



Oak Hill College Examination Regulations

The following regulations set out the standard practices and procedures governing formal examinations at Oak Hill. Any breach of these Examination Regulations will be considered in accordance with the College's *Academic Integrity Policy*. During examinations, students are required to follow the instructions of Invigilators.

Attendance at Exams

- Students are expected to be available to attend all scheduled examinations during the published examination periods, as specified on the exam timetable. Failure to attend an examination without an approved deferral will normally result in the award of a Fail grade (a mark of 0) for that exam component.
- Students should arrive outside the exam room at least 10 minutes before the scheduled start time.
- No student may enter an examination more than 30 minutes after it has begun.
- No additional time will be granted to students who arrive late.

Before the Exam

- Bags, coats, and similar items should be left outside the exam room or placed at the front or back of the room, away from exam desks.
- Mobile phones and smart watches must be switched off and left either in a bag outside the room or placed under the student's desk. Mobile phones and smart watches may not be stored in bags kept inside the exam room.
- Students' College ID cards must be clearly visible on the exam desk and presented to Invigilators on request.
- Once inside the exam room, students should not speak except to an Invigilator.
- Students may not leave the exam room after entering it and before the examination has begun.

In the Exam Room

- Students must sit in their allocated seats in the exam room (normally arranged in alphabetical order by surname).
- After the exam has started, students may not leave the room during the first 30 minutes or the final 10 minutes of the exam. Only one student may leave the room at any given time.
- Answers should be written in black or blue ink, or in pencil where appropriate.
- Pencil cases must be transparent and may contain only pens, pencils, erasers, sharpeners, and short rulers.

- No additional stationery (for example, Post-it notes) may be brought into the exam room.
- Students must write both their Oak Hill Student Number and Durham Student ID on the front page of each exam script, using the template provided. These details are normally printed on the desk. If this information is not available, students should inform the invigilator who will have this information to hand.
- No food or drink is permitted in the exam room, except for water in unlabelled bottles.
- Students wishing to leave the room temporarily (for example, to use the toilet) must raise their hand and obtain permission from an Invigilator. No additional time will be granted for time spent outside the exam room.
- Students wishing to leave the exam early must raise their hand and seek permission from an Invigilator.

Books in Exams

- Students may bring only those books or other materials expressly permitted on the question paper. No unauthorised notes or materials may be brought into the exam room.
- Where the use of a Bible is permitted, copies will be provided by the College.
- Greek New Testaments, where permitted, will also be provided by the College.

At the End of the Exam

- At the conclusion of the exam, students will be asked to remain seated while Invigilators collect exam scripts.
- Other exam materials may also be collected at this time.
- Invigilators will check that the number of scripts collected corresponds with the attendance register before dismissing students.
- Students must leave the exam room quietly, as other exams may still be in progress, and should remain quiet immediately outside the room.

Illness and Exams

- By commencing an exam, a student is normally deemed to have declared themselves fit to sit it. Students who are ill on the day of an exam should inform the Academic Registry Office by email before the exam, where possible, and should submit a dated medical certificate confirming that they were unfit to sit the exam as soon as practicable. The Assessment Board will consider the evidence provided.
- In exceptional cases where unexpected illness arises after the exam has begun, the student must inform the Invigilator immediately and subsequently obtain a medical certificate supporting the claim that they were unable to continue the exam. The Assessment Board will consider the available evidence.
- Students with a previously diagnosed condition that may affect exam performance are encouraged to provide a supporting letter from their doctor for inclusion on their College file. This should outline the nature of the condition, its potential impact on exams, and its likely frequency.

Fire Alarms During Exams

- If a fire alarm sounds during an exam, students must follow the instructions of the Invigilator(s). If evacuation is required, students should leave the building as directed, taking personal belongings with them where possible, but leaving exam papers on their desks.
- Students from each exam room should remain together at the designated fire assembly point outside Reception. Exam conditions will continue during this time: students must not talk to one another or use mobile phones, and should not interact with students from other exam rooms.
- Further instructions will be given by the Invigilator. Where possible, the exam will resume, and students will be advised when to re-enter the exam room and how to proceed.
- In rare cases where an exam must be cancelled, the Invigilator will inform students that they may leave. The Academic Registry Office will subsequently notify students by email of the rescheduled exam date.

Babies Due During Exam Week

- As mobile phones must be switched off during exams, students whose spouse or partner is expecting a baby during Exam Week should contact the Academic Registrar in advance. Arrangements can then be made for the College to receive urgent notification if labour begins while the student is in an exam.
- In such circumstances, the student will be informed during the exam and may leave without penalty. An exam deferral will normally be granted.

Academic Registry Office

06/01/2026