

# ***Exam Regulations***

## ***Talking Item into the Exam***

### ***Calculators***

Basic (ie non-programmable) calculators may be used in examinations, unless specifically stated on the examination paper. In some examinations, there may be a restriction on the type of calculator you are allowed to use. Miniature information processors for the storing of information are not permitted and their use will be regarded as cheating. Some schools have an authorization process for calculators which you must follow. It is your responsibility to check whether or not you are allowed to bring a calculator into your examination and to check that the type of calculator you are using is permitted.

Spare calculators are not provided.

### ***Textbooks***

It is your responsibility to check whether or not you are allowed to bring a textbook into your examination. Unless informed otherwise, textbooks are not permitted. If your school allows textbooks to be used in examinations, check if any annotations are allowed.

### ***Items you will not be permitted to keep with you in the examination room:***

- **Food or drink**
- **Coats**
- **Bags**

- **Pencil cases (even transparent ones)**
- **Blank paper**
- **Mobile phones/tablets/Bluetooth devices**
- **Personal music players**
- **Notes of any kind**

If you bring these items with you, invigilators will specify a place where they must be left. In particular, phones must be switched off, with all pre-set alarms disabled. The phone will be confiscated if found on your person or on or near your desk, and its presence may be regarded as cheating.

**The University cannot accept responsibility for loss of, or damage to, items brought into the examination room.**

### ***Cheating***

Cheating in University examinations is an absolute offence. One of two penalties will be applied unless the circumstances are wholly exceptional.

1. You must withdraw permanently from the University with no award. This is the usual penalty.
2. You will be required to repeat the examination, some, or all of the examinations in the semester where the incident of cheating has occurred. If you successfully repeat the examination(s), the credits may be awarded but a mark of zero will contribute to your degree classification.

### *TUMS-IC Definition of Cheating:*

Candidates shall not, intentionally or otherwise:

- introduce unauthorized items into the examination room - eg notes (however so recorded), or other unauthorized material (including blank paper), mobile telephones or pagers, portable or laptop computers or other electronic devices (NB - this list is not exhaustive)
- copy from other candidates or from notes
- access or copy from sources of information (except as allowed by the examiners or the head of exams) or annotate or mark this authorized information (except as authorized by the examiners)
- disobey the regulations relating to calculators
- communicate in any way with other candidates or person(s) except the invigilators
- remove script books (blank or otherwise) from the examination room.

If you are suspected of cheating Educational Office for International Student will offer support and guidance.

### *Exam Regulation Checklist*

*Make sure you are fully prepared*

*Before the Exam*

- **Timetable** - print it out in good time
- **Venue** - make sure you know where on campus the exam room is

- **Lateness** - plan your travel and route and aim to arrive 30 minutes before the start time
- **ID required** - have your Student card with you. It is the only ID accepted
- **Equipment** - check you have everything you need. You are responsible for what you bring into the exam, so if you borrow equipment you must ensure there are no notes or annotations that may be viewed as potential cheating
  - o Pens - black or blue only
  - o Pencils, a sharpener and an eraser - especially if doing an MCQ examination
  - o Calculator. Is it allowed? Is it working? Do you need to take a spare?
  - o Dictionary. Is it allowed? Have you checked for annotations?
- **Notes** - check you have no notes written on your hands, arms or clothing. Any writing observed on you will be investigated as potential cheating
- **Sleep** - don't be tempted to stay up late to do last-minute revision. Get a good night's sleep and set TWO alarms.

### *On the Day of the Exam*

- Mitigating circumstances - if you are too ill to take the exam or your condition may be a danger to others, go to your GP for advice and request a medical certificate stating you were unfit to attend and submit this to your parent school.
- Venue - check whether your exam is held at more than one venue
- Seating - check the seating list outside the exam room. You must sit in your allocated seat
- Mobile phone - turn it off, including any alarms that may be set, and don't keep it on your person - it will be automatic grounds for investigation for cheating. Please check the List of items not allowed in the exam room
- Toilet - go before entering the exam room

- Revision notes - put them in a bag before going into the exam room - never have them on your person or under your desk. . Please check the List of items not allowed in the exam room
- Talking - As soon as you enter the exam room, you may not speak to anyone other than an invigilator. Speaking to friends, even if just wishing them good luck, will be automatic grounds for investigation for cheating
- Rough work - Use any left-hand page in your script book for rough work. Cross out anything you do not wish to be considered by the examiner. Removing any sheets from the script book will void it and it will not be marked. If you require additional pages, you may ask the invigilator for a supplementary script book.
- Leaving the exam - You must ask permission from the invigilator if you wish to leave the exam. You will not be permitted to leave within the first 60 or the last 10 minutes.