

INSTRUCTIONS AND REGULATIONS FOR EXAM CANDIDATES:

By attending the exam, you are deemed to have read, understood, and will comply with the following instructions and the University's 'Exceptional circumstances' and 'fit to sit' policy.

Raise your hand to speak with an Invigilator if you do not understand these instructions or if you have any questions during the exam.

There is no entry to the exam room after the published start time.

Make sure you signed next to your name on the pink Attendance Register and that you are now sitting at the numbered desk indicated on that Register.

Put your belongings in the area identified by the Invigilator. Place on your desk:

- Your ID card (next to the desk number)
- Pens, pencils etc. required for your exam. Only transparent pencil cases are permitted.
- Any material specifically approved on the question paper.
- (if required) A transparent bottle/container of still water with NO label
- (if your exam permits their use) Your own University-approved calculator. These are any model of: Casio fx-82; fx-83; fx-85; fx-260; fx-300 and fx-991. Sharing or lending of spare calculators once the exam has commenced is not permitted. Calculators with non-detachable lids must be left open.

Penalties for Academic Misconduct can be severe, therefore, please read and follow these instructions:

Mobile phones, watches and any other electronic device must be switched off completely with any alarm de-activated. The only place they can be kept is in the plastic box under your desk e.g. not in your pocket or at the side of the room. Check all pockets/clothing now to ensure you do not have a phone on your person.

You should place a detachable calculator lid, glasses case and any other small items of value in the plastic box for safe keeping.

Check all your pockets/clothing for notes or other papers. Leave anything that could be assumed to be notes at the side of the exam room, away from your desk. You must not use your own paper during an exam unless it has been specifically permitted on the question paper.

Check that there is no writing on any part of your body (even if it is not relevant to the exam). If there is, tell an Invigilator before the exam begins. Do not leave the room to wash it off without telling them in case you are not permitted re-entry.

You are not permitted to wear earplugs or in-ear devices during your exam. If you are wearing a hat, baseball cap or hood you will need to remove it.

Food/sweets are not allowed on your desk. If you have medical reasons that require you access to food or drink other than still water, please speak with an Invigilator now.

Keep the plastic box under your desk for the duration of the exam. You must not retrieve it until an Invigilator tells you to do so.

As soon as you have read both sides of these instructions you may start to complete the FRONT page of your exam stationery. It is your responsibility to ensure you have done this correctly. You must not write anywhere else before the exam commences as this is an exam offence. You must stop writing when instructed to do so by the invigilator at the end of the exam.

The only place you are required to write your name is where indicated on the top right-hand corner of any answer book you are given. You must seal this down before it is submitted.

Draw a line through any rough notes you have made in your exam stationery.

When you receive your question paper, check that the module code and title are correct. You must **not** turn over or open the question paper until you are instructed to do so by the Invigilator. Then check it is complete before you start writing.

Once the exam has started you may not leave the room during the first 40 minutes nor the last 20 minutes unless you are in a room with specific arrangements (e.g. for disability or medical condition).

In exams lasting 2 hours or less you cannot return to a room once you have left it unless you have provided medical certification to justify a period of absence.

Should there be a **sudden and serious change** to your health during the exam you must tell an Invigilator immediately. They will ensure that you are aware of the consequences of leaving an exam before the end due to illness. Failure to follow the correct procedure will mean that you cannot submit a claim for Exceptional Circumstances by stating that your condition affected your performance.

If there are any adverse conditions that you feel may be affecting you during your exam, you should bring these to the attention of an Invigilator so that they can try to alleviate the problem as soon as possible.

Throughout the exam you must not attempt to communicate with any other candidate. You must remain seated and silent until all exam stationery has been collected and you have been dismissed. Do not remove any exam stationery from the room without authorisation.

Please leave the exam room quietly as fellow students may still be taking exams in adjacent rooms.

Good luck with your exam.