

# Guide to Proper Conduct in Exams

When you're in the exam room you want everything to go as smoothly as possible. It is important that you know what the University regulations about exams are, because there are serious consequences if you break the rules. It can lead to an investigation for alleged cheating and, if proven, the penalty is expulsion from the University.

## What must I take into my exam?

- ✓ Campus card
- ✓ Stationery – you must bring your own pens, pencils, rulers and any other required equipment to each exam. These should be kept in a **transparent** pencil case



## What else is allowed?

Only bring essential items to your exam.

- ✓ Small (500ml max) clear bottle of water



- ✓ A calculator if this is permitted in the exam. You will have been told this in advance and you must have the **specified model**. Any other calculator will be confiscated.



- ✓ One small item of food, which can be consumed without distracting others
- ✓ A watch of any kind or a fitness tracker, which must be removed from your wrist and placed on the corner of your desk



## What is NOT allowed?

- ✗ Written notes of any kind including revision or course notes<sup>1</sup>. Please check your pockets and also your hands to be sure you do not have any notes written on them.
- ✗ Blank paper for rough working. All notes, plans and calculations should be done in the answer booklet and crossed through
- ✗ Books or dictionaries<sup>1</sup>



- ✗ Mobile phone, MP3 players, headphones and tablets. If you bring these into the exam room you will have to put them in your bag or on the floor under your chair face down.



- ✗ Bags and outdoor clothing. These must be placed in the area of the room designated by the invigilators



- ✗ Valuables. Items which are not permitted on your desk must be left in the designated area at your own risk.
- ✗ Pencil cases that are not transparent
- ✗ Correction fluid or tape, including sellotape

<sup>1</sup> – Unless explicitly permitted for a particular exam, in which case you will be advised of this by your department in advance. Visiting students may be permitted to use a bilingual dictionary in some exams and this will be stated in the exam instructions

# Do's and Don'ts – Sitting your examination

Do	Don't
✓ Arrive 20 minutes before the exam	✗ Arrive late. The venue will be closed 5 minutes before the start of the exams
✓ Fill in your attendance card and fill in the front cover of your answer book	✗ Speak to other candidates once you have entered the room
✓ Check your pockets and hands for any notes before the exam starts	✗ Take your bag or coat to your exam desk
✓ Read the instructions on the front of the exam paper	✗ Open the exam paper to read the questions before instructed
✓ Write in blue or black ink	✗ Write in pencil
✓ Cross through your rough notes	✗ Bring in any paper for rough working
✓ Raise your hand if you need another answer book	✗ Forget to complete the front of all answer books/sheets
✓ Raise your hand if you think there is a mistake in the examination paper	✗ Ask if you do not understand a word or phrase on the exam paper. The invigilator is not permitted to give clarification
✓ Raise your hand if you need to leave the room, for example if you feel ill	✗ Leave the examination room in the first 30 minutes or the final 15 minutes of the exam
✓ Listen carefully to all instructions from invigilators	✗ Communicate with any person during the exam other than the invigilator
✓ Stop writing immediately when instructed and remain silent until all papers are collected	✗ Take any exam material out of the exam room including any unused answer books or rough work