



**University of
Nottingham**

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Learning and Teaching Committee

Examination Guidelines for Students

The guidelines clarify procedures concerning examinations carried out at the University of Nottingham. If students are unclear about any matter, they should seek clarification from their tutor or lecturers. Alternatively, you can email to Exams Office at exams@nottingham.edu.my.

1. Before the examinations, ensure that you keep your tutor fully informed about any extenuating circumstances of examination performance. Your tutor will advise you about any evidence you need for your application, such as reports or letters from doctors.
2. Ensure you are clear about your examinations' date, time and location.
3. University has announced that the use of face masks is now optional except when using the university shuttle buses and the campus clinic. However, students are encouraged to wear face masks in the exam venue.
4. Arrive on time for the examination. Allow plenty of time for travel, in case of traffic jams. Only under very exceptional circumstances, affecting the majority of students, will the start of an examination be delayed.
5. Missing an examination is a severe matter. You will have to prove that you missed the examination "with good cause" to be allowed to retake it and count it as if it were your first attempt. If you cannot prove a good cause, you will re-sit if you do not meet the progression rules.

"Good cause" means serious illness, accident, or similar circumstance. Having a cold or feeling sick or similar is not a good cause. Generally, if you can get to the examination, then go. If you think the circumstances have affected your performance in the examination, inform your tutor and obtain evidence as described in Section 1.

6. You will not have extra time if you arrive late for an examination. If you arrive after the first hour, no examination admission is allowed. You cannot leave the examination during the first hour or the last 15 minutes of the examination period.
7. Take the absolute minimum of material into the examination. It will generally include pens, pencils, a ruler, erasers, and a permitted calculator. Do not take any loose papers into the examination. Avoid pencil cases; there may be some papers or similar materials that you have forgotten. You can take it in a translation dictionary if your first language is not English. Make

sure that there are no notes or annotations written in the dictionary. The following are strictly forbidden to be taken into the examination:

- a. Any electronic devices that have functions in storing text. Including programmable calculators, smart watches, electronic dictionaries, mobile telephones, tablets or PDAs
- b. A bag of any kind.
- c. Any loose papers.
- d. Any books (unless it is an open examination, the Invigilator should give detailed information before the examination and in the rubric).

It is an academic offence if you possess any of the above during an examination. The item will be confiscated pending investigation.

8. When you enter the examination room, you must be silent. There should be no communication with anyone else in the room except with an invigilator. Even before the examination starts, talking with other students could constitute an academic offence.
9. At the end of the examination, when instructed to stop writing, stop writing immediately and sit quietly—continuing to write your examination after this is cheating and will be dealt with as an academic offence. At this point, check that you have filled in your details correctly on the front of your script. If not, then please complete these as quickly as possible. Also, tie any additional answer books, graphs or MCQ sheets with the string provided. Follow any instructions given to you by the invigilators.
10. If you hear fire alarm, please do not panic, and wait for the invigilator's instructions.
11. If there is a power outage, please do not panic, and wait for the invigilator's instructions. If the instruction is to stop writing, you will still require staying at your seat and remain silent. The invigilator will provide further instructions once he or she gets more details about the power outage.
12. Wait until all the scripts have been collected and you are given instructions to leave. Please leave the examination room as quickly and quietly as possible. Remember, may still be other examinations going on.

The Exams Office
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