



## UNIVERSITY OF OTAGO DIGITAL EXAMINATION RULES

*These Rules replace the standard University of Otago Examination Rules for circumstances where examinations are sat via a digital platform. Such examinations are normally expected to be sat by an individual alone in an off-campus location, but see Rules 10 to 12 referencing examinations in communal and on-campus spaces.*

1. Candidates must adhere to instructions included in examination material and/or issued by the Deputy Vice-Chancellor (Academic) relating to the maintenance and monitoring of academic integrity during the examination.
2. Where an examination is deemed to be fully 'open-book', rules 3 to 7 shall not apply.
3. Except where materials are authorised for a specific examination, no candidate is to access or use any book or other written or printed matter or information in any form during an examination.
4. Except for a single device required to sit the digital examination, the following devices may not be accessed or used during the period of the examination unless use is specifically approved in the instructions for the examination:
  - i. devices with communication or stored information capability (e.g. cell phones, tablets, smart watches)
  - ii. audible electronic devices (e.g. audio players)
5. The use of electronic calculators is not permitted in any examination unless specified in the instructions for the examination, in which case candidates will be instructed that they may use either:
  - i. only calculator models that are specified on the University of Otago list of approved calculators (available from [the Examinations section of the University of Otago webpage](#)), or
  - ii. any model of calculator provided this is battery powered, silent, truly portable and free of communication capabilities.
6. Where the use of electronic calculators is permitted no supplementary material or equipment (e.g. operating manuals, reference cards, program cards, print-out attachments, etc.) relating to the use or operation of the device other than spare batteries will be permitted to be accessed or used without the prior permission of the Examinations Group Leader.
7. Any candidate who brings a permitted calculator to an examination is responsible for the proper functioning of their device. It is permissible to bring spare batteries into the examination environment for this purpose. Leaving a supervised examination environment (whether digitally or physically monitored) to replace or repair a permitted calculator during an examination is not allowed.
8. No candidate shall continue writing an answer, or add anything to answers, after the expiration of time.
9. No candidate shall communicate with an examiner in regard to an examination either in the examination script or otherwise before the release of confirmed results, except through the Head, Student Experience or their delegated nominee.

10. For any examination held under supervision in a designated examination space on campus:
  - i. candidates will be admitted to the examination room five minutes before the examination is due to begin
  - ii. no candidate will be allowed to enter the room later than forty-five minutes after the beginning of the examination
  - iii. no candidate is to leave the room until one hour has elapsed from the beginning of the examination, and then only by permission of the supervisor, after they have verified that the candidate has submitted their finalised examination responses
  - iv. no candidate shall be permitted to leave the room during the last fifteen minutes of the examination.
  
11. For any examination held or sat in a communal space:
  - i. eating and drinking (except water from non-spill plastic water bottles) are not permitted
  - ii. no candidate shall communicate with another candidate in the communal space or copy from another candidate's answers.
  
12. For any examination held or sat on campus or in a communal space, or which is subject to digital invigilation, smoking or vaping are not permitted during the examination.
  
13. A candidate for a final examination other than a Special Examination, who, through illness or other circumstances beyond their control, misses that examination and/or is seriously impaired in the examination or the 14-day period immediately prior to the examination, may apply for Special Consideration as per clause 5 of the [Examination and Assessment Regulations 2014](#).
  
14. A candidate who is a finalist or postgraduate student and who misses a final examination through genuine error, such as mistaking the time or date of the examination, may apply to sit a Special Examination as per clause 7 of the [Examination and Assessment Regulations 2014](#).
  
15. Breaches of the Examination Rules shall be dealt with under the [Student Academic Misconduct Procedures](#) and may incur penalties as detailed in those Procedures and the [Academic Statute 2011](#).

*Note: the "Examinations Group Leader" referenced in these Rules refers to the Group Leader, or Group Leaders, in Student Administration with designated responsibility for the administration of examinations.*

*Approved by the University of Otago Senate, 18 May 2020*