

**Directions to candidates sitting written examinations at Cardiff Metropolitan University**

* Candidates will enter an exam room in silence when given permission to do so by the invigilator.
* No candidate will be allowed to enter the room more than half an hour after the published start time of the exam.
* Bags are not permitted in the exam venue. All mobile phones and electronic devices must be placed in the plastic wallets provided, zipped closed and placed on the exam desk for the duration of the exam.
* Student ID cards must be brought to every examination and placed on the desk before the start of the exam. If students do not have their ID cards then other photographic id may be used such as Passport or Driver’s License.
* No candidate should open the exam paper until given permission to do so by the invigilator.
* Candidates requiring assistance should raise their hand to attract the attention of the invigilator to inform them of their needs.
* Any candidate who leaves the exam room without the express permission of the invigilator shall be deemed to have withdrawn from the exam and shall not be re-admitted to the exam room.
* No candidate will be allowed to leave the exam room until 45 minutes after the published start time of the exam.
* No candidate will be allowed to leave the exam room in the last 15 minutes of the exam unless permitted by the invigilator.
* It is deemed as alleged unfair practice to:
* Introduce in the exam room any unauthorised materials
* Communicate with other exam candidates
* Copy or use unauthorised materials or the work of any other candidates
* Impersonate an exam candidate or allow oneself to be impersonated
* Invigilators are authorised to confiscate and retain evidence relating to the alleged unfair practice.
* A candidate alleged of unfair practice shall be informed by the invigilator that the circumstances will be reported. Such candidates may continue with that and subsequent exams without prejudice. Failure by the invigilator to warn the candidate at the time of exam shall not prejudice subsequent investigation.

*These directions are intended as a guide to candidates sitting written examinations. All students sitting examinations in Cardiff Metropolitan University should be aware of the regulations and procedures relating to Assessment of Students that can be found in section 4 of the Academic Handbook.*