

Exam Rules and Guidance

Please be aware that any students who are found in possession of a non-permitted item at their exam desk will be subject to the University's Assessment Irregularities Procedure.

What to take to your exam desk:

Permitted items:

- ✓ **University Smartcard** (or your passport/driving licence if you do not have your Smartcard) – this must be the physical card, the digital version on the mobile app cannot be used.
- ✓ **Pens, pencils and any equipment necessary for completion of the exam.** These must be placed in a **clear plastic bag or clear pencil case.**
- ✓ **Calculator** (only if permitted for the exam) - calculators must be in accordance with the [University's Calculator Policy](#)
- ✓ **Dictionary** (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) – dictionaries must be in accordance with the [University's Dictionary Policy](#)
- ✓ **Drink** (non-carbonated) and a **small packet of sweets.** Labels must be removed from bottles.

What not to take to your exam desk:

Non-permitted items:

- ✗ **Mobile phones, tablets, smart watches or any other electronic devices.** Even if they are switched off, they must still not be on your person (e.g. in your pocket) or around your desk area. They must be left in the area designated for personal belongings.
- ✗ **Books, notes, blank paper, learning material or any equipment not specifically authorised in the exam instructions.** If the exam is not a closed book exam, you are advised to check what materials will be permitted with the module leader before the exam.
- ✗ **Headwear** (except for religious purposes)
- ✗ **Coats/outdoor jackets** (these are not permitted to be worn or hung on the back of your chair).
- ✗ **Bags**

If you bring any of these items to the exam venue then they **must be left in the area designated for personal belongings.**

Please note that the University is not responsible for the security of any items left in the designated areas and therefore you are advised not to bring valuable items.