

Examination Procedures

1. Candidates are required to obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. On the instruction of the supervisor candidates may enter the examination room a few minutes before the commencement of reading time.
3. All candidates must place their student ID, or other form of photo ID, on their examination table.
4. Unless otherwise specified, no text books, manuscripts or any written material may be taken to examination desks. They may be left at the front of the room or in an area specified by the supervisor. International students will be permitted to use a written foreign translation dictionary that will be scrutinised by the supervisor prior to entry to the exam room. Electronic or English only dictionaries will not be permitted into the examination room.
5. When the use of text books or other aids (eg; foreign translation dictionary or non-programmable calculator) is permitted in an examination, these may be taken to the desks and may be scrutinised by the supervisor.
6. Candidates may place small handbags under their desks.
7. Larger bags, such as airway bags and briefcases, may not be taken to the desks but may be placed at the front of the room or in an area specified by the supervisor.
8. Security cannot be provided for any item left outside a room, at the front of a room or in an area specified by a supervisor.
9. Mobile phones must be switched off and not taken to desks. Candidates are advised to bring only essential items to the examination rooms and to remove any valuables from bags left unattended.
10. The use of pencil cases are not advised and please be aware that the supervisor may ask to check them. All pencil cases are to be left on the floor
11. Candidates may not use in an examination a calculator that includes a programmable alphabetical keyboard.
12. Candidates may **not enter the examination room after one hour** has elapsed since the time writing commenced. Late arrivals will not be allowed additional time except in special circumstances where permission has been granted by the Head of School / Deputy Head of School.
13. During the ten minutes preceding the time of commencement of writing, candidates may read the examination paper, complete the covers of the examination books, and write on the examination question paper. No other writing will be permitted during the first ten minutes. Lecturers will only answer questions related to the exam paper during the first ten minutes.
14. Candidates shall not begin writing in the examination books until permission has been given by the supervisor.
15. Candidates are advised to read with care all instructions at the beginning of an examination paper and to note particularly:
 - the number of questions to be answered;
 - any compulsory questions; and
 - whether separate books are required for the various sections.
16. All examination answers must be written in the examination books provided or on the question paper and candidates are advised to note the following directions regarding their use:
 - handwriting must be distinct;
 - answers must be numbered to correspond with the numbers of the questions;
 - answers must be written on the ruled pages only. Rough work, if any, may be written on unruled pages and must be crossed out;
 - the books must be handed in **entire** and unfolded. No writing is allowed on any other paper except squared paper, drawing paper or outline maps which may be provided with an examination paper;
 - the cover of each examination book must be fully and correctly filled in during the time allowed for the examination. The numbers of the questions attempted and the number of books used should be stated on the covers of the books in the areas provided for this purpose; and
17. No conversation is permitted in the examination room except with an examination supervisor. Candidates who wish to consult a supervisor should raise their hand.
18. Candidates will be permitted to leave the examination room temporarily during an examination only if escorted by a supervisor.
19. A warning will be given by the supervisor ten minutes before the end of an examination.
20. Candidates may not leave during the first hour or **during the final ten minutes** of the examination.
21. When the supervisor announces the expiration of the time allowed for an examination, candidates must cease writing immediately and arrange their examination books in proper order (second and subsequent books, rough work books, should be placed inside the cover of the first book). Candidates must remain seated at the end of the examination until advised by the supervisor that they may leave the examination room. All examination books must be collected from the desks before candidates may leave.
22. **No examination stationery including rough notes may be removed by the candidates from an examination room.**