**Information for Exam Candidates**

Before entering the exam room you should take note of the seat number you have been assigned from the Seating Plan displayed outside the room.

The Invigilator Announcements below are read out at the start of every exam. Please be aware of what materials are permitted in the exam room and at your exam desk.

* Your attendance here confirms that you are fit to sit this exam today.
* It is your responsibility to write legibly. Failure to do so will result in a mark of zero for the exam.
* In the event of a fire alarm during the examination you should leave all papers on the desks and leave the building in silence. Any personal belongings must be left in the room. You will remain under exam conditions so should not interact with other candidates at all. You will be told when you may return to the exam room.
* Unannotated paper versions of general bi-lingual dictionaries only may be used by overseas students whose first language is not English. Subject-specific bi-lingual dictionaries are not permitted. Electronic dictionaries may not be used.
* Only writing implements and any books or materials specified on the exam paper may be on the desk during the exam. Access to any other materials is not permitted. Bags, coats and other belongings should be left in the designated area.
* All mobile phones and other electronic devices with internet access and storage capacity must be switched off and left in the designated area.
* Please put your campus ID card on the corner of your desk where it is clearly visible for the invigilators to check. Failure to produce your campus ID card will not exclude you from the examination.
* Please check that you are sitting in the correct seat and that the correct examination paper has been placed on your desk.
* If you need to ask a question or leave the room for any reason, please put up your hand and wait for an invigilator to assist you. You may have to wait if you need to leave the room temporarily for a toilet break, and you will be accompanied and will remain under exam conditions. Such absences from the room will be timed and noted on your examination script.
* You will not be allowed to leave the room permanently during the first third of the time allowed for the examination, nor may you leave during the last twenty minutes.
* Put your full name and signature in the space provided on the booklet. Seal the flap carefully when completed. Continuation sheets will be issued one at a time on request and you must put only your student ID number on each sheet. Ensure that any continuation sheets or other extra sheets are attached to the booklet using the treasury tags provided. You should mark the questions answered on the front of the booklet.
* No stationery whatsoever may be removed from this exam room.
* You are now under examination conditions. There must be no more interaction between candidates until after all the scripts have been collected at the end of the examination and you are outside the examination room.