Code of Conduct
Part IA/IB Online Examinations Easter Term 2020

The online examinations in Parts IA and IB are 'closed book'. Candidates must use only the items that they would normally be allowed in the examination hall – e.g. writing implements, a water-bottle etc. Candidates **must not**

- consult their notes or any other written material;
- use the internet during the examination for any purpose other than downloading the examination paper and uploading their answers from/to Moodle;
- use any software or electronic device[1] during the examination for any purpose other than viewing the examination paper, and scanning and uploading their answers;
- receive help from any other person during the period the examination paper is online;
- provide help to any other candidate during the period the examination paper is online;
- do anything else that would not be permitted in a normal invigilated examination, or could reasonably be interpreted as academic misconduct in a formal examination.

Candidates are required to submit handwritten and scanned[1] answers.

Candidates are required to adhere strictly to the 3-hour time limit specified[1] for the completion of each examination paper. An additional period of 45 minutes[2] of administrative time is allowed solely for the download, scanning and upload of answers to Moodle; this administrative time is not part of the time allowed for completion of the paper.

Candidates in time zones UTC–3 to UTC+8 inclusive are required to start the examination at, or shortly after, noon BST (UTC+1). Candidates in the remaining time zones are required to start the examination at, or shortly after, midnight BST.

Candidates are required to sign and submit a statement to confirm that they have complied with this code of conduct (with any examination access adjustments).

---

[1] Candidates who have had examination access adjustments approved by the Student Registry (such as extra time, rest breaks or use of a computer) should apply those adjustments to this code in the obvious manner.

[2] Candidates who are unable for some reason to complete the administrative tasks within this period are not in violation of this code, but should contact their Tutor to explain the circumstances. Download and upload times will be monitored by the University.