Exam Instructions for Students

Before the Exam

- Check the exam timetable carefully.
- Bring your Student ID Booklet, University Library Card or temporary ID letter. You will not be allowed to take the exam rooms without the stated identity document.
- Do not bring any unauthorised material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser). Pencil cases and glasses cases are not allowed be taken to your desks.
- Make sure your mobile phone is switched off.
- Leave all personal belongings in the designated belongings area in front of the exam room. The only items you may bring to the desk are your identity document, stationery and approved documents if there is any. All electronic devices must be left in the belongings area in front of the exam room and must be switched off. You may be electronically scanned for prohibited devices at any time during the exam.

In the Exam Room

- Students are not allowed to talk or disturb other candidates once inside the exam room.
- Students are not allowed to lend anything to, or borrow anything from, another candidate once inside the exam room.
- Students are not allowed to eat or smoke in the exam room.
- Students shall place the Student ID Booklet, University Library Card or temporary ID letter on the desk next to the attendance card.
- Students shall listen carefully to the instructions. Students are required to comply with the instructions of invigilators at all times.
- Students shall keep only the following items on your desk: your identity document, stationery (pen, 2B pencil and eraser) and approved documents if there is any.
- Where permitted you may use one standard translation dictionary. Dictionaries that have any English-English definitions are **not** allowed (e.g. The *Oxford Advanced Learners' English-Chinese Dictionary* is **not** allowed; subject specific or specialised dictionaries are **not** allowed). Invigilators will check that dictionaries contain no additional papers or written materials. Do not bring another student's dictionary with you.
- Dictionaries are not allowed in CELE English language exams.
- You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. For listening and oral exams, students are not allowed to leave during the exam.
- Unless specifically indicated in instructions from the module convenor either on the examination paper itself or in a separate note from the module convenor, no extra pages of any sort will be provided for rough work. You should normally be required to do rough work in the exam answer booklets provided and to draw a line through any such work not considered part of your answer.
- Everything you write (including any notes and rough work) must be in the answer booklet. Do not write large bold letters, numbers or equivalent marks on the question paper. Do not use sticky tape or any kind of eraser fluid to hide anything you write. You must draw a line with a pen through rough work or other notes not considered part of your answer.
- Raise your hand if you have a question. Candidates may not ask about, and will not be given, any explanation of the exam questions.
- Leave all exam materials in the exam room at the end of the exam.
- Student must not engage in any form of malpractice which may damage the integrity and security of the exam. Malpractice includes, but is not limited to:
  - Helping another candidate to cheat.
  - Impersonating another candidate or having another candidate impersonate you.
  - Copying the work of another candidate.
  - Disrupting the exam in any way.
  - Reproducing any part of the exam in any medium.
  - Opening a question paper before being instructed to do so.
  - Failing to stop writing when instructed to do so.
  - Other behaviours regarded as breach of exam rules by the invigilator.