays out the University's process and rules pertaining to examinations.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and School or unit</b>	<b>Date</b>
1.4	List of Schools/Departments under 8.10 (Calculators) updated	Approved	Academic Policy Officer (Taught Degrees)	17 Feb 2026

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.

## Contents

1. Statement .....	1
2. Purpose .....	1
3. Scope / jurisdiction .....	1
4. Registration for Examinations.....	1
5. Examination Dates, Times and Venues .....	1
6. Reasonable Adjustments for Examinations.....	3
7. Academic Misconduct.....	3
8. Permitted Materials in In-Person Exams .....	4
9. Admissions to the exam.....	5
10. Beginning the Examination .....	7
11. Completion of Examination Materials .....	7
12. Conduct during the Examination.....	9
13. Absence from Examinations .....	11
14. Related documents and regulatory framework.....	12
15. Contacts.....	12
16. Version control.....	12

## **1. Statement**

- 1.1 As described in the [Assessment and Feedback Policy](#), all University examinations are governed by these Examination Rules.

## **2. Purpose**

- 2.1 This policy applies to undergraduate and postgraduate taught programmes at the University of St Andrews and any portions of postgraduate research degrees taught by the university. It also applies to any other SCQF credit-bearing educational offering (e.g. short courses, micro-credential modules) unless otherwise specified.
- 2.2 This policy does not apply to the University's educational offering which does not have associated credits.

## **3. Scope / jurisdiction**

- 3.1 All students must ensure that they have read and fully understand these Rules before sitting examinations. They include the following matters related to the conduct of exams. Students sitting examinations are termed “candidates” in these rules.

## **4. Registration for Examinations**

- 4.1 Candidates may present themselves for an examination only if they have been advised into the module concerned.
- 4.2 All matriculated students are registered automatically for the Semester 1 (Martinmas) and Semester 2 (Candlemas) examination diets.
- 4.3 Candidates must make themselves available for the whole of the examination diets.
- 4.4 Candidates who have been given permission to sit a deferred or reassessment examination in the Extended May diet or the August reassessment diet must register online. Candidates given permission to take a reassessment examination will have to pay the required resit registration fees; fees do not apply to deferred examinations. The University Examinations Officer will provide further information about registration to students eligible for reassessment and/or deferred exams ahead of their exam diet.

## 5. Examination Dates, Times and Venues

- 5.1 The institutional examination timetable will be published on the [University website](#).
- 5.2 Candidates should review their [personal exam timetable](#) regularly. Candidates with reasonable adjustments to their examinations should refer to their personal timetables as these display their individual arrangements.
- 5.3 The institutional examination diets will include both in-person and online exams, depending on the module. The August reassessment diet will be offered online only. Students must ensure that they are aware of the assessment requirements and arrangements for their modules.
- 5.4 Examination times are scheduled using Greenwich Mean Time (GMT) in Semester 1 (Martinmas) and British Summer Time (BST) in Semester 2 (Candlemas). The Extended May and August reassessment diets are scheduled in BST.
- 5.5 No adjustments will be made due to travel or sitting online exams in different time zones. For the August exam diet only, approved alternative start times are available to candidates sitting their August exams in different time zones (please see 'August Reassessment Diet Examination Times' under Section 5).
- 5.6 Every effort is made by Schools and the Examinations Officer to prevent timetable clashes, and these rarely occur. Where such a clash is identified, the candidate must notify the Examinations Officer at the earliest possible opportunity and in any event no more than one week after the timetable is published.
- 5.7 Candidates are responsible for correctly noting the dates, times and venues of their examinations and are advised to check their [personal exam timetable](#) immediately before the exam date for any possible changes to venues. No extra time will be granted to candidates who arrive late at the examination venue because they have noted the examination date, time or venue incorrectly.

### August Reassessment Diet Examination Times

- 5.8 August examinations are scheduled using British Summer Time (BST).
- 5.9 Examination papers are released at three approved time slots for both morning and afternoon sessions:
- Morning exams 09:30, 17:30, 01:30 next day (BST)
  - Afternoon exams 14:00, 22:00, 06:00 next day (BST)

- 5.10 Candidates are expected to start their exam at the earliest reasonable time slot (i.e. after 09:00 their time) in their residential time zone at the time of exam sitting.
- 5.11 Candidates are responsible for correctly converting the approved time slots from BST to their residential time zone to identify their earliest reasonable slot.
- 5.12 Candidates who start exams late are expected to still sit the exam but must provide further information, using the online exam platform, for the reason of their late sitting once they have ended their exam.

