

Examination Code of Conduct

Individual examination timetables are accessed online via NOW. Students must regularly check their online timetable for the most up-to-date information.

Students arriving more than 30 minutes late for an examination will not be allowed to sit the examination. Students arriving within the first 30 minutes of an examination starting will not receive any lost time.

Students may not leave the examination room within the first 45 minutes of the examination. No student will be allowed to return after having left the room unless they have been accompanied by an Invigilator.

What students should bring to the examination

Students must bring their NTU student ID card to every examination.

Students may only bring a small clear bottle of water to the examination.

Students must ensure they have the appropriate stationery for each examination. The University is not responsible for the provision of pens, pencils, rulers etc. Stationery must be in a clear pencil case or bag.

The University does not supply calculators for examinations. Students must bring their own calculator to the examination, where its use is permitted. Calculators that incorporate an alphabetic input are not permitted. You may not use your mobile phone as a calculator. Calculators must not be pre-programmed and the memory must be clear. Sharing of calculators is not permitted.

Students may be allowed to refer to text books, only where instructions in the examination question paper allow it. Any books will be checked prior to the examination for unauthorised materials or notes.

What students should NOT bring to the examination

Food is not permitted, unless students have a specific medical condition which has been outlined on an Action Plan issued by Student Support.

Students must switch off their mobile phones and place face up underneath their examination desk. Smart watches or any other electronic devices should not be on their person either in the examination room or during any respite break from an examination room.

Students are strongly advised not to bring bags, books and other personal belongings into the examination. If they are brought to the examination they must be left in the area designated by the Invigilator.

The use of dictionaries is prohibited in examinations. Bilingual dictionaries may only be allowed in modern language examinations where the question paper specifies it.

During the examination

Students should read all instructions at the start 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. Students are not allowed to write, highlight, underline or make notes during this period unless otherwise stated.

All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.

Students that have a question must attract the attention of the Invigilator by raising a hand.

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.

Examination Misconduct and Irregularities

Academic misconduct in examinations includes but is not limited to the following:

Communicating with another student by oral, electronic or written means;

Copying from another student;

Introducing any written or printed materials into the examination unless expressly permitted by the Examination Board or programme regulations;

Introducing any electronically stored information unless expressly permitted by the Examination Board or programme regulations.

Any action by a student contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.

At the end of the examination

Students must ensure that any loose sheets are securely fixed to the answer book using the tags provided. Drawings may be folded as neatly as possible to secure within the answer book. It is the responsibility of the student to ensure the front cover of the answer book is fully completed and the right-hand corner is stuck down.

All students must remain in their seats until their scripts have been collected and they are formally dismissed by the Invigilator.