

Candidate Guide

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand or if you require further information email examinations@brunel.ac.uk.

Regulations – Make sure you understand and are familiar with the rules.

Examinations of Brunel University are governed by the University's [Senate Regulations section 4 \(SR4\)](#), and you should ensure that you are aware of these. The sections that specifically apply to University scheduled examinations are 4.9-4.14, and for mitigating circumstances 4.30-4.51.

Other assessment, including department-scheduled examinations and coursework, is also governed by SR4, and detailed guidance concerning these should be available from your department.

Policy

The University's Examination Policy is available from [Welcome to Examinations](#). It is designed to support the regulations, giving more detail of the examination services, alongside staff and candidate responsibilities. This Guide identifies key elements of the Policy relevant to candidates.

Preparation

Know the dates, times and locations of all your examinations, check your timetable via links from [Welcome to Examinations](#).

If you need any adjustments because of a disability or dyslexia and do not already have a support profile, please make an appointment with the Disability and Dyslexia Service (DDS). Ring 01895 265213 or go to DDS Reception in Room 315, Bannerman Centre.

Make sure you arrive in plenty of time for your examinations and bring what you need (see "**Late is Late**" below). Your department should inform you of any examinations permitting calculators, prepared notes or other equipment or materials.

Only bring to your desk the pens, pencils, erasers and any other permitted materials or equipment that you need for the examination.

Conduct

"Late is Late"

Be on time for all your examinations. **Candidates arriving after the published start time will not be allowed to sit the examination.**

You should arrive 20 minutes before the examination start time, and if travelling, allow at least 1 hour contingency time for your journey to the campus:

Morning examination	Start time 09:30	Arrival by 09:10
Afternoon examination	Start time 14:30	Arrival by 14:10

"Appropriate and Honest Manner"

Do not talk to, try to communicate with, or disturb other candidates once you sit in your examination seat. Do not borrow anything from another candidate during the examination.

You must not leave the examination room without permission of the invigilator.

Do not become involved in any unfair or dishonest practice during the examination. If you try to cheat, or break the rules, you will be reported to your department and disciplinary action may be taken.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it; a report will be made and may be submitted to a disciplinary panel.

Be aware of what is permitted in each of your examinations:

What is allowed:

- ✓ ID card or other approved means of ID
- ✓ Materials approved by the examiner
- ✓ Pens and pencil
- ✓ Pencil erasers and sharpeners
- ✓ Still drinks in a clear unlabelled bottle

Non-permitted items must be left at the front or side of the examination room (as directed by the invigilator);

Personal items (such as mobile phones and watches) must be turned off and left at the front or side, or put in a clear container or bag under your examination desk or chair.

What is NOT allowed:

- × Revision or course notes
- × Calculators/Mathematical instruments /Books, statutes or dictionaries (unless department approved)
- × Paper for rough work
- × Laptops or any media storage devices (unless a digital examination)
- × Audio players
- × Any mobile devices, including phones and watches (unless simple analogue-only watches)
- × Staplers, ink erasers, or correction fluid or tape
- × Food or carbonated drinks (unless invigilator approved)
- × Ear plugs
- × Wearing of coats or headgear (except for religious observance)

Instructions during the examination

Listen to the invigilator and follow their instructions at all times.

Given the growing market for smart and cheat watches, from 2016 all examination candidates will be asked to remove ANY watches. Digital, electronic or hybrid watches must be placed in a clear container or bag under the desk and analogue-only watches must be visible on the top edge of the desk OR placed in a clear container or bag under the desk.

Tell the invigilator at once:

- If you think you have not been given the right question paper or all of the materials listed on the front of the paper;
- If the question paper is incomplete or badly printed;
- You need more paper.
- You do not feel well;
- You have a problem and are in doubt about what you should do;

Read carefully and follow the instructions printed on the question paper and/or on the answerbook.

Fill in all the details required on the front of the answerbook before you start the examination. Make sure you fill in these details on any additional answerbooks or answersheets that you use.

Do your rough work on the proper examination answerbook or sheet provided. Cross it through and hand it in with your answers.

If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator during the examination. After the examination go to your department and request a Mitigating Circumstances form.

At the end of the examination

Do not attempt to communicate with other candidates or to leave the examination room until told to do so by the invigilator.

Do not take any stationery from the examination room unless you have explicit permission. This includes the question paper, used or unused answerbooks, rough work or any other materials provided for the examination.

When leaving the examination room and venue do so silently, and be mindful and respectful that other examinations are taking place across the campus.