## **6. Reasonable Adjustments for Examinations**

- 6.1 Disabled candidates or candidates who have medical condition(s) and who may require alternative examination arrangements must ensure that they have registered with the Student Services Disability Team as soon as possible.
- 6.2 Failure to register with the Disability Team prior to the [published deadlines](#) may result in the Examinations Officer being unable to provide the candidate with approved arrangements.
- 6.3 Candidates should allow 48 hours from when their student record has been updated with any approved alternative arrangements for their exam timetable to be adjusted accordingly.
- 6.4 Candidates can view approved arrangements through MySaint at any time and it is recommended that they do this in good time before exam sittings.
- 6.5 Note that candidates' [personal exam timetables](#) reflect extra writing time allowances but not rest breaks. For in-person exams, rest breaks will be timed by invigilation staff. For online exams, rest break allowances are added to the exam duration for candidates to manage their rest breaks accordingly.

## **7. Academic Misconduct**

- 7.1 Candidates must ensure that they are familiar with the contents of the University's [Good Academic Practice Policy](#).
- 7.2 Academic misconduct in examinations can include (but is not restricted to) the following prohibited activities:
  - 7.2.1 use of prohibited equipment, software or materials during the examination

- 7.2.2 impersonation or attempted impersonation of a student (including, for example, failing to fill in attendance cards or cover sheets of scripts in a way that accurately identifies the author)
- 7.2.3 providing University staff with incorrect or misleading information prior to, during, or after the examination
- 7.2.4 removal of an examination script or blank examination stationery from the examination hall
- 7.2.5 any unsupervised absence from the examination. (Note that a candidate who leaves the examination venue without permission and/or without supervision will not normally be allowed back into the venue)
- 7.2.6 unauthorised and undeclared acquisition or dissemination of examination questions or related material prior to or after an examination
- 7.2.7 copying or paraphrasing text or material from other sources and present this as one's own work. (Note that plagiarism detection software may be used for online exams)
- 7.2.8 co-operating with any other person when completing the exam, this must be entirely the candidate's own work
- 7.2.9 failure to follow the rules for an examination, in a way that might result in gaining of an academic advantage

## **8. Permitted Materials in In-Person Exams**

- 8.1 No candidate may take into the examination venue books, papers or electronic aids unless specifically authorised by the School/Department concerned, or unless specific arrangements have been made by Student Services with the Examinations Officer or delegate.
- 8.2 Bags, coats and other such articles must be left in designated areas. No prohibited items should be kept on a student's person.
- 8.3 Candidates bringing pencils, pens and other such items may carry them in a transparent pencil case or bag. Non-transparent pencil cases must be left in designated areas.
- 8.4 Unless specific arrangements have been made by Student Services with the Examinations Officer, no candidate may bring any food and drink into the examination venue except water in a transparent bottle from which all labels have been removed; the bottle itself cannot be removed from the exam venue until the candidate finishes the exam and leaves the venue.

- 8.5 Any unauthorised material will be removed by invigilators and may be retained at the end of the examination as evidence in any potential academic misconduct case.

### **Electronic Devices**

- 8.6 Candidates are not permitted to keep any electronic devices (calculators are addressed below) on their person during examinations unless with the prior written permission of the Examinations Officer or delegate, or unless specific arrangements have been made by Student Services with the Examinations Officer or delegate.
- 8.7 Electronic devices include (but are not limited to) mobile telephones, music players, tablets, smart watches, and smart glasses.
- 8.8 The University accepts no responsibility for any loss or damage to mobile telephones or other electronic devices while in the exam venue. The University therefore recommends that candidates do not bring any electronic devices to the exam venue.
- 8.9 It is a breach of the Examinations Rules for candidates to have any form of electronic device on their person during an exam, **even if the device has not been accessed during the exam**. Any breaches to this rule constitute academic misconduct and will be dealt with under the [policy on Good Academic Practice](#).

