

# IN PERSON EXAMS ON CAMPUS

## STUDENT GUIDE

## What to expect when sitting an in-person exam on campus

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# BEFORE THE EXAM : TIMETABLES | VENUES | INVIGILATORS

## Exam Timetables

- Exams take place all year and exam timetables are published to students on **MyDMU**—timetables are subject to change
- The timetable lists date, start and end time of the exam and location. For online exams, the timetable states 'Refer to Learning Zone' - further instructions will be available on the Learning Zone
- Exam period dates are published on the university's website, under 'current students'. Module and Programme Handbooks also details the exams for your modules and their format.
- In-person exams are on campus, invigilated and have fixed start and end times

## Exam Venues

- Exams are held across campus, typically The Venue, Campus Centre, Clephan, Edith Murphy, Gateway or Queens Buildings.
- Your exam may be in a building you are unfamiliar with so allow plenty of time to find the building and room. Large exams may be split across buildings and the alphabetical split will be published on the exam schedule. Make sure you go to the correct room

## Invigilators

- Invigilators are representatives of the university and set up and run the exam and apply university exam regulations to all students
- Invigilators respond to queries and incidents in the exam. Invigilators control entrance to the room, issue and collect exam papers and start/close the exam. Exam instructions and rules are announced by the invigilator and it's important to listen to these

# ON THE DAY: WHAT YOU CAN AND CANNOT BRING INTO EXAMS

Arrive at the exam room at least 20 minutes before the start. Wait outside the room. If you arrive 15 minutes after the exam has started you won't be allowed to sit the exam (no matter what the reason) so plan your journey to campus accordingly.

## **What to bring to the exam room:**

- Pens, pencils, eraser and spares—invigilators can't loan stationery to students so you must bring what you will need
- DMU Student ID Card
- You may bring in a cold drink in a water bottle/cylinder. You will be required to remove labels from shop bought drinks

## **You cannot have on your person during the exam:**

- Phones, tablets, laptops, smart watches, fitness trackers, any device that can store or access data.
- Revision notes, of any form—check pockets to be sure you don't have notes on your person, even blank, 'scrap' or graph paper. If notes are found on your person this will be reported to the Faculty
- Notes written on your hands, arms or any part of the body. This will be reported to the Faculty as an Academic Offence
- Revision books/dictionary (if your exam allows notes/books this will have been confirmed to you via the module team and the invigilators will be aware)
- You may not bring hot drinks, alcohol or food into the room
- Pencil cases (unless transparent), glasses cases, calculator cases—these will be placed on the floor under your desk
- AirPods, ear plugs or headphones of any description

# ON THE DAY: BAGS, PERSONAL BELONGINGS | ENTRANCE TO ROOM

## Personal belongings

- Your bag, coat and personal belongings will be stored away from your seat, don't bring valuable personal property into the exam room as the university cannot accept responsibility for damage/loss
- When you enter the room you will be asked to remove coats, hoodies, hats and scarves as these cannot be worn in the exam
- Invigilators reserve the right to ask students to remove items of clothing or to check inside pockets/hoods
- Clothing can't be hung on the back of chairs
- Headwear (except for religious reasons) must be removed

## Room Entry

- Invigilators control entry to the room. Please enter the room in silence and sit where the invigilator directs you to
- You must remove any revision notes from your person before sitting, including scrap or blank paper
- Take your phone to the desk with you, switch it off and put in the plastic bag provided
- Exam conditions start once you enter the room and you cannot talk to other students or communicate, including texting or any form of signalling. You cannot start reading the exam question paper or write on the answer book until the invigilator gives this instruction.
- Invigilators will read aloud the announcements of how the exam will run, please pay attention to this

# AUTHORISED AND UNAUTHORISED ITEMS

## Phones, Smart Watches, Devices that store or access data

- You must switch off your phone and smart watch and place it in the clear plastic bag on your desk—if you have more than one phone, place all of them in the bag
- Place the bag under your desk on the floor
- Possession, on your person, and use of phones, smart watches, tablets or laptops, fitness trackers, organisers or any device that can store or access data is unauthorised and will be reported to the Faculty
- If you are found to have these items on your person, even if you don't attempt to use them during the exam, it will be reported to the Faculty as unauthorised material and will be treated as an Academic Offence
- Items will be confiscated by the invigilators and can be collected at the end of the exam

## Use of Calculators

- Unless prohibited by the exam rubric, you may use a calculator — but not on a watch or phone—which performs basic arithmetic functions: addition, division and multiplication
- Calculator cases and lids should be removed and placed on the floor.

