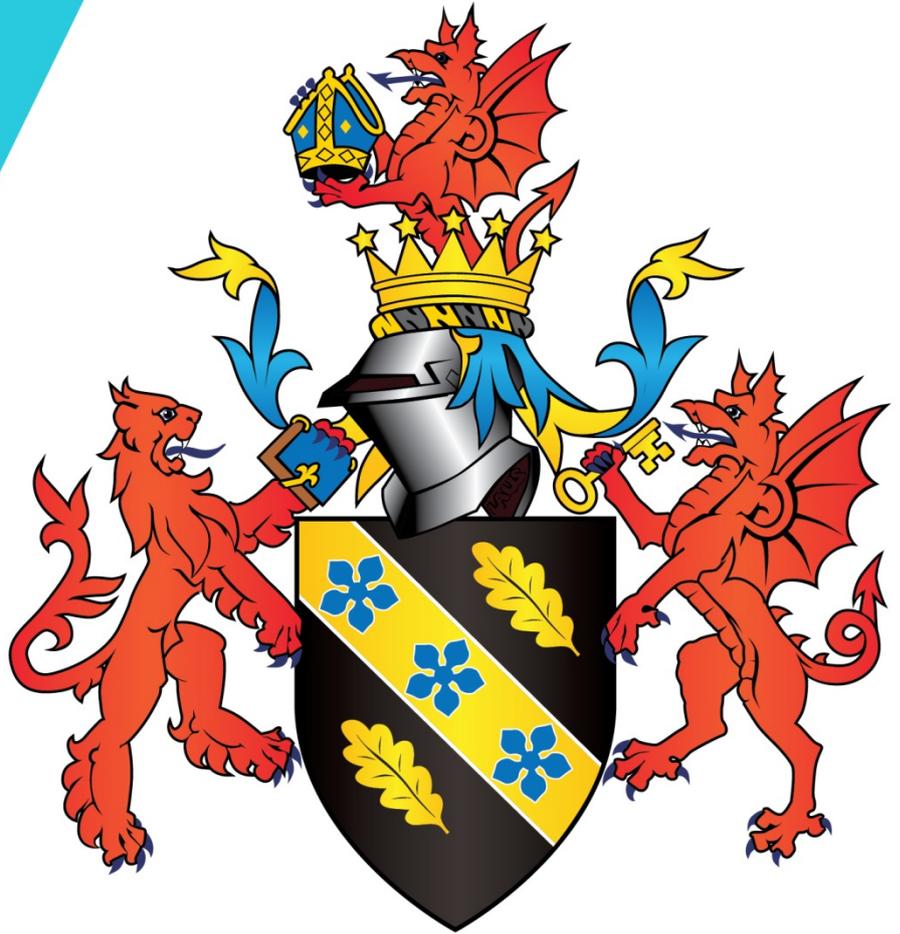




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# Use of Dictionaries and Calculators in Exams

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## 1. Use of Dictionaries in Exams

- 1.1. Some modules may forbid the use of dictionaries in course tests or examinations (such as where the purpose of the assessment is to test competence in a language); this will be specified on the examination/test paper. Students will be informed prior to the exam/test.
- 1.2. Some modules require the use of a specific bi-lingual (English/target language or Welsh/target language) dictionary in course tests or examinations; these are specified on the examination/test paper. Students will be informed prior to the exam/test.
- 1.3. In all other cases, you may use a dictionary in any examination or course test.
- 1.4. You are responsible for providing your own dictionary and that dictionary must:
  - 1.4.1. be paper-based, unless you have an approved assessment adjustment allowing a dictionary in an alternative format
  - 1.4.2. be of a type that is on the University's list of approved dictionaries
  - 1.4.3. be English/Welsh to a foreign language, foreign language to English/Welsh and/or foreign language to foreign language
  - 1.4.4. not be a technical dictionary or a dictionary that contains content other than simple translations (i.e. a translation dictionary)
  - 1.4.5. not contain any notes, tabs, or annotations other than your name. Any notes, tabs, or annotations discovered in a dictionary will be treated as evidence of an intention to commit academic misconduct.
- 1.5. Appendix 1 lists University-approved dictionaries or dictionary series.
- 1.6. A wide variety of languages is covered by the above list. However, any student who experiences a problem in obtaining one of the above dictionaries in their own language and who wishes to submit an alternative dictionary for approval should contact the Academic Office for further guidance ([quality@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)).
- 1.7. Students should note that dictionaries may be checked in each examination or course test and only those on the approved list will be permitted for use. Dictionaries that do not comply with the above requirements will be confiscated for the remainder of the exam or course test.
- 1.8. If you have been found with notes in your dictionary (or anywhere else) it will be reported as Academic misconduct. Your dictionary will not be returned to you until the incident has been fully investigated.

## 2. Use of Calculators in Exams

- 2.1. Calculators are permitted only where stated explicitly on the examination or course test.
- 2.2. 'Smart' devices that connect to the internet are not permitted in any examination or course test.

- 2.3. If you have been caught with a 'smart' device it will be reported as Academic misconduct. Your device will not be returned to you until the incident has been fully investigated.

### 3. Impact Assessment

Implication	Impact considered (Yes/No)	Impact Identified
Legal	Yes	<i>The policy conforms with:</i> <ul style="list-style-type: none"> <li>- Contract and consumer law</li> <li>- The Human Rights Act 1998</li> <li>- The Equality Act 2010</li> <li>- Natural Justice (fairness)</li> <li>- Data Protection Act 2018 (and GDPR)</li> </ul>
Contribution to the Strategic Plan	Yes	<i>The policy aligns with the values expressed in the Strategic Plan.</i>
Risk analysis	Yes	<i>Policy compliance mitigates against complaints to the OIA and complaints to the ICO.</i>
Equality	Yes	<i>The policy will ensure adherence to provisions of the Equality Act.</i>
Welsh language	Yes	<i>The policy aligns with principles expressed by the Welsh Language Act.</i>
Environmental and sustainability	Yes	<i>None identified.</i>
Communication / Media / Marketing	Yes	<i>The policy will be made available to staff and students via MyDay and the website.</i>

### 4. Policy author

4.1. Dr Kyle Erickson, Director of Academic Experience

### 5. Document version control

Version No.	Reason for change	Author	Date of Change
0.1	Draft policy	KE	07.11.2019

**Current status of Policy:** Approved

**Is the Policy applicable to:** HE

**Date ratified by Academic Standards Committee:** 11/12/2019

**Date effective from:** 01/02/2020

**Policy review date:** 01/06/2020

**For publication:** on UWTSD website

## Appendix 1:

### List of University Approved Dictionaries or Dictionary Series

- Berlitz Compact
- Berlitz Pocket
- Collins Gem
- Collins Pocket
- Langenscheidt Universal
- Oxford Pocket
- Oxford Mini
- Oxford Compact
- Liddell and Scott, Abridged Greek English Lexicon
- Cassell's Standard Latin Dictionary
- A Student's Dictionary of Classical and Medieval Chinese. By Paul W. Kroll. Leiden: Brill, 2015.