Date:_____ **Venue:**_____ **Seat Number:** _____

Exam Agreement

You must read this form and sign it at the bottom, before you start the exam. Please ask the invigilator if there is anything you are not sure about.

- You are now under exam conditions; you must not speak to anyone other than an invigilator.
- Make sure you are sat in the correct seat and that your student ID card is clearly visible on your desk. If you do not have your University ID card inform an invigilator.
- The University has a **zero tolerance policy on cheating**, and the default penalty is exclusion from the University with no award and transcript. **Check that you do not have notes on your person or clothing. Any found on you will be investigated as an attempt to cheat**.
- All personal belongings which are not required for the exam must be left in the designated area (e.g. bags, coats, pencil cases, notes, calculator cases).
- Mobile phones must be switched off, including alarms and reminders, and put in the bag provided.
- Bottles of water are permitted but you need to remove the label before the start of the exam.
- Only hats and headgear worn for orthodox religious purposes are permitted.
- All permitted calculators must be reset. Miniature information processors are not permitted. It is your responsibility to check if you are allowed a calculator and if so what type. Spare calculators will not be provided.
- Dictionaries are not allowed unless the exam paper permits them. If you need to look up any word that you do not understand, you can ask the invigilator for an English Language dictionary.
- Where a dictionary is permitted, the dictionary must not be annotated. To later claim it is borrowed or second hand will not be an acceptable defence.
- Candidates using computers are not permitted to use the internet during exams. IT Services monitor internet use on all PCs, and any evidence of internet use will be investigated as an attempt to cheat.
- If the exam is to be answered on a MCQ card, you must only write in the boxes provided. Make sure that you **do not** punch a hole in any MCQ card.
- You are not allowed to leave the exam during the first 60 minutes or in the final 10 minutes.
- If you need assistance, or finish early and want to leave raise your hand to inform an invigilator. Please leave quietly with respect to candidates still taking exams in this room or adjacent rooms.
- **At the end of the exam** you need to make your work anonymous by following the instructions on the front of the script book, and fasten together any answer books using the treasury tag provided.
- Some exam papers must not be removed from the exam venue; these papers will either have a statement explaining this on the front or will be printed on pink or blue paper.

Sign and print your name below, and give your student ID number, to show that you have read and understood all of the points above.

I have read and understand the above

Signature:_____ Print your name: _____

Student Number: