

EXAMINATIONS – STUDENT INSTRUCTIONS

1. **READ ALL INSTRUCTIONS CAREFULLY.** We recommend you read through all questions at least once before writing.
2. We strongly recommend you use Google Chrome or Mozilla Firefox to access the Warwick Assessment System (WAS).
3. **You must log in to the system before each exam** – the browser will not allow work to be submitted if the system has been open for longer than eight hours. This eight-hour period will carry over from and include the last period you logged in, so please ensure a fresh login before each new exam to avoid time out issues.
4. A detailed user guide for WAS can be found online: [WAS User Guide](#)
5. Each paper has a specific rubric, which will contain details regarding the number of questions in each Section, how many marks each question is worth, and instructions regarding how many questions need to be answered. Exam rubrics can be found on the Exam Resources webpages: ([Department of Economics - Exams Resources](#)).
6. You must complete the assessment within the allocated time period, which includes 30 minutes for uploading images.
7. You should not submit answers to more than the required number of questions. If you do, we will mark the questions in the order that they appear, up to the required number of questions in each section.
8. The number of marks available for a question will be stated at the end of each question.
9. If you need to include figures or mathematical equations/expressions etc. in your answer, you should draw them by hand on paper: this does NOT apply to individual symbols within your typed text as these should be incorporated into your text using the formula keyboard or keyboard shortcuts. Where you have produced a handwritten figure, you should only use short handwritten labels or titles to accompany it – longer text should be typed. Hand-written figures/equations etc. must then be scanned or photographed and the images uploaded into the relevant answer box(es). For each image, you are advised to include a reference to the question number and check that you have inserted it in the text box for the correct question.
10. Where you write anything by hand, please ensure you write legibly, preferably in dark blue or black ink. If you use a pencil, please ensure it is not too faint to be captured by scan or photograph. It is your responsibility to ensure your work can be read.
11. Calculators are permitted. You are allowed to access module materials, notes, resources, references, and the internet during the assessment. Students should remember that all work must still be their own. You are not permitted to copy any material without referencing, as this will constitute plagiarism, and penalties will be applied accordingly.
12. You must not communicate with any other candidate during the assessment period. The Department will check all work during marking to ensure academic integrity.
13. By starting this assessment, you are declaring yourself fit to undertake it. You are expected to make a reasonable attempt at the assessment by answering the questions in the paper.

14. If you are unable to submit your assessment, you can record Mitigating Circumstances and the Board of Examiners will consider your case. Please submit your claim via Tabula.
15. Students with approved Alternative Exam Arrangements (Reasonable Adjustments) that permit extra time and/or rest breaks will have this time added on to the stated duration.

TECHNICAL SUPPORT

- If you are having trouble accessing the system, guidance can be found online: [Technical support for WAS](#)
- To log a technical issue with the system once you are logged in, open an exam and click on the link on the right side of the page marked '[Click here for technical support](#)'
- If you believe you have been given access to the wrong online assessment, please contact your department.
- Technical support will be available between 09:00 and 17:00 GMT for each examination (excluding Sunday).

ACADEMIC SUPPORT

- If you have an academic query during the exam, you will first need to exit the question screen, using the 'Exit button' at the top left of the screen.
- A box with a red header will appear, asking you whether you want to exit without submitting. Tick 'I want to exit without completing my submission'. You will be able to go back in to continue with your answer(s) once you have contacted the invigilator or technical support.
- Navigate to the right-hand side on the Flow Information page and click on the link 'Contact the invigilator'.
- When you click the link to log an issue with the invigilator, you will be taken to a simple form where you can log your question which will be seen promptly by the invigilator during available hours (see below).
- Please be aware that two-way communication in WAS is not possible. An invigilator may choose to make an announcement that all candidates can see on WAS.
- Academic support will normally be provided for the standard duration of the examination (i.e., for a 2-hour exam starting at 09:30 GMT/BST, academic support would normally be provided between 09:30 and 11:30 GMT/BST). Academic support beyond this time is at the discretion of the department.

Submission Support

- If you have not submitted your work by the end of the exam, then the system will submit it for you automatically.
- If you have no internet connection when the exam finishes, please leave the WAS browser open and it will submit automatically once your connection is reinstated (you will not be able to amend your work during this period).
- If you encounter technical or mitigating circumstances during an exam, such that you are not able to finish your paper on WAS, then inform us **before the end of the exam**

by emailing our resource account (PG account: economics.pgoffice@warwick.ac.uk). The Postgraduate Office will extend your deadline by 15 minutes to allow you to complete your work.

- You must also submit a mitigating circumstances application via Tabula, providing information about the issue and including relevant timestamped evidence, within 5 working days of the affected exam finishing.
- Late exam papers will receive a mark of zero, and you will have to resit the module in September for a capped mark of 50, unless your claim for mitigating circumstances is accepted.
- Further guidance on technical mitigating circumstances is available on the Exam Resources webpage: [Exam Resources \(warwick.ac.uk\)](http://warwick.ac.uk/examresources)