



## On Campus Examination Guidance

On-campus exams may take place in one of the following formats:

- **Invigilated Exam Hall:** These may be either *ExamSoft-based* or *traditional paper-based*.
- **Monitored Computer Lab:** Invigilated exams conducted in designated computer labs.

Your exam timetable will specify the format and location of your exam. Please note that exams may take place at weekends.

### Before the Exam

1. Familiarise yourself with the University's examination rules.
2. Arrive 10 minutes before your exam and wait in the designated area. Please avoid arriving too early.
3. Seating plans will be displayed outside the exam venue.
4. Check your assigned room and seat number carefully, as large exams may be split across multiple rooms.
5. Bring your uCard – it will be checked twice during the exam. Place it on the top right-hand corner of your desk.
6. For ExamSoft based exams:
  - Ensure your device is fully charged
  - The exam should be pre-downloaded and your device ready to start.
7. If you arrive late,
  - You may be admitted within the first 15 minutes, at the discretion of the chief invigilator.
  - No extra time will be given
8. If you arrive more than 15 minutes late, you will not be allowed to sit the exam. Contact your School as soon as possible.

### Items permitted

9. Essential items – pens (blue or black ink), pencil, permitted calculator.
10. You may use a pencil case if it is completely transparent.
11. Water in a clear bottle is allowed. No other food or drinks unless previously approved by WSD (e.g., for medical reasons).
12. For ExamSoft based exams: Bring your laptop power cable and set up before the exam begins.

### Items not permitted

13. Do not bring valuables, personal items must be left in a designated (unsupervised) area and are left at your own risk.
14. The following are not allowed at your desk:
  - Electronic devices: mobile phones, smartwatches, Fitbit, tablets, etc
  - All devices must be switched off (including alarms) and stored in your bag.
15. No post-it notes, cue cards, or blank paper are permitted.
16. Writing on your body is strictly prohibited, regardless of intent.
17. You may not wear outerwear (e.g., coats, hoodies) at your desk or on your chair. Invigilators will ask you to remove such clothing—dress accordingly.



18. No headwear is permitted unless for religious reasons. Earphones or earplugs are also not allowed.

### **In the exam room**

At the start of every in-person exam, an invigilator will read aloud the University's standard announcements, outlining the process and rules.

19. Please enter the room in silence.
20. Sit in your assigned seat.
21. Place your uCard on the top right-hand corner of your desk and keep it visible throughout the examination.
22. If you've forgotten your uCard, inform an invigilator immediately.
23. Do not begin the exam until instructed by the chief invigilator.
24. All rough work must be done in the answer booklet provided – do not remove it from the room.
25. Talking to other candidates during the exam is strictly prohibited.
26. If you have a question, raise your hand – an invigilator will assist you
27. You may request to use the bathroom, but you will be accompanied by an invigilator.  
By making the request, you consent to being searched.
28. You may leave the exam early, but not within the first 30 minutes or the last 15 minutes.
29. At the end of the exam, remain silent until dismissed.
30. Leave quietly, other people may still be working.



## Exam Checklist



Exam Timetable - check your emails to see if there are updates to your exam.



Your exam may be in a building you don't know well, allow a few extra minutes to find your way.



Arrive 10 minutes before the **start** of the exam. If you are late, please remember there's no entry allowed 15 minutes after the start of exam.



In the exam room you cannot talk, signal or communicate with other students



Coats and bags are placed away from desks. Outerwear/hoodies can't be worn in the exam. No clothing to be hung on chairs



Bring your Student ID card



Bring pens, pencils, eraser (and spares) – Laptop power Cable (ExamSoft)



Phones, smart watches, fit-bits or any data storage device: none of these are permitted on your person. Switch off including alarm functions and leave in your bag.



Ear/headphones/air pods of any type are not allowed



You may bring water in a clear bottle. No other food or drink is permitted