

Examination Code of Conduct

Individual examination timetables are accessed online via NOW. Candidates must regularly check their online timetable for the most up-to-date information.

Candidates arriving more than 30 minutes late for an examination will not be allowed to sit the examination. Candidates arriving within the first 30 minutes of an examination starting will not receive any lost time.

Candidates may not leave the examination room within the first 45 minutes of the examination. No candidate will be allowed to return after having left the room unless they have been accompanied by an Invigilator.

What candidates should bring to the examination

Candidates must bring their NTU student ID card to every exam.

Candidates may only bring a small clear bottle of water to the exam.

Candidates must ensure they have the appropriate stationery for each examination. The University is not responsible for the provision of pens, pencils, rulers etc. Stationery must be in a clear pencil case or bag.

The University does not supply calculators for examinations. Candidates must bring their own calculator to the exam, where its use is permitted. Calculators that incorporate an alphabetic input are not permitted. You may not use your mobile phone as a calculator. Calculators must not be pre-programmed and the memory must be clear. Sharing of calculators is not permitted.

Candidates may be allowed to refer to text books, only where instructions in the exam paper allow it. Any books will be checked prior to the examination for unauthorised materials or notes.

What candidates should NOT bring to the examination

Food is not permitted, unless candidates have a specific medical condition which has been outlined on an Action Plan issued by Student Support.

Candidates must switch off their mobile phones and place face up underneath their exam desk. Smart watches or any other electronic devices should not be on their person either in the examination room or during any respite break from an examination room.

Candidates are strongly advised not to bring bags, books and other personal belongings into the examination. If they are brought to the exam they must be left in the area designated by the Invigilator

The use of dictionaries is prohibited in examinations. Bilingual dictionaries may only be allowed in modern language examinations where the question paper specifies it.

During the examination

Candidates should read all instructions at the start of the examination question paper thoroughly before commencing work.

Where reading time is allowed for an examination, the Invigilator will announce the commencement and completion of this period. Candidates are not allowed to write, highlight, underline or make notes during this period unless stated otherwise on the exam paper.

All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.

Candidates that have a question must attract the attention of the Invigilator by raising a hand.

If you wish to leave the examination before the specified finish time, you must raise your hand and wait until an Invigilator has collected your completed script. If you want to leave within the last 15 minutes of an exam, you may be asked to stay seated. This is up to the Lead Invigilators discretion taking into consideration the amount of exams and students within the venue.

Examination Misconduct and Irregularities

Academic misconduct in examinations includes but is not limited to the following:

Communicating with another candidate by oral, electronic or written means;

Copying from another candidate;

Introducing any written or printed materials into the examination unless expressly permitted by the Examination Board or programme regulations;

Introducing any electronically stored information unless expressly permitted by the Examination Board or programme regulations.

Any action by a candidate contrary to the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.

At the end of the exam

Candidates must ensure that any loose sheets are securely fixed to the answer book using the tags provided. Drawings may be folded as neatly as possible to secure within the answer book. It is the responsibility of the candidate to ensure the front cover of the answer book is fully completed and the right hand corner is stuck down.

All candidates must remain in their seats until their scripts have been collected and are formally dismissed by the Invigilator.