### **Calculators**

- 8.10 Students taking modules that permit the use of calculators from the following Schools are required to have their calculators approved and tagged by the School:
- Earth and Environmental Sciences
  - Mathematics and Statistics
  - Physics and Astronomy
  - International Education and Lifelong Learning Institute
  - Medicine
  - Business (relevant for Economics and Finance modules as dictated by the School)
  - Chemistry
  - Psychology and Neuroscience
  - Biology
  - Computer Science

The calculator models approved for exam use in the above Schools are:

- Sharp EL-531 series
- Casio FX-85GTCW
- Helect-2

- Renus 2-line
- Casio fx-83GTX
- Casio fx-83GT CW
- Casio fx-85GTX
- Casio fx-85GT CW

No calculators other than the above models will be approved by tagging by the School.

## **Dictionaries**

- 8.11 A student whose first language is not English may apply to use a non-technical, bilingual dictionary between English and their first language. The use of electronic dictionaries is not permitted.
- 8.12 A student eligible to use a dictionary on this basis must obtain permission in advance from the Examinations Officer in the School/Department concerned; a written note or printed email confirming permission must be presented to invigilation staff in the venue at the start of each examination. This permission applies to all papers in all examinations in that subject for that Academic Year.
- 8.13 Candidates must ensure that any notes, whether on loose paper or added into the dictionary, are removed prior to exam sitting. This also applies to examinations where dictionary use is permitted for all candidates.

## **9. Admissions to the exam**

### **In-person Examinations**

- 9.1 Candidates must bring their St Andrews matriculation (ID) card to all examinations.
- 9.2 Candidates should be present at the examination venue at least 20 minutes before the published start time.
- 9.3 Candidates may not enter the examination venue until instructed to do so by invigilation staff.
- 9.4 Bags, coats and other such articles must be placed in designated areas. Candidates must ensure that any electronic devices (see 'Electronic Devices' under Section 8) brought to the exam venue are turned off or set to silent and placed in designated areas.
- 9.5 No candidate will be permitted to enter the examination venue more than 30 minutes after the published start time. Candidates arriving after this time must follow the examinations absence reporting process (see Section 13).

- 9.6 Only in exceptional circumstances and at the discretion of the Chief Invigilator will a candidate who arrives late be granted extra time at the end of the examination.

### **Online Examinations**

- 9.7 Candidates must ensure they are accessing their online exam at the scheduled start time. The online exam window closes 30 minutes after exams start.
- 9.8 For online exams offered in the August reassessment diet, candidates must ensure they are accessing their online exam at the earliest reasonable time slot relative to their time zone (please see 'August Reassessment Diet Examination Times' under Section 5).
- 9.9 Candidates should access their online exam through the Online Exam link on the My Course page in MySaint. Alternatively, the Online Exam link can be found in the relevant module in MMS.
- 9.10 Candidates must review the information provided to them on the initial page to ensure they are aware of the timings allocated to them.
- 9.11 When candidates are ready, they should check the tick box to confirm they want to start the exam, and then click the 'Start Exam' button.
- 9.12 The date and time of when the candidate started the exam, and the candidate IP address are recorded in the system at this time.
- 9.13 Candidates trying to start their exam after the exam start window, which closes 30 minutes after exams start, must follow the examinations absence reporting process (see Section 13).

## **10. Beginning the Examination**

### **In-person Examinations**

- 10.1 Candidates may not turn over the examination paper until instructed to do so by the invigilators.
- 10.2 Candidates may not begin writing until the Chief Invigilator has completed the pre-exam announcements and officially started the examination.
- 10.3 Candidates must keep their matriculation (ID) card face up and fully visible on their desk throughout the examination, as directed by the invigilators.

### **Online Examinations**

- 10.4 The exam download commences when the candidate clicks on the 'Start Exam' button.
- 10.5 Candidates are allocated time for downloading/printing the paper along with any additional materials, if applicable.
- 10.6 Candidates must not begin writing their response until the 'download' time has completed. Once this time has completed, candidates will have their full exam duration to write their responses.
- 10.7 Candidates are advised to ensure they are aware of the exam timings throughout each exam.

## **11. Completion of Examination Materials**

- 11.1 Candidates must write their answers in English, unless either it is clear from the question that a language other than English is to be used, or special arrangements have been made in advance.

