

## D2 Examination Regulations

**Status:** *Endorsed by the 7<sup>th</sup> Academic Board Meeting in April 2006*

*Minor amendments to the regulation to clarify existing practice endorsed by the 28<sup>th</sup> Academic Board Meeting in August 2013*

*Additional sentence to paragraph 7.5 endorsed by the 33<sup>rd</sup> Academic Board Meeting in May 2015 with effect from Autumn Semester of 2015 for all students.*

*Inclusion of paragraph 7.5.1 endorsed by the 41<sup>st</sup> Academic Board in February 2018.*

*Amendments to section 7 of the regulation approved by the 42<sup>nd</sup> Academic Board Meeting in July 2018 with effect from Autumn Semester of 2018.*

### 4 Examination Hall

**4.1 Every examination room should be adequately manned by invigilators. A Chief Invigilator should be appointed with the remit to oversee and coordinate the examination invigilation.**

4.2 Each candidate should be present fifteen minutes before the commencement time of an examination but should not enter the examination hall until asked to do so by the Invigilator.

4.3 No candidate may leave the examination hall during the first hour or during the last fifteen minutes of the examination.

4.4 No candidate will be admitted to the examination hall more than half an hour after the start of the examination. In exceptional circumstances, however, and provided that no other candidate has withdrawn and left the examination room, a candidate may be admitted later, at the discretion of the Chief Invigilator.

4.5 Candidates will not be 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.

4.6 No food or drink is permitted in the examination hall except drinking water.

4.7 Each candidate will sit at the desk indicated by the Invigilator or indicated on the notice board at the examination hall entrance.

4.8 Candidates must leave their current student identity cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination. Candidates must have a current student identity card at all examinations.

4.9 The Invigilator will advise all candidates how to complete the cover sheet of the answer book and indicate whether one or both sides of the paper may be used and whether name or registration number/index number should be used. Candidates should read the instructions on the question paper before attempting the answers.

4.10 Candidates may not use dictionaries and other reference books or notes unless expressly approved by the college through the relevant Programme Board of Examiners. A list of such approved texts will be advised in advance. Mathematical/statistical tables, if required, will be supplied. Mathematical/ statistical tables are the property of the college and, under no circumstances should they be removed from the examination hall. Candidates found in possession of these tables outside the examination hall will be

deemed to be in breach of examination regulations. Candidates may not bring their own mathematical/statistical tables into the examination room.

- 4.11 It is the responsibility of each candidate to ensure that s/he has an adequate supply of pens, pencils, ink, etc., required for an examination. Borrowing of such materials will not be permitted during an examination. Candidates may not bring blank paper into the examination hall. All paper will be supplied by the Invigilators.
- 4.12 Approved models of personal standard scientific calculators may be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators are not permitted. Candidates are required to record on their answer booklet the make and model of calculator used. It is the responsibility of each candidate to ensure that his/her calculator is in working order.
- 4.13 Candidates are not permitted to bring mobile phones or any electronic equipment, other than a standard scientific calculator, into the examination hall.
- 4.14 Candidates wishing to leave the examination hall temporarily may not do so unless accompanied by an Invigilator. In any event, no person may enter or leave the examination hall without the Invigilator's permission.
- 4.15 Candidates must not, on any pretext whatsoever speak to, or communicate with any other candidate; such communications will be regarded as breach of examinations regulations. If a candidate needs to ask a question or obtain an extra answer booklet, s/he should raise his/her hand and one of the Invigilators will attend to him/her.
- 4.16 At the end of the examination, each candidate must remain in his/her place until an Invigilator has collected his/her answer booklet, the answer booklets have been checked, and the Invigilator has announced that candidates may leave the examination hall. It is the responsibility of each candidate to ensure that his/her answer booklet is handed to the Invigilator.