

Procedures for the Conduct of examinations/Test

To ensure that students have adequate time, free from extraordinary pressures, to prepare for final examinations and students may have vacations free from assignments exceeding the scope required for normal, daily participation in classes, seminars, and laboratories, the College provides grace periods. First and final lists of candidates are published. These are exhibited on College and Faculty notice-boards. In addition you will be supplied in the middle of the Lent term with an entry verification form showing your entry which you must sign as correct or amend. When the final list of candidates is published, you will receive an entry confirmation form showing your entry, the time and place of each paper, and any identification number allocated to you. If your name is omitted, or printed inaccurately, or the details of the papers for which you are marked as being a candidate are incorrect on a list of candidates, you should at once inform your Tutor, but you are not permitted to change the choice of papers signed as correct at the end of the Lent term.

Rules for the guidance of candidates and for the prevention of misconduct in examinations

1. Any candidate found to have resorted to plagiarism will be deemed to have employed unfair means.
2. Candidates shall not commence writing at the start of an examination session until authorized to do so by the Supervisor or Senior Invigilator. Candidates shall stop writing at the end of an examination session when similarly instructed.
3. Except with the consent of the Supervisor or Senior Invigilator, no candidate shall be allowed to enter an examination room later or to leave an examination room earlier than thirty minutes after the beginning of a session.
4. A candidate may take a small screw-top bottle of water to his or her desk for consumption during an examination session provided that no disturbance is thereby caused to other candidates. Except with the written consent of the Secretary of the Board of Examinations no other items of food or drink may be taken into an examination room. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of unauthorized items until the examination session is ended.
5. No candidate shall take into an examination room or have in his or her possession during an examination any book or paper relevant to the examination unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate such documents.
6. No candidate shall take into an examination room any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate unauthorized items. Where also specified, an electronic calculator must carry an official mark indicating that it has been approved for use in College examinations.

7. No candidate shall take into an examination room or have in his or her possession during an examination any radio or audio equipment, or mobile telephone. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of such equipment until the examination session is ended, and to confiscate any cassette or compact disc.
8. Candidates shall not remove from an examination room any paper except the question paper and such books or papers, if any, as they were authorized to take into the room.
9. No candidate shall communicate with any other candidate during an examination session.
10. Candidates shall not leave their places during a session except with the consent of the Supervisor or an Invigilator.
11. Candidates shall be dressed decently and not in a manner that is likely to create a disturbance in the examination room, or to distract the attention of other candidates.
12. A Supervisor, Invigilator, or Examiner shall report to the Board of Examinations any breach of these rules and shall inform the candidate concerned that such a report is to be made. A candidate shall not be dismissed from a session except as provided in Rule 13.
13. A candidate who acts in such a way as to disturb or inconvenience other candidates shall be warned and may, at the discretion of the Supervisor, Invigilator, or Examiner, either be required to change seat or be dismissed from the session.
14. Candidates attending a practical examination must comply with the safety requirements of the laboratory in which the examination is held