



Examination Guidelines for Students

The aim of these guidelines is to clarify procedures with regard to examinations carried out at UTB. If students are unclear about any matter they should seek clarification from the UTB Examination Office or their tutor or lecturers.

1. During the revision period, before the examinations, make sure that you keep your tutor fully informed about any extenuating circumstances that might affect your examination performance. Your tutor will advise you about any evidence you need to support 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 to travel. Only under very exceptional circumstances, affecting the majority of students, will the start of 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 awarded zero for the examination. “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, and complete an “Extenuating Circumstances Form”
5. If you arrive late for an examination you will not be given extra time. If you arrive after the first 1 hour you will not be admitted to the examination. You cannot leave the examination during the first 1 hour or during the last 30 minutes of the examination period.
6. Bring your IC to the examination so that you can be identified if necessary.
7. Take the absolute minimum of the material into the examination. This will normally include, pens, pencils, ruler, eraser and permitted calculator. Do not take any loose papers into the examination. If a pencil case is taken into the examination it must be transparent, so that the invigilator can easily see its contents.

The following are strictly forbidden to be taken into the examination:

- a. Any electronic device capable of storing data of any kind. This includes smart watches, programmable calculators, electronic dictionaries, PDAs, MP3 players, etc.
- b. A bag of any kind
- c. Any loose papers
- d. Unauthorised notes or materials
- e. Any books (unless it is an open-book examination, in which case detailed information, should be given before the examination and in the instructions on the examination paper).
- f. Mobile phones.

If, during an examination, you are found in possession of any of the above, then this will be treated as an academic offence. **The item will be confiscated pending investigation. This includes mobile phones.**

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 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.
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, there may still be other examinations going on.