Exam Code of Conduct

Overview

The purpose of the Examination Code of Conduct is to create an ethical environment for examinations. Failure to abide by the Examination Code of Conduct can result in disciplinary action.

Computer Based Assessment (CBA)

During an examination, students:

- Are not allowed to talk to exchange information of any kind, or engage in any activity that could result in the unfair advantage before, during, or after the quiz or examination;
- Must leave all books and other aids in an inaccessible place (except for open-book quizzes or examinations);
- Must finish the Examination within the given time.

Obstruction of the Examination Honour Code Process

Magna Carta College's decision to adopt an honour system for examinations is a significant one, the abuse of which will fracture the ethical framework central to our mission. The following instances constitute violations of the Examination Honour Code and can lead to serious sanctions including suspension or expulsion from the programme with Magna Carta College:

- Failure to abide by the Examination Code of Conduct.
- Attempting to prevent the discovery of prohibited conduct, or attempting to obstruct access, to alter, to destroy, or to conceal potential evidence connected with an Examination Honour Code investigation.
- Attempting to discourage, intimidate or deter complainants, witnesses, or other participants in an Examination Honour Code investigation.
- Initiating an Examination Honour Code complaint without any basis in fact and with the intent to harass another student.

General Practices and Procedures

Suspected violations of the Examination Honour Code may be reported by speaking directly with the lecturer or Head of Academic Administration.

Any questions regarding the Examination Honour Code should be referred to the Head of Academic Administration.

10 Innovation House, Oxford Business Park South, John Smith Drive, Oxford OX4 2JY
Company Registration No: 08334025
VAT No: 206690021

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