

EXAMINATION REGULATIONS

Regulations for timed invigilated examinations

1. Candidates are advised to arrive 10 minutes before the time of commencement of their examinations.
2. A candidate may only enter the examination room when authorised to do so by an invigilator.
3. Each candidate is required to be in possession of his/her Student Enrolment Card at every examination which he/she is attending. He/she is responsible for ensuring that this card is displayed on his/her examination desk for reference by an invigilator.
4. A candidate must bring his/her own pens, pencils, ink, ruler and other drawing instruments as deemed necessary; unless notified to the contrary, a candidate may also bring and utilise an electronic calculator if required.
5. Candidates are prohibited from bringing or using:
 - electronic calculators which perform functions other than those which are purely numeric;
 - text or electronic dictionaries of any kind;
 - beepers, pagers or cellular telephones;
 - any personal stereo equipment.
6. Mathematical or other data tables may only be used when issued by the invigilator.
7. Where a candidate brings into the examination room any notes, drawings, tracing or books other than those which are authorised and permissible for his/her Course of Study, it is the responsibility of the candidate to give them up at once to the invigilator. Possession by a student of any unauthorised material during the course of an examination shall be deemed to be evidence of attempting to complete the assessment by unfair means, and will be referred for action under the University's procedures governing Academic Misconduct (see *Academic Misconduct Regulations* <http://www.uca.ac.uk/quality-assurance-enhancement/university-regulations-policies-and-procedures/>).
8. Candidates are not permitted to smoke in the examination room. No student may bring food or drink into the examination room unless authorised to do so by an invigilator.
9. Candidates can be admitted up to 30 minutes after the start of the examination. However no extra time will be allowed to a student who arrives later than the due time of commencement of the examination. The time of arrival and reason for lateness should, however, be noted by the Invigilator as this information may be required by the Unit Assessment Board.
10. Candidates who arrive later than 30 minutes after the start of the examination will not normally be admitted.
11. Candidates will normally be allowed five minutes before the commencement of the examination to read and check their papers. During this period students should complete the cover of their answer book with their name and student number etc. Candidates may not write in their answer books or write notes until the invigilator announces that they may do so.

12. Students are required to use only the approved examination stationery. Rough work must be completed on the approved examination stationery and handed in with the worked script. Except where otherwise stated on the question paper all answers must be written in English.
13. No candidate shall communicate or attempt to communicate with another candidate in the examination room. Any attempt to do so during the course of an examination shall be deemed to be evidence of attempting to complete the assessment by unfair means, and will be referred for action under the University's procedures governing Academic Misconduct (see *Academic Misconduct Regulations* <http://www.uca.ac.uk/quality-assurance-enhancement/university-regulations-policies-and-procedures/>).
14. If a candidate wishes to ask a question, he/she should raise his/her hand and wait until the invigilator is able to attend to him/her. He/she should ensure that he/she is not causing any disturbance to other candidates when so doing.
15. A candidate who wishes to temporarily leave the examination room must first obtain the express permission of the invigilator. Any candidate who leaves the examination room without the express permission of an invigilator shall be deemed to have withdrawn from the examination and shall not be allowed to re-enter the room.
16. Candidates are prohibited from permanently leaving the examination room until one hour after the commencement of the examination. Where a candidate seeks to permanently leave the examination room after the first hour, he/she must gain prior permission from the invigilator, to whom the candidate must personally hand in his/her script.
17. Candidates must cease writing after the invigilator has announced the expiration of the time allowed for the examination, other than for the purpose of completing information required on the cover of the answer book.
18. At the end of the examination candidates should remain seated until the scripts have been collected and counted by an invigilator, and they are advised that they can leave. Candidates should then leave the room quickly and quietly, giving due consideration to other candidates who may be undertaking examinations other than their own.
19. To avoid disturbance to others, students may not leave the examination room during the last thirty minutes of the examination.
20. Any candidate found culpable of contravening these regulations or conducting other irregular behaviour during an examination will be dealt with according to University's procedures governing Academic Misconduct (see *Academic Misconduct Regulations* <http://www.uca.ac.uk/quality-assurance-enhancement/university-regulations-policies-and-procedures/>).