

## **Instructions to Candidates Sitting Written Examinations of the University other than those under the Control of External Bodies**

1. Candidates should be in possession of their University Student Identification Card at every examination which they attend. In areas where candidate slips are issued in advance, candidates should bring the slip to each examination.
2. No candidate may enter the examination room until authorised to do so by an invigilator. This will normally be not more than 15 minutes before the scheduled commencement of the examination.
3. Candidates who arrive late will be admitted to the examination at the discretion of the invigilator. No extra time will be allowed to compensate for late arrival.
4.
  - (a) No one is allowed to leave the examination during the first hour of its duration except in cases of illness or other exceptional circumstances. A candidate who is taken ill during an examination, must alert an invigilator before leaving the examination room. The invigilator will provide the candidate with information about what to do in relation to making a request for the consideration of exceptional circumstances. Students who attend an invigilated assessment, such as an examination, presentation or recital cannot subsequently claim that poor performance was due to exceptional circumstances, except in cases where the student is taken ill during the invigilated assessment or is subsequently found to have been suffering from an undiagnosed condition at the time (see the Procedures for the Consideration of Exceptional Circumstances in Part II of the Academic Regulations and Policies).
  - (b) If a candidate leaves the examination room due to illness the invigilator will make a record of the time and the circumstances and will make a report to the Complaints and Appeals office as soon as possible after the examination. The candidate's examination script must remain in the examination room and will be marked as a valid attempt unless the candidate submits a claim under the University's Exceptional Circumstances Procedure which is upheld.
  - (c) No candidate may normally leave the examination room during the last 15 minutes of the examination.
  - (d) Any candidate who leaves the examination room without the express permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room.
  - (e) If at any time after the first hour, but before the last 15 minutes of the examination, a candidate wishes to hand in his/her script, the candidate should attract the attention of the invigilator and remain seated until the script has been collected.
5. Before the commencement of the examination candidates will be permitted to complete the covers of their answer books. Attention should be drawn to the requirement regarding the recording of additional books. Candidates will also be allowed to read and check their papers. The purpose of reading time is to enable candidates to check that the paper has the correct number of questions, that no elements of the paper or of individual questions have been omitted accidentally and that no question is unwittingly ambiguous. The period allowed for reading time is ten minutes. During reading time candidates shall not be permitted to open their

books. During reading time students are permitted to annotate on question papers. If there are any queries concerning possible printing errors in any of the questions and/or any instructions on the paper these should be raised with the invigilator immediately.

6. Candidates are required to use approved examination stationery only. Rough work must be completed on approved examination stationery and handed in with the worked script. Except where otherwise stated on the question paper all answers must be written in English.
7. Candidates must bring their own pens, pencils, ink, ruler and eraser and may normally use drawing instruments and an electronic calculator (see paragraph 8 below). The use of dictionaries will not be permitted except by prior authorisation of the Examination Board for a specific examination. Where the Examination Board had authorised the use of dictionaries for a particular examination, a dictionary will be provided for each candidate by the Faculty for use during the examination. If any candidate brings to the examination room any notes, drawings, tracings, books or items other than those which may be specially permitted by the particular regulations of the subject/programme concerned, it will be the responsibility of the candidate to give them up at once to the invigilator. Possession by a candidate of any unauthorised material during the examination may be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means.

Candidates are responsible for any mobile telephones, smart watches, pagers or other electronic devices which they take into the examination room and must ensure that all such devices are switched off and placed out of reach, either in bags placed in the designated area within the examination room or given to the invigilator before the start of the examination.

It is an offence under the Student Disciplinary Procedures to have a mobile telephone, smart watch or other unauthorised electronic device on your person during an examination. The retention of a mobile telephone, smart watch or other electronic device during the examination by any candidate may also be regarded as an attempt to complete the examination by unfair means.

8. Unless otherwise specified by the particular regulations of the subject/course concerned, calculators must have a volatile memory, be cordless and noiseless; for calculators possessing a programmable capacity no pre-prepared programmes may be brought into the examination room. It is the responsibility of the candidate to arrange that the calculator is in working order. Furthermore, unless the regulations of the particular subject/course specify otherwise no machine with a keyboard containing a set of alphabetical characters may be used during an examination.
9. No candidate shall communicate with another in the examination room or attempt to complete his/her script by unfair means.
10. If a candidate wishes to ask a question he/she should raise a hand and wait until the invigilator is able to respond.
11. No candidate shall continue writing after the invigilator has announced the expiry of the time allowed for the examination, except, with the permission of an invigilator, to complete information required on the front cover of the answer book.
12. It is the responsibility of the candidate to ensure that all supplementary answer books used are properly recorded and are bound together with the original answer book

with the treasury tag provided.

13. At the end of the examination candidates must remain seated until all scripts have been collected by an invigilator. Where, in accordance with the requirements of a Disability Statement, it has been agreed that a candidate may undertake an examination using a computer, s/he will be asked to wait while the work is printed off and to sign each page to confirm it is her/his work.
14. Candidates are not permitted to smoke in the examination room. No candidate may bring food or drink, other than sweets and still drinks into the examination room.
15. Any candidate who is suspected of cheating will be so advised by an invigilator who will endorse his/her script to indicate the time at which the invigilator came to believe that the candidate was using unfair means. Any unauthorised material in the possession of the candidate will be removed, although the candidate will normally be allowed to continue the examination. The candidate should be informed that a report will be submitted to the Course Director in accordance with the provisions of the agreed procedures to be followed in cases of cheating. Candidates are reminded that if they are found guilty of cheating, they will be penalised in accordance with the agreed procedures.

Enquiries should be directed to the Academic Registrar.

Approved by Senate on 24 February 1993. Amended 26 October 1998, October 2005, May 2008, April 2010, September 2011 and April 2017.