

## EXAMINATION REGULATIONS FOR CANDIDATES

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| <b>Information</b>   |
| Your individual examination timetable can be accessed online via NOW. You should check your timetable regularly for the most up-to-date information.   |
| You must bring your NTU student ID card to every exam and place this on the right hand corner of your desk so the Invigilator can see it.  |
| You are advised not to take bags, books or any personal belongings into the examination room. If they are brought to the exam they must be left in the area designated by the invigilator. Mobile telephones must be switched off and placed out of sight. Any essential writing equipment must be in a clear pencil case or clear bag.  |
| You may not leave the examination room within the first 30 minutes or the last 15 minutes of the examination. No candidate will be allowed to return after having left the room unless they have been accompanied by an invigilator.   |
| <b>Calculators, Dictionaries and Books</b>   |
| You must bring your own calculator to the exam. Calculators that are not pre-programmed may be used if an examination necessitates it. Calculators that incorporate an alphabetic input are not permitted. You may not use your mobile phone as a calculator.  |
| The use of dictionaries is prohibited in examinations with the exception of non-electronic translation dictionaries for students whose first language is not English. If your translation dictionary contains any notes you will not be permitted to use it. Translation dictionaries will be checked by invigilators during the examination.  |
| You may be allowed to refer to text books, if the instructions in the exam paper allow it. Any books will be checked prior to the examination.   |
| <b>During the examination</b>  |
| Listen to the instructions read by the Invigilator at the start of your exam.  |
| You should read the instructions at the head of the examination question paper thoroughly before commencing work.  |
| Where reading time is allowed for an examination, the invigilator will announce the commencement and completion of this period. Candidates will not be allowed to write, underline or make notes during this period.   |
| All rough work must be done in the answer book and crossed out (extra paper for rough work may not be used or issued). Sheets should not be torn from answer books to use for rough notes.   |
| If you wish to leave the examination before the specified finish time, you must raise your hand and wait until the invigilator has collected your completed script.  |
| <b>Misconduct</b>  |
| You should not have any written or printed material, potentially relevant to the examination, about your person.   |
| You must not, on any pretext whatsoever, speak to or have any communication with another candidate once the examination is underway. Any candidate wanting to ask a question should attract the attention of the invigilator by raising a hand. The invigilator cannot however offer an opinion as to the meaning of a question.   |
| If, during the examination, a candidate is discovered in breach of any of these rules or in the use of any unfair means, the facts will be reported to the Programme Leader and the Board of Examiners who will be responsible for deciding on the action to be taken.   |
| Any action by a candidate contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.  |
| <b>At the end of the exam</b>  |
| It is the responsibility of candidates to ensure that any loose or separate sheets are securely fixed within the answer book after the examination using the tags provided. Drawings may be folded as neatly as possible to fit within the answer book. It is the responsibility of the candidate to ensure the front cover of the answer book is fully completed and the right hand corner is stuck down. |
| At the close of the examination, all candidates must remain in their seats until their scripts have been collected and they are dismissed by the invigilator.  |