

RULES FOR EXAMINATION CANDIDATES

- 10.90 Students must ensure that they are familiar with the examination rules for candidates. These rules apply to all examinations. If students break the rules, they will be penalised and may fail the examination. If they are in any doubt about the rules, they should ask the invigilator.

Before the examination

- 10.91 Students may enter the examination room only when authorised to do so by the Unit Co-ordinator or nominated lead invigilator.
- 10.92 Students must switch off mobile phones and other devices capable of transmitting and receiving data, personal stereos or other items which may distract other candidates. Any such items must be placed in the student's bag or coat for the duration of the examination.
- 10.93 Students **must**:
- (a) put coats and bags at the front or back of the room as instructed by the invigilator, and not by their examination desk;
 - (b) give to the invigilator any papers which may accidentally have been brought into the examination room;
 - (c) go to the seat as directed by the invigilator and remain silent;
 - (d) have a written agreement from the relevant Faculty to use a dictionary or any aid to remedy a handicap e.g. of sight or hearing.

During the examination

- 10.94 Students will not be allowed into the examination room if they arrive more than 30 minutes after the start of the examination. For certain forms of examination e.g. clinical assessment, students will be disqualified if they arrive after the scheduled time.
- 10.95 The student's London South Bank University identity card must be placed on the desk such that it is visible to the invigilator. The student's dress must be such as to allow the invigilator to confirm that the image on the identity card matches the student sitting the examination. If necessary, a female student may be required to accompany a female invigilator to a private area to allow the invigilator to confirm the student's identity.
- 10.96 The only other items which may be placed on the desk are as follows:-
- (a) a small selection of writing and related implements; these may be contained in a clear plastic bag only;
 - (b) a bottle of uncarbonated drink;
 - (c) items of confectionery; any other food material will be permitted only in the case of students with previously approved additional needs;
 - (d) any other item (e.g. calculator, data tables, dictionary, case study) that is explicitly permitted by the examination paper rubric;
 - (e) any items approved for use by a student with additional needs; such approval must be given in advance and in accordance with regulations 10.110 – 10.124 below.

- 10.97 Students **must**:
- (a) obey all instructions by the invigilator;
 - (b) check that they have no unauthorised materials on their desks;
 - (c) use only University examination stationery for all work including all rough work;
 - (d) provide batteries for their calculator.
- 10.98 Students **must not**:
- (a) start writing until told to begin by the invigilator;
 - (b) attempt to read the work of any other student;
 - (c) talk or communicate in any other way with any other student;
 - (d) eat or drink (other than as permitted by regulation 10.96 above) or smoke during the examination.
- 10.99 A student may tell the invigilator about any outside factor (e.g. distracting noise) which disturbs him or her during the examination. The student must send a note to his or her Course Director with details of the difficulty immediately after the examination. If the student does not, the conditions in the examination may not be used as extenuating circumstances.
- 10.100 To leave the room permanently, students must:
- (a) attract the attention of the invigilator and ask permission to leave;
 - (b) leave the examination room quickly and quietly;
 - (c) not enter the examination room again;
 - (d) not attempt to remove any examination materials from the examination room or remove any papers from the examination script.
- 10.101 To leave the room temporarily, students must:
- (a) attract the attention of the invigilator by raising their hand;
 - (b) ask permission to leave (if they do not, they will not be allowed back in);
 - (c) not contact any person or consult any material when they are outside the examination room.
- 10.102 Students must not leave the examination room - temporarily or permanently - during the first 30 minutes and the last 10 minutes of the examination.
- 10.103 Students should comply with the instructions in the rubric of the examination paper. Where a student attempts more questions than required by the rubric, all answers will be marked and the final mark determined from the best combination of marks that satisfies the rubric.

After the examination

- 10.104 Students must:
- (a) stop writing when the invigilator tells them;
 - (b) remain in their seat without talking;
 - (c) leave all papers (except the examination paper) on their desk;
 - (d) leave the examination room immediately when the invigilator tells them.