

## EXAMINATION RULES

1. A candidate may bring into the examination venue writing instruments, an eraser, a ruler and such other materials and instruments as are prescribed for a particular examination. For this purpose, such other materials shall be those specified by the examiner and published as allowable materials on the examination timetable. Normally, such materials will be detailed in the examination timetable, on the official noticeboard and on the front cover of the examination paper.
2. A candidate must bring to an examination venue and make available upon request by an authorised officer of the University Secretary's Department such means of identification as is prescribed from time to time and promulgated by the University Secretary.
3. A candidate may not bring into an examination venue, unless otherwise prescribed, any materials or paper which contains or conveys any information relating to the unit or course for which the examination is being conducted.
4. A candidate shall neither communicate with nor receive any communication from any other candidate during any examination.
5. Smoking is not permitted within any examination centre.
6. A candidate should normally remain silent throughout an examination unless it is necessary, for the purpose of the examination, to communicate with an examiner or with any authorised member of the University Secretary's Department.
7. A candidate must, unless otherwise directed by an authorised member of the University Secretary's Department, occupy that seat specified alongside his/her student ID on the list designated **candidates' seat list**.
8. A candidate shall not normally be permitted to enter an examination venue if a period of thirty minutes has expired since the commencement of the writing period.
9. A candidate shall not normally be permitted to leave an examination venue during the first thirty minutes or during the final fifteen minutes of the period specified for writing.
10. A candidate shall not normally be permitted to commence writing during the period specified for the reading of an examination paper.
11. A candidate may not remove from an examination venue or any attached storeroom any material, script books or such items provided for an examination unless permitted to do so by an authorised member of the University Secretary's Department. Unless otherwise directed, a candidate must not leave the examination venue before all the material has been collected by an authorised member of the University Secretary's Department.
12. A candidate shall comply with all directions to candidates set out on any examination material supplied or specified on any notice displayed at the entry to an examination centre or announced by an authorised member of the University Secretary's Department.
13. Any student, whether or not a candidate for an examination, shall not act in any way or cause any act which may disrupt any examinations or cause any hardship or difficulty to other candidates or examiners or authorised members of the University Secretary's Department.

For the purposes of these rules:

- (a) An examination shall be deemed to run from the time at which candidates are invited to enter an examination venue by an authorised member of the University Secretary's Department until such time as all candidates are permitted to leave an examination venue.
- (b) Authorised members of the University Secretary's Department shall be such permanent members of staff of the Division of Academic Services as are directly concerned with the conduct of examinations and such temporary staff as are appointed from time to time to act as supervisors, and
- (c) An examination venue shall be any area designated by the University Secretary for the purpose of conducting an examination.

**If during an examination you are found in possession of unauthorised material you could face disciplinary action. 'In your possession' means on, or next to your desk or chair, in or on your clothing, on your body (or in your wallet or purse).**

**Failure to secure or hand in unauthorised material prior to the commencement of the examination may result in a penalty for academic misconduct in accordance with the University Regulations.**