

BEING PREPARED FOR EXAMINATIONS

BEFORE THE EXAMINATION PERIOD

1. Make a list of all the modules in which you are expecting to sit a formal examination in the current examination period (ie. In Semester One, Semester Two or the August Resit Examination period). Include both the module code (eg BR10510) and the related module title (eg Chemical Basis of Biology)
2. Consult the examination timetable at <http://www.aber.ac.uk/en/timetable/exam-timetable/>. Note down :
 - a. The day and date of your examinations, and whether they are taking place in the morning or afternoon session
 - b. The location of your examinations (column 5 in the timetable)
 - A. The Great Hall in Arts Centre
 - B. Upper Dining Room Penbryn/Medrus Main
 - C. Sports Cageand ensure you know where these venues are.
 - c. The seat numbers allocated to your papers in whichever venues are relevant (columns 11 and 12 of the Timetable)
3. Prepare anything that you may need for the examination :
 - a. Standard equipment, like pens, pencils, etc.
 - b. Your Aber student card. Please remember to bring this with you.
 - c. Any items specifically allowed in a particular examination, if it permits a text (possibly like a statute book in a Law examination) or if the examination might be 'open book' or 'open note' (check in advance with your department exactly what is required/allowed in these instances). If calculators are permitted in an examination, please note that the only models to be used are the Casio FX83 and FX85. Any other model brought into an examination venue will be confiscated.
 - d. If you feel that you might need a drink or some sweets to suck, remember that the ONLY items permitted are a small bottle of water and small tubes of non-sticky sweets. NOTHING ELSE.
 - e. Please take the time to ensure you understand the University's Unacceptable Academic Practice Regulation - <https://www.aber.ac.uk/en/regulations/uap/>.

BEFORE EACH INDIVIDUAL EXAMINATION

1. Make certain that you are at the appropriate examination venue in good time. I would suggest be there 20 minutes early. This gives you adequate time to do the things indicated below, but also to get yourself mentally prepared prior to the examination, bearing in mind that the examination hall doors will be opened 10 minutes before the examinations are scheduled to start.
2. Arrive definitely knowing your module code and module title.
3. Consult the timetable displayed, to confirm that you are in the correct location and mentally note the seat numbers allocated to your module examination. Consult the seating plan of the examination hall so you can identify which row of seats you will find your examination paper.
4. Please avoid bringing anything unnecessary to the examination hall. Examination Attendants will indicate where coats, bags and other items should be left during the

examination (which is normally outside of the examination venue). The University will take no responsibility for anything at all left outside an examination hall.

5. Approximately ten minutes before the scheduled start time, you will be advised that the examination hall doors have been opened and you may make your way into the hall, in a calm and orderly fashion.
6. On the way into the hall, you will be reminded to check if you have mobile telephones or any other unauthorised electronic devices in your possession. Although it is preferred that you do not bring any unauthorised electronic devices into an examination hall, they can be stored in a box during the examination. However, neither the University, nor the examination staff have any responsibility whatsoever for such devices stored in the boxes. You must remember to collect this device prior to you leaving the venue.

WHEN ENTERING INTO THE EXAMINATION HALL

1. Remembering the seat numbers and row(s), find a seat with the correct module examination question paper on the desk (the module code and title will be near the top of the page). Do not turn the question paper over at any point until you are instructed to do so – doing so could constitute unacceptable academic practice. Sit down and check the following:
 - i. Be absolutely certain that you are sitting in front of the correct examination paper. Please check with a member of the examination staff if you are at all unsure. Check both the module code and module title are correct. If you have to move, please ensure you leave the question paper where it is. Only take yourself and your possessions to a new desk.
 - ii. Fill in all the information panels on the front of the answer book. These will include your student number, so please refer to your Aber Student Card should you need to.
 - iii. Write your name in the top right corner, as indicated. This is the so-called ‘anonymity panel’ which will be turned over along the dotted line and stuck down using the sticky label supplied. This enables your answers to be marked anonymously.
 - iv. Also fill in the blue ‘Attendance Slip’ on the desk, with all the details requested. The Attendance Slip will be collected in by examination staff shortly after the commencement of the examinations, so must be filled in straight away once you sit down. Once completed, please leave the slip on the corner of your desk together with your Aber Student Card.
2. A few minutes before the examination commences, the ‘Start Announcements’ will be read out, bilingually. Make sure that you listen to these and act upon them. Under no circumstances should you turn over the question paper or start writing inside your answer book until after the ‘Start Announcements’ have been completed and you have been advised that you can start.

AT THE END OF THE EXAMINATION

1. You are totally responsible for the timing of your examination and for being aware of the end time which is relevant to your own paper. The examination hall may have two different examination durations and there is no requirement on examination staff to give any

warnings as the ends of the papers are approaching, though sometimes they may do so, where possible.

2. You must never write anything more in your answer booklet once the 'End Announcement' for your examination has been made.
3. At the end of your examination, make sure that you have filled in the front panels and your name in the anonymity corner. Stick down the corner, if you have not already done so. This applies to all the answer books used, not just the first.
4. If you have used more than one answer book, please use the treasury tag supplied to tag them together securely.
5. Whenever you leave the examination hall, even if you decide to leave early (you must stay at least for the first 45 minutes under any circumstances), please leave your answer books on your examination desk and depart quietly. You may normally (unless specified otherwise) take away the question paper.
6. Remember that other students may well not have finished their examinations when you depart (including those in the Individual Examination Requirements Room adjacent to the main hall), so please keep generally quiet in the examination vicinity and please do not start conversations until well away from the examination hall.
7. Please make sure you take away all your personal belongings – should you leave any behind please e-mail eosstaff@aber.ac.uk giving further details as to what has been mislaid. We will do our best to assist.

FOR STUDENTS SITTING EXAMINATIONS USING A COMPUTER

1. For students using computers for their examinations, it is important that you have your Student Aber Card and know both your user ID and password.
2. Please sit in the seat as directed by the examinations staff when entering the examinations venue.

FOR STUDENTS SITTING EXAMINATIONS IN OTHER VENUES

1. For students sitting examinations in other venues, such as their department, they will normally receive further instruction on location and timings from their academic department in advance of the examinations commencing.