IMPORTANT NOTICE - PLEASE READ CAREFULLY

A. Given overleaf is your Examination Entry and Timetable. Make sure you know where the venue of each paper is before the day of the Examination. Aim to arrive at least 15 minutes before the start time of each of your papers. However, if your examination involves a 'reading time' such as in Engineering, then you will need to arrive 30 minutes before the official start time.

Please note that only those components of your examination entry scheduled in the examination timetable are listed.

Read carefully the notices displayed outside each Examination Room. Look out for a Seating Plan. On your desk, on each occasion, your seat will be indicated by a coloured desk ticket showing your **Candidate Number,** name, college abbreviation, examination code, paper code and your **Desk Number.**

Please do not remove this ticket from your desk.

B. **N.B. If you are a candidate for more than one examination** or, as in the case of Education, your name appears in more than one list of candidates, **you will have separate Candidate numbers for each. Make sure you use the correct number on each occasion.**

Normally, the doors to the examination room are opened five minutes before the start time of the examination. There are exceptions such as the Large Examination Hall, on the New Museums site, where the doors are opened 10 to 15 minutes before, due to the narrow staircase and entrance; also for examinations with a reading time.

Once you have found your desk you must wait for an announcement 'to begin' before starting to read the questions in the paper and begin writing. **You may read the top page of the question paper to check that you have been given the correct one, and read the rubric, but you may not turn the page.**

C. Write your Candidate Number **clearly** on each cover sheet that you use. **Do not** write your name. Also write your Desk Number in the box provided. Your Candidate Number is a 4-digit number followed by a letter check digit e.g. 7730X. It is important that you use the number correctly. Failure to do so could have serious consequences.
Before you begin each examination read the Rubric at the beginning of the question paper carefully, and follow the instructions. The consequences of not doing so could also be serious.

D. For examinations using script paper booklets. If you run out of paper ask the invigilator for an overflow booklet (8 page). Should this occur, fasten your two booklets together with a tag. On leaving the examination, leave your booklets on your desk, unless an End Time Procedure is in operation. This will be announced by the Invigilator.

For examinations using loose script paper. At the end of the examination fasten your script into one (or more if so instructed) bundle(s) using a cotton tag(s). Leave your script on your desk when you leave, unless an End Time Procedure is in operation. This will be announced by the Invigilator. Before leaving, check through your pile of unused script paper in case you have left a sheet of your answers within it.

You may take the Question Paper away with you except in the case of certain Multiple Choice Papers. Please put your used Rough Work Paper in the bins at the door as you leave.

E. Calculators. Where calculators are permitted to be used in examinations they must conform to the annual Notice published in the Reporter and must bear the recognized symbol.

F. You may take a small screw top bottle of water into the examination room for consumption at your desk. Care should be taken to keep the top screwed on so that we avoid any kind of spillage onto examination scripts. No other items of food or drink are normally allowed. Water is usually available in the examination room for consumption away from your desk.

G. **Do not bring a mobile telephone to any examination** If your mobile telephone goes off in the examination room you are now liable to a £50 fine. (see Proctorial Notice outside the examination room).

H. **Y**ou are not allowed to take any coat or bag to your desk, but must leave such items outside of, or at the back of the examination room. You are strongly advised against bringing anything of value with you. Purses, credit cards, keys, mobile phones etc are all vulnerable to theft, which sadly, occasionally happens. Having issued this warning the Board of Examinations cannot be counted liable for any such unfortunate occurrences.

I. Rules for the guidance of Candidates and Prevention of Misconduct in Examinations are specified in the University's Statutes and Ordinances and are displayed outside examination rooms on a Proctorial Notice.

J. Candidates sitting an examination are now required to bring with them their photo identity I.D. card and place it on their desk alongside their name ticket.