

General Procedures for Examinations

- Each candidate is bound to inform himself/herself of the **Regulations** governing examinations (see below).
- Personal Timetables are available on the Examinations Office web site only.
- **No examination card/number will be issued.** Candidates will be seated according to a seating plan, set out by ID number. Therefore, you are required to have your University ID card with you, at each examination. Two seating plans will be displayed outside the Examination hall, one bearing seat numbers and the other bearing the corresponding student ID number.
- It is the responsibility of each candidate to ensure that (s)he are answering from the correct examination paper. Each candidate must check the title of the paper and read any instructions carefully before commencing the paper. Candidates should be aware that examination papers could have questions on both sides of the sheet. Any queries should be brought to the attention of the Invigilator immediately.
- If candidates are given permission to leave the Hall for a short period, e.g. illness, toilet visit, they will be required to sign a sheet which will then be counter-signed by the accompanying Invigilator, and the time-span of their absence will be recorded.

University Examinations - Regulations

1. Candidates are required to be in attendance at least a quarter of an hour before the commencement of each examination.
2. Candidates are not permitted to commence writing on answer books until the Invigilator instructs them to do so. Writing on answer books prior to the start of the examination will be treated as a breach of examination regulations.
3. Unless permitted to do so by the Invigilator-in-charge, candidates (i) will not be admitted to the Examination Hall if they are more than **one hour** late (ii) will not be permitted to leave the Examination Hall until **one hour** has elapsed after the time at which the examination began or within the last **thirty minutes** of the examination (iii) will not be allowed to return to the Examination Hall.
4. Candidates are required to enter carefully on the Answer Books the several particulars required. If candidates require anything during the examination, they should call the attention of the Invigilator. **Under no circumstances should they leave their places.**
5. Candidates are required to display for the Invigilator's inspection, their University Identity Card.
6. No Candidate shall bring into the Examination Hall or have in his/her possession while in such Hall any materials other than those explicitly permitted for that examination. It is the responsibility of each Candidate to ensure that any permitted materials taken into the Examination Hall are **free of annotation or inscription; calculators must be free of all programmes.** Such materials are subject to inspection by Invigilators.
7. No candidate shall bring into the Examination Hall or have in his/her possession a **Mobile Phone.**
8. No Candidate shall bring into the Examination Hall or have in his/her possession a **Pencil Case.**
9. No Candidate shall take out of the Examination Hall any Answer Books, or part of an Answer Book, whether used or unused, or other supplied material. Each Candidate is responsible for the Answer Books given to him/her at the Examination. It is a breach of examination regulations to deface an Answer Book.
10. No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain assistance from another candidate, or communicate in any way with another candidate in the Examination Hall.
11. Any irregularities of conduct within the halls will be reported to the Examination Security Group. Any investigation of such reports may require candidates to present for interview with the Group.
12. If any Candidate shall be adjudged by the Registrar and Deputy President of the University, following a report from the Examinations Security Group, to have violated any of the Regulations of the Examinations, or in any other way to have acted improperly, (s)he will be subject to sanction. The President shall also have power to deprive him/her of his/her Examination, either wholly or in part, for having violated the regulations of Examination, and the President shall have power, subject to appeal, to exclude him/her from the examination for a period not exceeding two years.
13. In cases of personation, the personator and the personated shall be liable to permanent exclusion from the University.
14. Plagiarism in any form is forbidden in all examinations.

15. The University reserves the right, where circumstances so demand it, to change the times appointed for holding examinations.

Any Candidate found violating these Regulations shall be liable to be requested to leave the Examination Hall by the Chief Invigilator, and to have their case reported to the Registrar and Deputy President.

Notices

The Health & Safety Office has advised that bags or other personal belongings may not be left at access routes to Examination Centres or within the Centres. To this end you are advised not to take such items with you to the Examination Centre. ***The University accepts no responsibility for personal belongings left unattended.***

Dictionaries

Eramus (1EM1) and Visiting students (1OA1), only, whose mother tongue is not English are allowed the use of a language dictionary, ***from mother tongue to English and vice-versa only***. However, dictionaries may ***not*** be used at the following examinations: ***French, German, Italian and Spanish***. Dictionaries will be subject to inspection by the Invigilator during the Examination.

Permitted Material

Where the Law Faculty has given permission for material to be taken into the Examination hall, the following regulations apply:

- ***Clean copies only of permitted loosely bound material*** may be brought into the Examination Centre. The Invigilators will carry out spot-checks of this material during the Examination.
- ***Permanently bound volumes*** e.g. Blackstone's EC Legislation, will be subject to inspection by the Invigilator during the Examination.
- Should Candidates be found in possession of material which is not free of annotation or inscription, or in possession of non-permissible material, the material will be confiscated and the matter will be reported as a breach of Regulations to the Examinations Security Group.