

Examination Guidance Instructions for Candidate

What can you bring to your desk?

Permitted

- ✓ Student ID card - **Essential**
- ✓ Water or soft drinks in small clear plastic bottles. Please place on the floor next to your desk.
- ✓ Sweets (unwrapped)
- ✓ Pens, pencils, erasers, rulers, pencil sharpeners

Not Permitted

- ✗ Headgear - except for medical reasons (with prior approval) or for religious reasons
- ✗ Personal belongings, including electronic devices (mobile phone, smartwatch, headphones). Please switch off and leave in the designated area
- ✗ Calculators – unless otherwise specified on the examination paper
- ✗ Dictionaries – unless otherwise specified on the examination paper
- ✗ Any unauthorised book, document, notes or other inappropriate aid
- ✗ Any food other than sweets – unless prior permission is granted from Student Wellbeing

During the Exam

Please do

- ✓ Complete the yellow attendance slip and leave it on your desk
- ✓ Check you have the correct question paper in front of you and read all the instructions and questions carefully
- ✓ Complete the front cover of each answer booklet used by providing your candidate number in the space provided
- ✓ If you wish to leave the room for a comfort break, raise your hand and wait for an invigilator to arrive
- ✓ Answer all questions in English, unless otherwise specified in the examination paper
- ✓ If finishing early, raise your hand and give your answer booklet to the invigilator before leaving your desk
- ✓ If the emergency evacuation alarm sounds, follow the instructions given by the invigilator

Please do not

- ✗ Speak to or communicate with any other candidates throughout the examination
- ✗ Make use of any unauthorised book, document, notes or other inappropriate aid
- ✗ Leave the examination room during the first 30 minutes or during the last 15 minutes of an exam
- ✗ Where examinations are less than 1½ hours, you may not leave the examination room.

At the End of the Exam

Please do

- ✓ Stop writing when advised by the invigilator that the exam has ended
- ✓ Ensure that all work is fastened securely with the tags provided
- ✓ List the number of questions that you have attempted in the order in which you have completed them in the 'Q No.' column
- ✓ Remove the sealed strip and fold over to conceal your name
- ✓ Remain seated and silent until all answer booklets have been collected and the invigilator gives permission to leave the room
- ✓ On leaving the room, dispose of all rubbish left on your desk

Please do not

- ✗ Speak to other candidates until you have left the examination building
- ✗ Remove from the room any examination materials provided by the University