

Instructions to Candidates for Examinations

1. Candidates are asked to note that all examinations are conducted in accordance with the College's Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.
2. The Regulations include a requirement that to be admitted to a degree a candidate must have been examined in all parts of the examination prescribed for that degree and must have shown a competent knowledge in the examination as a whole. Candidates must be examined in all parts of the examination prescribed for that course.
3. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) you must take each prescribed test and must submit sufficient work to enable you to be examined. Any candidate who does not attend an examination without providing evidence of satisfactory extenuating circumstances will be judged to have attempted the examination and failed.
4. **The following instructions must be observed by candidates:**
 - 4.1. You must attend punctually at the times stated and in the room indicated on the examination timetable.
 - 4.2. Food and drink (other than clear bottles of water) is not permitted in any examination room. Those students with a documented medical need for food or drink must obtain permission in advance.
 - 4.3. You must display your College identity card on your desk throughout all your examinations, in a manner so that can be inspected by the Invigilators.
 - 4.4. When you have finished your paper you may leave at any time after the first half hour. You may leave the room temporarily only with the permission of the Invigilator.
 - 4.5. The solution to each question attempted should be started on a clean page in the answer book.
 - 4.6. Do not use scrap paper; do all rough work in the answer books and cross it through. Tie supplementary answer books, even if they contain rough work only, inside the back of the main answer book.
 - 4.7. Take nothing other than the question paper (unless instructed otherwise) from the examination room. Do not damage any paper or other materials provided. Do not remove unused answer books from the examination room. Failure to observe any of these instructions will constitute an examination offence.
 - 4.8. In your own interest, read carefully and follow exactly the instructions on your question paper. Write as clearly as possible and do not use faint ink or pencil. Write all answers in English unless you are instructed otherwise.

- 4.9. Students should fully complete the front page of their main examination answer book, and take particular care to clearly write their full CID number (stated on every ID card, in the format of 00123456) as their 'candidate number' on the front page of each of their answer books. All students must also enter on the front of the answer books the numbers of the questions attempted and complete and seal the signature flap.
- 4.10. You may not bring into the examination room any books, papers or instruments except those which have been specifically permitted. You are advised that this includes all electronic equipment such as mobile phones, smart watches, 'palmtop' computers etc, which are not permitted in any examination room.
- 4.11. Candidates should also note that dictionaries for the purpose of enabling students to overcome any deficiency in their command of the English Language are not permitted in the examination rooms. Anyone bringing in any unauthorised material into the exam room may be suspected of cheating. If anyone is suspected of cheating, of attempting to cheat or of assisting someone else to cheat, the facts will be reported to the Registry for a full investigation. Such individuals may in consequence be disqualified from the examination and excluded from all future examinations of the College. Any unauthorised notes or materials may be confiscated and retained by the College at its absolute discretion.
- 4.12. You are reminded that all work submitted as part of the requirements for any examination of the College must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism, - that is, the presentation of another person's thoughts or words as though they were your own - must be avoided, with particular care in coursework and essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form.
- 4.13. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, you must refer to that person in your text, and include the work referred to in your bibliography. Failure to observe these rules may result in an allegation of cheating. You should therefore consult your tutor or course director if you are in any doubt about what is permissible.

5. Candidates should also note the following:-

- 5.1. Candidates should not submit answers to more than the required number of questions.
- 5.2. All questions will carry the same number of marks unless otherwise stated in the rubric.

- 5.3. Credit will be given for good method even though a correct solution may not have been obtained.

Approved by Senate
September 2011

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