## Dictionaries

- An Oxford Dictionary can be borrowed from invigilators (unless prohibited in the exam rubric). Excessive dictionary use by one student may lead to requests being refused. Students cannot bring their own dictionaries.

# INDIVIDUAL EXAM ARRANGEMENTS | ACADEMIC OFFENCES IN EXAMS

## Individual Exam Arrangements (IEAs) - Extra Exam Support

- IEAs for students needing exam adjustments must be confirmed through the Disability Advice and Support team before the exam and within deadlines for each exam period as published on the website. Late or on the day requests cannot be accommodated
- Changes to individual arrangements must be confirmed through the disability team
- Students with an arrangement will receive notification from the Exams Office confirming exam details
- If you have 'stop the clock' rest breaks, you cannot leave the exam venue and cannot use the breaks to smoke or vape
- More information about Individual Exam Arrangements can be found on the university's exam web page

## Academic Offences

- Any attempt to cheat or gain advantage in an exam, observed by Invigilators, is reported to the Exams Office and Faculty as an Academic Offence
- Possession of any unauthorised material, whether you use it or not, is reported as an Academic Offence

Academic Offences include but are not limited to:

- ! Having notes, or any information on or near the desk or on your person (such as written on the body or concealed in clothing)
- ! Having a phone, smart watch or device capable of data access or storage on your person including programmable calculators (where not expressly permitted)
- ! Copying from another student, allowing copying of your work. Helping or attempting to communicate with another student by oral, electronic, written or signalling means

## During the Exam

- You should work in a way that does not disrupt the exam environment or any other student
- Raise your hand if you want to speak to an invigilator who will come to your desk
- You must not leave the room without permission of the invigilator
- If you feel unwell, you must alert an invigilator. If you need time away from the exam due to being unwell, you will not regain the time back and must consider if you are well enough to continue

## End of Exam and Leaving Exam Room

- Raise your hand if you've finished the exam and want to leave so your work can be collected. To avoid disruption, you can't leave the exam in the first hour or last 15 minutes of the exam. For exams of one hour students can't leave the room until the exam is finished
- The invigilator will announce when there's 15 minutes to the end of exam.
- At the end of the exam you must stop writing when told to. It's your responsibility to ensure your name and student details are completed in the answer book
- Please be patient whilst papers are collected and counted. Students can't talk during this time.
- Invigilators will announce when students can leave the exam room

# EXAM RULES: KNOW THEM SO YOU DON'T BREAK THEM!

## Before the Exam



Check Exam Timetable on MyDMU, to see if the exam has changed



Your exam may be in a building you don't know, allow time to find your way



Arrive **20 MINUTES** before the start of the exam, there's no entry allowed 15 minutes after the start of exam



In the exam room you cannot talk, signal or communicate with other students



Coats and bags are placed away from desks. Outerwear/hoodies can't be worn in the exam. No clothing to be hung on chairs



Exam instructions are read out by the invigilators, listen carefully



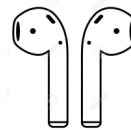
## On the day



Bring pens, pencils, eraser **AND SPARES**—invigilators can't loan stationery. If you don't have a pen or pencil you won't be able to sit the exam



Phones, smart watches, fitness trackers, data storage device: **NONE ARE PERMITTED ON YOUR PERSON.** Switch off and place in plastic bag provided. If found with these on your person it will be reported



Ear/headphones/air pods of any type are not allowed



Drinks—you can bring a drinks bottle in, any labels must be removed



Calculators are permitted unless prohibited in the exam rubric



Bring your Student ID card

**NOTES, SCRAP OR BLANK PAPER ARE NOT PERMITTED IN THE EXAM, INCLUDING WRITTEN ON THE BODY**