DE MONTFORT UNIVERSITY LEICESTER

STUDENT GUIDE TO EXAMINATIONS 2019/2020

Examinations Office

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This guide is designed to help students understand more about their exams at DMU, how to prepare, where to find information and - most importantly - what is and isn't allowed in the exam room!

Exam Timetables

Exams are scheduled all year and you are required to be available to sit your exam. Check Module and Programme Handbooks for details of how many exams to expect.

For undergraduate students, the main exam timetable is published the first week of March 2020 and the main exam period is **27 April—22 May 2020 including Saturday 2 May**.

In August the main exam 'resit' schedule is **10—21 August 2020**.

There are another 3 exam schedules in the year that are mainly for postgraduate students, Nursing, Midwifery and Law.

Students have a responsibility to know when and where their exams are and as exam timetables are **subject to change** it's important to check the timetable to see if any changes affect you. You can access the Exam Schedule on my.dmu.ac.uk, - click 'Exam Schedule'.

Exam Venues

Exams are held across campus, typically The Venue, Watershed, Campus Centre, Clephan, Gateway or Queens Buildings. Your exam may be in a building you don't know so allow extra time to walk there and find the room on the day. Large exams may be split across different buildings and the alphabetical split between rooms will be published.

Before an Exam

Exams can be stressful and you need to allow time to revise and prepare as much as possible. Help with revision is available through the Kimberlin Library and your Faculty.

On the Day

Arrive 20 minutes before the start of the exam. If you arrive 15 minutes after the exam has started you won't be allowed in the room (no matter what the reason) so plan your journey accordingly.

What to bring:

- Pens, pencils, eraser and spares—exam invigilators can't loan out stationery
- Student ID Card
- A bottle of water in a bottle with all labels removed

You can't bring into the room and must not have **on your person**:

- Revision notes, of any form - check your pockets to be sure you don't have notes on your person, even blank 'scrap' paper. If notes are found on your person this will be reported
- Notes written on your hands, arms or any part of the body
- Revision books or your own dictionary (open exams specify the books permitted)
- Hot drinks/food
- Pencil cases (unless transparent), glasses cases, calculator cases
- Ear/headphones/air pods
- Phones, smart watches/fit-bits/data storage devices including programmable calculators

Bags, Coats, Belongings

Coats and bags are stored away from desks. Don't bring valuable personal property as we can't accept responsibility for damage/loss. Coats, hoodies, hats or scarves can't be worn in the exam and invigilators will ask you to remove them. Clothing can't be hung on the back of chairs. Identity checks of veiled students will be in a discrete area before the exam starts.

Entry to the Exam

When the room is ready the invigilators will direct students to a desk or row of desks. In larger rooms this can take some time and entrance to the exam room can feel 'formal', as exam conditions begin as soon as you enter the room and students can't talk or communicate with eachother, including speaking, texting or any form of signalling .

Mobile phones, Smart Watches, Data Storage Devices

Mobile phones, smart watches and any data storage/internet enabled device is not allowed on your person and will be reported as an offence if discovered, even if you haven't tried to use it during the exam. You will be asked to remove smart watches and place mobile phones in a clear plastic bag provided and the bag is placed on the floor under your desk.

Any unauthorised material found during the exam will be confiscated by the invigilators and reported as an offence so to avoid problems simply remove your smart watch and place it and your phone in the bag when told to do so.

Use of Calculators

Unless specifically prohibited, you may use a calculator (not on a smart watch) which performs basic arithmetic functions: addition, division, calculation of percentages. Programmable calculators which store text, data, formulae or perform functions other than purely numeric are not permitted.

Use of Dictionaries

An Oxford Dictionary can be borrowed during the exam (unless prohibited by the module team) but cannot be repeatedly used. Excessive dictionary use by one student may lead to requests being refused.

Invigilators

Invigilators ensure conditions and regulations are applied to all students and report incidents to the Exams Office. Invigilators control entrance to the room, put out exam papers and officially start/close the exam. Exam instructions and rules are announced by the invigilator and it's important to listen carefully.

Exam Interruptions

Exams may be interrupted to announce a correction to a paper or to evacuate the building. Exam conditions remain during an evacuation and students can't communicate with eachother and must follow the instructions of the invigilators. Any time lost due to an evacuation will be added to the length of exam.

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 time is finished.

The invigilator will announce when it's 15 minutes to the end of exam. At the end of the exam you must **stop writing when told.** It's your responsibility to ensure your name and details are completed correctly in the answer book. Please be patient whilst the papers are collected in and counted. Students can't talk during this time.

Individual Exam Arrangements

Individual Exam Arrangements are where students require adjustments to their exam environment. The arrangement must be confirmed through the Disability Advice and Support team in advance of the exam and **within published deadlines**. If you require changes to your arrangements these must be confirmed through the disability team. Students with an arrangement will receive notification from the Exams Office confirming exam details.

Academic Offences

Any attempt to cheat or gain advantage in an exam is reported to the Faculty as an Academic Offence. Invigilators patrol, observe and monitor students and report concerns to the Principal, including where a student is found to have access to unauthorised material even during a break/toilet visit and if the material isn't used. Academic Offences include but are not limited to:

- Having notes, or any other information on or near the desk or on a candidate's person (such as written on the body) which are not allowed in the examination, whether a candidate uses it or not
- Having a mobile phone, smart watch or data storage/internet enabled device on your person during an examination including programmable calculators (where not expressly permitted) or electronic dictionaries
- Copying from the exam script of another candidate
- Helping another candidate, including attempting to communicate by oral, electronic, written or signalling means

EXAM CHECKLIST: GET YOURSELF READY !

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 well, allow a few extra minutes 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 can 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, fit-bits, ipods, mp3 players, any data storage device: **NONE OF THESE ARE PERMITTED ON YOUR PERSON**. Switch off and place in plastic bag on desk. If found with these on your person it will be reported to the Faculty.

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

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

Programmable calculators are not permitted unless confirmed in exam instruction

Bring your Student ID card

Revision notes of any format or blank paper are not permitted in the exam. Writing on any part of the body is not allowed even if not linked to exam

May 2020