### **In-Person Examinations**

- 11.2 Candidates must answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Chief Invigilator.
- 11.3 At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions.
- 11.4 Candidates may be required to answer their examination in one or more script books, on a multiple-choice question card, or on the examination paper itself.
- 11.5 No other paper, unless supplied by the invigilators, must be used during the examination.
- 11.6 For examinations where candidates are required to complete their examination using one or more script books:
  - 11.6.1 Candidates must complete and seal the anonymisation flap on the right of each script book.
  - 11.6.2 Candidates must ensure that their matriculation number is entered on the front of each script book.
  - 11.6.3 Candidates should normally write on both sides of the page.
  - 11.6.4 Rough work must be included in the script book and clearly crossed out.

- 11.6.5 Only with prior permission from Student Services and the Examinations Officer are candidates permitted to use loose paper for rough work. All sheets of paper used must be included with the completed script book at the end of the examination with the rough work crossed out.
- 11.6.6 No part of the script book should be torn off or separated in any way.
- 11.6.7 Where candidates are required to use multiple script books, they must fasten together all the books in order of use with the treasury tag provided.

### **Online Examinations**

- 11.7 Candidates must answer their examination questions in accordance with the instructions on the front of the examination paper.
- 11.8 Candidates may be required to answer their examination in one or more documents, on a response template provided by the School/Department, or on the examination paper itself. Schools/Departments will have advised the appropriate requirements, which will also be noted on the front page of the examination paper.
- 11.9 Candidates must ensure their matriculation number and module code are on each submission page, ideally in the header of any Word documents, unless advised otherwise in the exam paper instructions.
- 11.10 Candidates must ensure their submission has the correct page numbering.
- 11.11 At the end of the exam duration, there is a separate time allocation for the collation and upload of the exam submission in a **single PDF document**.
- 11.12 Candidates can upload a document multiple times during the exam duration and allocated time for collation and upload. Any document uploaded at the end of the upload period will be submitted for marking, therefore, candidates should be mindful of timings when choosing to submit 'work in progress'.
- 11.13 Candidates are responsible for ensuring that they upload the correct file as their final submission.
- 11.14 Having submitted their exam answers, candidates must tick the box to advise they are ready to end the exam and then click the button to 'End Exam'.
- 11.15 Candidates will be provided with an opportunity to provide comments of their exam sitting, which will be reviewed by the Exams Office and sent onto the relevant School/Department.

- 11.16 Where candidates upload their submission late, after the end of the specified collation and upload time, they must advise the reason of their late submission using the comments functionality on the online exam platform.
- 11.17 Failure to provide an acceptable explanation for the late submission of the exam script may result in the candidate's exam submission attracting a fail mark of 0. If the upload link were no longer visible to candidates due to technical problems and/or because the candidate has gone past their maximum amount of time available for uploading a document, then the candidate must email their exam submission as a file attachment to [assessment@st-andrews.ac.uk](mailto:assessment@st-andrews.ac.uk) as soon as possible.
- 11.17.1 Candidates should use their St Andrews email account and write their matriculation number and module code in the subject line.
- 11.17.2 Candidates must specify the reason for the submission being emailed rather than uploaded through the online exam platform.
- 11.17.3 Failure to provide an acceptable reason for submitting work to [assessment@st-andrews.ac.uk](mailto:assessment@st-andrews.ac.uk) will result in the candidate's exam submission attracting a fail mark of 0.

## **12. Conduct during the Examination**

- 12.1 All candidates must comply with the University's [Good Academic Practice Policy](#) throughout their examination.

### **In-Person Examinations**

- 12.2 Candidates must comply with all instructions announced by the invigilators.
- 12.3 Candidates requiring assistance during the examination must raise their arm and wait for an invigilator to come to them.
- 12.4 Any candidate who believes that an error has been made in the content of an examination question should report this to an invigilator. The concern will be noted and reported to the School/Department setting the paper. However, no amendments or clarifications may be made during the examination, and candidates are instructed to complete the examination question as far as they are able with the information provided.
- 12.5 Candidates should not leave their desk unless permitted to do so by the invigilators (see 'Leaving an In-person Examination' in Section 12).
- 12.6 Communication of any kind with other candidates in the examination venue is forbidden before, during and after the examination.

