

Exam regulations checklist

Make sure you are fully prepared.

Before the exam

- Timetable - print it out in good time
- Venue - make sure you know where on campus the exam room is
- Lateness - plan your travel and route and aim to arrive 30 minutes before the start time
- ID required - have your Student card with you. It is the only ID accepted
- Equipment - check you have everything you need. You are responsible for what you bring into the exam, so if you borrow equipment you must ensure there are no notes or annotations that may be viewed as potential cheating
 - o Pens - black or blue only
 - o Pencils, a sharpener and an eraser - especially if doing an MCQ examination
 - o Calculator. Is it allowed? Is it working? Do you need to take a spare?
 - o Dictionary. Is it allowed? Have you checked for annotations?
- Notes - check you have no notes written on your hands, arms or clothing. Any writing observed on you will be investigated as potential cheating
- Sleep - don't be tempted to stay up late to do last-minute revision. Get a good night's sleep and set TWO alarms.

On the day of the exam

- Mitigating circumstances - if you are too ill to take the exam or your condition may be a danger to others, go to your GP for advice and request a medical certificate stating you were unfit to attend and submit this to your parent school.
- Venue - check whether your exam is held at more than one venue
- Seating - check the seating list outside the exam room. You must sit in your allocated seat
- Mobile phone - turn it off, including any alarms that may be set, and don't keep it on your person - it will be automatic grounds for investigation for cheating. Please check the List of items not allowed in the exam room
- Toilet - go before entering the exam room
- Revision notes - put them in a bag before going into the exam room - never have them on your person or under your desk. Please check the List of items not allowed in the exam room
- Talking - As soon as you enter the exam room, you may not speak to anyone other than an invigilator. Speaking to friends, even if just wishing them good luck, will be automatic grounds for investigation for cheating
- Rough work - Use any left-hand page in your script book for rough work. Cross out anything you do not wish to be considered by the examiner. Removing any sheets from the script book will void it and it will not be marked. If you require additional pages, you may ask the invigilator for a supplementary script book.
- Leaving the exam - You must ask permission from the invigilator if you wish to leave the exam. You will not be permitted to leave within the first 60 or the last 10 minutes.