

EXAMINATION REGULATIONS AT THE DEPARTMENT OF ENGLISH

Students are advised to read the following points carefully before their first examination at the Department of English.

- *At each examination you must show a valid Photo-ID. Without proper identification you will not be allowed to take the exam.*
- *The assigned order of seating must be followed.*
- *Articles such as bags, books, and coats are to be placed away from desks: at the front or rear of the hall, as advised. Valuables may be placed under the table.*
Do not bring unnecessary valuables, such as credit cards or ready cash, to an examination.
- *Any sort of communication during an examination is strictly prohibited. This includes the use of mobile phones, which must be turned off and stored. If this rule is broken, it will be regarded as cheating and may lead to students being expelled from the University.*
- *It is not permitted to use your own notepaper. Notepaper will be provided if required.*
- *Examinations take place punctually at the set time. Anyone who arrives more than 30 minutes late will not be allowed to proceed.*
- *No one is permitted to leave the examination room during the first 30 minutes.*
- *Any visits to the toilet will be noted by the invigilator.*
- *Smoking breaks are not permitted.*
Study aids such as dictionaries may not be used, unless expressly stated.
- *When leaving the examination room you must hand in your completed paper, or inform the invigilator that you wish to hand in a blank paper. You will be required to sign out when handing in your exam.*