Durham University 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?

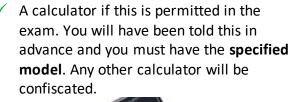
- Campus card
- Stationery you must bring your own pens, pencils, rulers and any other required equipment to each exam. These should be kept in a transparent pencil case



What else is allowed?

Only bring essential items to your exam.

✓ Small (500ml max) clear bottle of water





- 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 notes¹. 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 dictionaries¹



 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

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