

Exam Instructions for Students

Before the Exam

- Check the exam timetable carefully. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
- Bring your Student ID Booklet or University Library Card (i.e. 1650****). **You will not be allowed to enter the exam rooms without it.**
- You are not allowed to bring any unauthorised materials (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser). Pencil cases and glasses cases must not be taken to your desks.
- You are allowed to bring tissues and a drink (but not food) into the exam.
- In the case of listening exams, you will not be allowed to leave or go to the washroom during the exam.
- Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you. Do not bring a pencil case to your desk.
- Arrive at least **15 minutes** before the exam start time (**30 minutes** before if your exam is in the Siyuan Auditorium; TB329 or PB329, DB-A05) and wait outside until you are allowed to enter the exam room. If you have to go to a waiting room first, please arrive at the time stated.

In the Exam Hall

- When you enter the exam room, show your Student ID Booklet or University Library Card.
- Make sure your mobile phone is switched off and place it at the front together with your personal belongings. Then find your seats.
- Pencil cases/glass cases: Students are NOT permitted to have these on their desks. All pencil cases/glass cases must be left at the front/back/side of the room with other belongings.
- Remember that talking is **not** allowed at any time in the exam hall.
- Place your Student ID card or booklet on your desk next to your **attendance card**.
- Listen carefully to the instructions. Students are required to comply with the instructions of invigilators at all times.
- **Do not turn over exam papers until told to do so.**
- 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). Dictionaries are not allowed in CELE English language exams.
- Where permitted, students are allowed to use **ONLY ONE** dictionary during the exam. Invigilators will check that dictionaries contain no additional papers or written materials. Never bring someone else's dictionary with you.
- You are not permitted to share dictionaries, calculators or any other materials during the examination.
- You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. Note that **in the case of listening and oral exams**, you are not allowed to leave the exam room at any time.
- 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 any rough work in the exam answer booklets provided and to draw a line through any such work not considered a 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.
- If you have a question or need more answer booklets, raise your hand and an invigilator will come to you. Invigilators will not give hints or answers related to exam questions.
- Keep your eyes on your own paper. Remember, copying is not allowed.
- Stop writing immediately when the invigilator says it is the end of the exam.
- Leave the exam room quickly and quietly. Remember to take all your belongings with you. **You must remain silent until after you have exited the building.**
- Remember. Cheating is not allowed and action will be taken. For details see <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-academic-misconduct.aspx>