

# Sotheby's INSTITUTE OF ART

## EXAMINATION POLICY

**This procedure is applicable to all SIA - London students registered with the University of Manchester**

### Introduction

1. This document sets out the Sotheby's Institute of Art – London (SIAL) policy on examinations.

### Purpose

2. This Policy applies to all SIAL students registered on programmes or courses validated by the University of Manchester.

### Scope

3. This Policy refers to all formal examinations which take place as part of a student's programme or course of study, and sets out the practical arrangements for students' participation in examinations.

### The Policy

#### Fairness

4. In support of the principle that the processes of assessment should be fair, SIAL's Policy on Examinations is designed to ensure that students do not obtain unfair advantage for themselves or cause unfair disadvantage to other students.
5. Examinations will be supervised by one, or two, invigilators.
6. Any candidate who considers that his/her examination performance may be negatively affected by a learning difficulty should contact Student Support services in order to be considered for a Learning and Teaching Support Agreement with a view to reasonable adjustments being put in place for the duration of the academic year. Students requiring reasonable adjustments will need to provide valid documentation such as a diagnostic assessment report.
7. Students who believe that their performance in an examination has been affected by illness can apply for mitigating circumstances. If a mitigating circumstances application is successful the student may be able to sit an alternative examination, or submit an alternative assignment.

#### Admission to the examination room

8. Students will not be admitted to an examination room more than 30 minutes after the scheduled start. Students must sit in specified seats if so required by the invigilator.

9. Students must not impersonate another candidate, or allow themselves to be impersonated.

#### Material not permitted in an examination

10. Students must not bring food or drink into an examination room, except for a small packet of sweets (or similar) and a small bottle of water. Students must not take to their examination desk any learning materials or aids not specifically authorized for use in that examination (e.g. a dictionary). A student found in possession of any unauthorized and/or undisclosed material once the examination has started will be subject to disciplinary action, regardless of whether there was intent to use the material.
11. Any student found using a dictionary without having sought prior permission, will have the dictionary confiscated for the duration of the examination and may be reported for suspected cheating.
12. Students must not take to their examination desk any equipment capable of receiving, inputting, storing, processing or transmitting information, including but not limited to mobile phones, tablet computers and smart watches.
13. Any personal property such as coats or bags brought into an examination room must be left in a designated area.

#### Conduct in the examination room

14. Students must not copy from the work of another candidate or allow copying from their own work, and must not obtain assistance from another candidate or provide assistance to them.
15. Students must maintain silence and remain seated while in the examination room. Students must not cause any kind of disturbance or distraction or attempt to communicate with other candidates.

#### Leaving the examination room

16. A student who wishes to leave the examination room temporarily may do so only if accompanied by an invigilator.
17. Normally, students may not leave the examination room during the first 30 minutes or the last 15 minutes of the examination. If the exam is one hour duration or less students cannot normally leave until the end of the exam. Outside of these times, a student may leave the examination room before the allotted finishing time under the direction of an invigilator. Students must leave the examination room silently.
18. Students may take question papers away after the examination, unless specifically told verbally or in writing not to do so. Students must not remove from the examination room any other materials provided for the examination, including answer books (used or unused).

<b>Title</b>	Examination Policy
<b>Date first implemented</b>	2015
<b>Approving body</b>	Academic Board
<b>Version</b>	September 2022
<b>Supersedes</b>	August 2021
<b>Next review date</b>	Summer 2025
<b>Frequency of review</b>	Every three years
<b>Policy owner</b>	Quality Team