

UNSW@ADFA

CANBERRA • AUSTRALIA

Instructions for Examination Candidates

Timetable

1. Read the examination timetable carefully. Be sure you know exactly which examination you must take on any day, the course number, the name, the paper and the location.

Misreading the Final Exam Timetable will not be accepted as a reason for failing to attend an examination.

Electronic Calculators

2. The use of electronic devices for calculation and data retrieval will only be permitted in examinations when specifically prescribed by the examiner. In these circumstances students will be required to comply with the examiner's directions concerning the properties and use of the device. **YOU ARE NOT PERMITTED TO BRING THE COVER INTO THE EXAM ROOM.**

Students are reminded that the use of calculators in examinations is governed by the rules for the conduct of the examination. Mis-use of the calculator, or any other electronic device, may be considered as a form of academic misconduct for which severe penalties may be imposed by the University. In particular, the use of the stored memory capability of programmable calculators in **closed book** examinations, except where expressly allowed by the examiner, is contrary to the conduct of such examinations and is clearly a form of academic misconduct.

Seating Plan

3. Copies of the seating plan listing **course code** and **course name** will be posted outside the examination room for each session by 8.15am and 1.15pm. You must consult this **BEFORE ENTERING THE EXAMINATION ROOM.**

You must know the COURSE CODE AND NAME of the exam you will be sitting before you enter the exam room. You will be required to enter the course code and name onto your attendance slip form and exam books **before** the commencement of the examination.

Beginning an Examination

4. You may take into the examination room only your student ID card, pens, pencils, rulers and drawing instruments, unless special materials including electronic calculators are permitted for a particular course. **You should ensure that you have spare batteries for your calculators on hand during the examination period.**
5. **No bags, pencil cases (transparent plastic bags may be used), writing paper, blotting paper, manuscript or book, other than specified material, are to be brought into the examination room.**
6. Any **MOBILE TELEPHONE** brought into the examination room must be **SWITCHED OFF** and placed in an envelope with your name and Student ID number and given to an Exam Supervisor for the duration of the examination.
7. Answers must be written in **INK**. Except where they are expressly required, pencils may only be used for drawing, sketching or graphical work.

8. You should **ARRIVE** at the examination room approximately **25 MINUTES** before the scheduled commencement time of the examination. You will be called into the examination room, together with all other candidates taking the same examination. You will be given a seating card, you must sit at the desk number corresponding to this card. A new seating list will be posted prior to the commencement of each examination. **DO NOT TURN YOUR EXAMINATION PAPER OVER - AND - DO NOT WRITE** until given permission.
9. You are required to bring your **STUDENT ID CARD** to each examination you sit and place it on the left hand top corner of your desk for the duration of the examination. **If you do not have a student ID Card, you must obtain one before you attend your first exam. Requests for replacement student ID cards should be made at the ICTS HelpDesk (Building 14).**
10. Five minutes before reading time commences the Supervisor-in-Charge will tell you to complete the **ATTENDANCE SLIP** that is **attached to the right hand side of your examination book. When completed you should detach it from your exam book** and leave it on the left side of your desk. You may then fill in the details required on the cover of your examination book, including your student ID number. You need only fill out 1 (one) attendance slip for each examination. The cover of all subsequent exam books used during the exam should remain intact.
11. The Supervisor-in-Charge will tell you when to turn over your examination paper. You will have ten minutes to read it through before the examination starts. **DO NOT WRITE OR USE CALCULATORS** in this period. Students doing **OPEN BOOK EXAMS** may **CONSULT** their books only. The first thing you should do is **CHECK THAT YOU HAVE BEEN GIVEN THE CORRECT PAPER.**
12. The time allowed for the writing of answers will be that shown in the heading of the examination paper.

During an Examination

14. **ONCE INSIDE THE EXAMINATION ROOM, YOU MAY NOT SPEAK TO ANYBODY EXCEPT A SUPERVISOR OR AN EXAMINER.**
15. If you need more examination books, scribble paper or wish to speak to a supervisor, raise your hand.
16. Smoking, eating and drinking are not permitted during the course of the examination. **Mascots of any kind are not permitted inside the exam room.**
17. You must not leave the examination room during the first **30 MINUTES** or the final **10 MINUTES** of an examination. If you wish to leave early, raise your hand until a supervisor collects your books. You must hand in at least one examination book with your name, etc. entered on the cover even if you have not attempted to answer the examination paper.

Finishing an Examination

18. The Supervisor-in-Charge will give you warning **TEN MINUTES** before time is up. The next announcement will be **STOP ALL WRITING IN EXAMINATION BOOKS NOW. Stop IMMEDIATELY** and close your book.
19. Check that you have entered the information required on the covers of all the examination books you used (and on any graphs, etc.) then place them inside the cover of your first book.
20. **REMAIN SEATED** until the Supervisor-in-Charge tells you to leave. Move directly out of the room, taking care not to disturb candidates who may still be working on other papers. Do not congregate with others outside the examination room.
21. When you leave, take with you only your personal belongings and the examination paper (if applicable). Any unused examination books, mathematical tables, etc. must remain on your desk.
22. If a personal calculator was used for your examination, please collect your calculator cover from the desk near the exit door as you leave. Any calculator issued to you for use during the examination must not be taken from the examination room.

YOU MUST NOT TAKE EXAMINATION BOOKS, USED OR UNUSED FROM THE EXAMINATION ROOM.

