Preparing for your Exams

What to take to your examinations

*Items permitted at your desk:*

- Student ID card
- Pens, pencils, erasers, rulers, sharpeners etc. (must be unmarked)
- Calculator (only from the approved list and only if permitted for that exam)
- Water bottle (with label removed)
- Basic paper copy bilingual dictionary (unless language translation is being assessed)

*Items not permitted at your desk:*

- Any electronic devices including mobile phones, tablets and smart watches.
- Revision or course notes (unless it is an open book exam)
- Books, statutes or other written publications (except where approved by the examiner - this will be detailed on the front of the exam paper)
- Paper for rough work (all rough work must be done in the stationery provided)

If you are unsure about any items, then you should check with an invigilator when you enter the exam venue.

**Identification**

You must bring your University Smartcard to all of your exams and place it on your desk for the invigilator to see. If you have lost your Smartcard then you must bring some other form of official photographic ID with you, i.e. your driving licence or your passport. If you do not have your Smartcard or alternative form of official photographic ID, you will be required to report to one of the checking stations in order to confirm your ID (please note that this may mean that you lose some of your examination time). Checking stations are situated at the following locations:

- King's Gate, Level two (Level one for Saturday exams)
- Castle Leazes Reception
- University Sports Centre Reception

**Calculators**

Please note that for any new students starting in 2015/16, only the following 3 different models of calculator will be permitted for use in exams:

- Casio FX-83GTPLUS
- Casio FX-85GTPLUS
- Casio FX-115MS
(Plus any discontinued versions of the same models of calculators. For clarity, this means any calculator model that begins with ‘Casio FX-83’, ‘Casio FX-85’ or ‘Casio FX-115’. For example, a Casio FX-83ES is permitted, but a Casio FX-82ES is not).

Any students who started prior to 2015/16 will continue to be able to use their current calculator provided it has been issued with an ‘approved’ sticker. If the calculator does not have an approved sticker, then it will not be permitted in exams unless it is one of the 3 models detailed above.

**Dictionaries:**

The use of paper copy bilingual dictionaries (e.g. French-English, English-German etc.) is permitted in all exams other than those in which language translation itself is being assessed. Please note that:

- ‘Learner’ dictionaries or other texts which include content other than word to word translations are not permitted.
- candidates are not permitted to use any other dictionary except where specified in the exam instructions.
- it is the responsibility of each student to supply themselves with a bilingual dictionary, if they so wish.
- such dictionaries must not have been annotated in any way by the candidate or by any other person.
- it is the responsibility of each student to ensure the dictionary is a clean copy with no notes or unauthorised content.

**Bags and coats**

All bags and coats should be left in the area designated for personal belongings when you enter the exam venue. Please note that you are not permitted to have any electronic devices or any course/revision material with you at your desk and therefore you are advised to bring a bag with you to store these items in the designated area at the side of the room. The University is not responsible for any items left in the designated areas.