

You must read the following **INSTRUCTIONS TO CANDIDATES** before taking any exams at the University of Southampton. It will be assumed that you are familiar with these regulations.

1. You must act in accordance with any instructions issued by the Invigilator. You must not use or attempt to use unfair means to gain advantage in an examination. This means that:
 - You must not speak to anyone except the invigilator during the exam
 - You must not open the exam question paper until told to do so by the invigilator
 - You must not write on the exam paper or answer book before the start of the exam, other than to fill in the front page of the answer book
 - You must not share information with any other candidate during the exam
 - You must not use notes unless expressly told you can do so
 - You must finish writing when the invigilator tells you to do so.If you do not follow these guidelines you will be in breach of academic responsibility and conduct regulations. This will be reported back to your Faculty team immediately *or* you will be asked to leave the room at once by the invigilator.
2. **You should expect to have no more than three consecutive exams.** Three consecutive exams means: a morning exam, followed by an afternoon exam, followed by a morning exam OR an afternoon exam followed by a morning exam, followed by an afternoon exam. If you notice that you have more than three consecutive exams, please contact your student office immediately.
3. You are responsible for noting correctly the times and place of your exam(s) and should arrive *at least 15 minutes* before the start of each examination. If you arrive after the scheduled start of the examination you must report to the Invigilator. You will be permitted to start the examination but will have to finish at the scheduled time. If you arrive more than 30 minutes after the scheduled start time you should not attempt to enter the exam room but report directly to your student office. No candidate may leave the examination room during the first 30 minutes or the last 15 minutes of any examinations. If you wish to leave at any other time you must raise your hand to alert the Invigilator and remain seated until your script is collected.
4. You **MUST** bring your student ID card with you to the examination. You must place it on your desk where it can easily be seen by the Invigilators. **FAILURE TO PRODUCE YOUR ID MAY RESULT IN YOU BEING UNABLE TO TAKE YOUR EXAMINATION.**
5. Please remember to bring pens, pencils and, if the rubric allows, your Word to Word™ dictionary and University approved calculator as there are no spares available.
6. You should wear appropriate clothing. Remember the Sports Halls are cold in the winter, and lecture theatres are warm in the summer.
7. You may bring a clear bottle of water into the examination room. No other food or drink will be permitted.
8. Smoking is not permitted in examination rooms. *Smoking breaks are not permitted during an exam.*

9. **Before the examination begins**

- (a) Bags/outdoor clothing and other similar items must be placed in the examination room in the area designated by the Invigilator. You will be asked to show that you do not have any earpieces or any electronic devices hidden by hats, scarves or any other headgear or clothing (please alert the invigilator if you do not wish to do so in public). Invigilators will instruct you to turn off your mobile phone before you enter the exam room; you must do so before you have sight of your exam paper. It must remain in your bag along with your watch and any wearable electronic device such as activity trackers. No other portable electronic devices (tablets, laptops) are permitted in the exam venues. You cannot use spectacles embedded with internet technology: it is your responsibility to ensure you have another pair of spectacles.
- (b) **Candidates found with an electronic device on their person will have it confiscated and any used and/or partially used answer books removed. *This may mean that it is retained overnight or even for a weekend.* A report of the incident will be made and submitted with your answer books to your Faculty. Further action may then be taken which may result in your examination being declared invalid.**
- (c) You are advised to leave any valuables at home. Any personal belongings left outside examination rooms will be removed by Security.
- (d) Only items expressly permitted on the rubric (instructions on front page of exam paper) can be brought in to the exam room. If dictionaries and books are permitted they must be clean, unannotated copies unless stated otherwise. If the rubric says that dictionaries are permitted these must be word to word only and contain no definitions. Dictionaries which carry written or pictorial definitions will be confiscated by the invigilator before the exam starts and may not be returned to you until the next working day.
- (e) Check that the right examination question paper is laid upon the desk and that it has the correct number of pages and/or handouts as indicated on the front page.
- (f) Complete the yellow attendance slip provided.
- (g) Refer to the rubric/instructions on the front cover of the examination answer book and complete as requested.
- (h) Begin each question on a new side of paper in the answer book, and, unless the rubric states otherwise, complete one answer book before starting another.

10. **During an examination**

- (a) Write with a pen. You should NOT use correcting fluid: any rough working must be entered in the answer books provided and be **crossed through** to show clearly that it is not intended as a submitted answer. If the rubric instructs you to complete your rough working on a separate answer sheet or book it must be crossed through, attached to the other books used and handed in at the end of the examination. Written work must not be submitted in pencil unless directed to do so on the rubric. At no time may any used or unused examination stationery be removed from an examination room.
- (b) You may **not** use calculators unless the rubric of the examination question paper states that they are allowed.
- (c) Calculators, when allowed, must be the University-approved, all Casio Models (Non-programmable/Scientific). These may be bought from any outlet and *no longer require the University logo stamp*. **NO OTHER CALCULATOR MODELS ARE ALLOWED.** You can **ONLY** use Casio Models (Non-programmable/Scientific) in your exam. Graphical calculators are not permitted. **PLEASE DO NOT FORGET YOUR CALCULATOR AS SPARES ARE NOT AVAILABLE.**

11. **At the end of an examination**

You must fasten together (with the tag provided) all the answer books used including rough working and remain seated and silent until the Invigilator has collected your script and given you permission to leave the examination room. ***You must not turn on your phone or other mobile device until you leave the room.***

Leave as quietly as possible, especially where there are other candidates still working.

12. Illness or Emergency

In the event of illness or other personal emergency at the time of the examination:

- (a) Report your circumstances to the Invigilator and sit the examination if you feel you will be able to do your best.
- (b) If you consider you are too ill to attend the examination, seek medical advice as early as possible and inform your student office of your illness when you can.
- (c) If you are prevented from attending any examination by some urgent cause other than illness, you must inform your student office as soon as is practicable.

13. Fire alarms and emergency evacuation

If the fire alarm sounds during an examination, follow the Invigilators' instructions.

You will still be under exam conditions and so must not use your mobile phone or any other electronic device, nor speak to other students. It is likely that the exam will continue once you have returned to the building.

14. Other

You are reminded that, if there is anything at all that, in your view, may have affected your examination performance and that might otherwise be overlooked, you should report it to your student office immediately.

15. Lost property

If you have lost an item during your exam please refer to the [Lost Property | Estates and Facilities | University of Southampton](#) for next steps.

Items that are confiscated during exams will be retained by the Exams and Awards Team. You will be contacted by email to advise when the item can be collected.

16. Reading your timetable

Your timetable will automatically appear in module code alpha numeric order. You can sort on date, or any other field, if you wish. Make sure you take a note of your seat number as you will need this when you enter the exam room.

The following abbreviations may appear on your timetable.

LT = Lecture Theatre

SU = Students Union

RMA = Room A

RMB = Room B

RM = room