

# 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 Assessment 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 or need to visit the toilet.

- ✗ 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).