Exam Rules and Guidance

Please be aware that any students who fail to follow all of the instructions provided below, will be subject to the University’s Assesment Irregularities Procedure.

Before the start of the exam

✓ Ensure that all mobile phones/smart watches (and any other electronic devices) are fully switched off, including alarm functions, and place in the area designated for personal belongings.
✓ Sit at your designated desk.
✓ Enter the required details on the yellow attendance slip and place your student ID card on top.
✓ Enter the required details on the front cover of your answer book (or exam script cover for write-on exams).

✗ Do not communicate with other exam candidates.
✗ Do not open the exam question paper.
✗ Do not write any notes/formulae on the exam stationery or paper.

During the exam

✓ Do all rough work on the answer books/paper provided (draw a line through any work that is not intended for marking).
✓ Write answers legibly in blue or black ink only.
✓ Follow all instructions given by the invigilators.
✓ Raise your hand if you have a query, require another answer book/more paper, need to visit the toilet or if you are feeling unwell (or have any other issue).

✗ Do not communicate with other exam candidates.
✗ Do not leave the exam room (including for toilet visits) during the first 60 minutes and the last 30 minutes of your exam.
✗ Do not use correction fluid, tape or pens to erase work.
✗ Do not leave the exam room without the permission of the invigilator.

At the end of the exam

On the front cover of your answer book or exam script cover:
✓ Enter the number of each question attempted in the grid in the order in which they appear...
✓ ...and complete the slip on the right hand side, then remove the white strip covering the glue and fold down to conceal your name.
✓ Ensure that your exam script and any other material to be submitted is collected by invigilators.
✓ Remain seated and silent until you are instructed to leave.

✗ Do not continue to write your answers, you must stop immediately.
✗ Do not talk with other candidates until you are outside of the building (as there may be exams continuing within the venue or in nearby rooms).
✗ Do not remove official Newcastle University answer books/paper from the exam room, or the exam paper (unless permitted to do so).