



**University of
Nottingham**

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Learning and Teaching Committee

Examination Guidelines for Students

The aim of these guidelines is to clarify procedures with regard to examinations carried out at the University of Nottingham. If students are unclear about any matter they should seek clarification from their tutor or lecturers. Alternatively, you can email to Exams Office at Exams@nottingham.edu.my

1. During the revision period, before the examinations, make sure that you keep your tutor fully informed about any extenuating circumstances that examination performance. Your tutor will advise you about any evidence you need to your claims, such as letters from doctors, etc.
2. Make sure that you are absolutely clear about the date, time and location of your examinations.
3. Arrive in good time for the examination. Allow plenty of time for travel, in case of traffic jams, etc. Only under very exceptional circumstances, affecting the majority of students, will the start of an examination be delayed.
4. Missing an examination is a very serious matter. You will have to prove that you missed the examination "with good cause", in order to be allowed to take the examination again and for it to count as if it were your first attempt. If you cannot prove good cause, then you will be to re-sit if you do not meet the progression rules.

"Good cause" means serious illness, accident or similar circumstance. Having a cold or feeling sick or similar is not good cause. Generally, if you can get to the examination then go. If you feel that the circumstances have affected your performance in the examination, inform your tutor and obtain evidence as described in Section 1.

5. If you arrive late for an examination you will not be given extra time. If you arrive after the first hour you will not be admitted to the examination. You cannot leave the examination during the first hour or during the last 15 minutes of the examination period.
6. Take the absolute minimum of material into the examination. This will normally include pens, pencils, ruler, erasers and permitted calculator. Do not take any loose papers into the examination. Avoid pencil cases; there may be some papers or similar material in there that you have forgotten about. If your first is not English, then you are allowed to take in a translation dictionary. Make sure that there are no notes or annotations written in the dictionary. The following are strictly forbidden to be taken into the examination:

- a. Any electronic device capable of storing text. This includes programmable calculators, electronic dictionaries, mobile telephones, PDAs, etc.
- b. A bag of any kind
- c. Any loose papers
- d. Any books (unless it is an open examination, in which case detailed information, should be given before the examination and in the rubric).

If you are found in possession of any of the above, during an examination, then this is an academic offence. The item will be confiscated pending investigation.

7. When you enter the examination room you must be silent. There should be no communication with anyone else in the room, except with an invigilator. Talking with other students, even before the examination starts, could constitute an academic offence.
8. At the end of the examination, when instructed to stop writing, then stop writing immediately and sit quietly. Continuing to write your examination after this is cheating and will be dealt with as an academic offence. At this point check that you have filled in your details correctly on the front of your script, if not, then please complete these as quickly as possible. Also, tie in any additional answer books, graphs, etc. with the string provided. Follow any instructions given to you by the invigilators.
9. Wait until all the scripts have been collected and you are given instructions to leave. Please leave the examination room as quickly and quietly as possible. Remember, may still be other examinations going on.

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