- 12.7 No candidate may place examination script books or other papers on the floor.
- 12.8 No candidate may place jackets or other articles of clothing on the back of their chair or on the floor.
- 12.9 A candidate whose conduct is, in the opinion of the Chief Invigilator, disturbing to other candidates and who persists in such behaviour after receiving a warning from an invigilator shall be required to leave the examination venue.
- 12.10 In the event of an emergency, candidates must follow the instructions given by the invigilators and must refrain from talking during an evacuation.

### **Leaving an In-Person Examination**

- 12.11 No candidate may leave the examination venue during the first 30 minutes of the examination, save in exceptional circumstances and at the discretion of the invigilators.
- 12.12 Candidates wishing to leave the examination venue (temporarily or otherwise) must raise their arm and wait for an invigilator to come to them.
- 12.13 Candidates wishing to return to the examination venue may not leave the examination room unsupervised.
- 12.14 No candidate may leave the examination venue during the last 30 minutes of the examination, save in exceptional circumstances and at the discretion of the invigilators.
- 12.15 At the end of the examination:
  - 12.15.1 All candidates must stop writing when instructed to do so by the invigilators.
  - 12.15.2 Invigilators will collect the examination materials. Each candidate must ensure that they hand in all examination materials (script books, multiple choice question cards etc.) and the examination paper if required to do so. Candidates should be aware that any examination script or related material that is removed, even inadvertently, from the venue without authority will be deemed invalid.
  - 12.15.3 To minimise disturbance to other candidates, all candidates must remain in their places until the examination has officially ended, all examination materials have been collected, and they have been given permission to leave by the invigilators.
- 12.16 Candidates must leave and disperse quietly once the examination is over.

## **Online Examinations**

- 12.17 Candidates must comply with all instructions outlined to them.
- 12.18 Any candidate who believes that an error has been made in the content of an examination question should report this after their exam sitting through the “comments” functionality on the online exam platform. The concern will be noted and reported to the School/Department setting the paper. However, no amendments or clarifications may be made during the examination, and candidates are instructed to complete the examination question as far as they are able with the information provided.
- 12.19 Communication of examination paper content and any matters pertaining to the examination with other candidates and any third party is forbidden before, during and after the examination.

## **13. Absence from Examinations**

- 13.1 Candidates must report absence from an examination due to illness or other exceptional circumstances by submitting a Self-Certificate of Absence in MySaint as soon as they are able to do so, preferably before the examination is due to take place and no later than 3 calendar days after the examination.
- 13.2 Candidates must contact the School/Department responsible for the module being examined to request alternative arrangements, which are at the discretion of the School/Department.
- 13.3 All other candidates are only required to notify the Examinations Officer if there is a problem submitting a Self-Certificate.
- 13.4 Medical or other relevant supporting evidence may be required by the School/Department in support of the candidate's request for alternative arrangements.
- 13.5 In the case of any long-term illness or impairment, candidates should contact [Student Services](#) for advice and support.
- 13.6 If a candidate has missed an examination for whatever reason, the above reporting procedure also applies.

## **14. Related documents and regulatory framework**

- 14.1 This document should be read in conjunction with the [Assessment and Feedback Policy](#) and the [Quality Assurance for Assessment Policy](#).

## 15. Contacts

- 15.1 Users should direct questions about this policy to the Exams Office at the Registry and the Education and Student Experience team.

## 16. Version control

<b>Version number</b>	<b>Purpose or changes</b>	<b>Document status</b>	<b>Author of changes, role and School or unit</b>	<b>Date</b>
1.0	New Policy	Approved	Academic Policy Officer (Taught Degrees)	2 September 2025
1.1	List of Schools/Departments under 8.10 (Calculators) updated	Approved	Academic Policy Officer (Taught Degrees)	25 November 2025
1.2	List of Schools/Departments under 8.10 (Calculators) updated	Approved	Academic Policy Officer (Taught Degrees)	2 December 2025
1.3	List of Schools/Departments under 8.10 (Calculators) updated	Approved	Academic Policy Officer (Taught Degrees)	20 Jan 2026
1.4	List of Schools/Departments under 8.10 (Calculators) updated	Approved	Academic Policy Officer (Taught Degrees)	17 Feb 2026