

Edinburgh Napier University - Instructions To Students

At the top corner of your desk there is a seat number, please enter this in the box

STUDENT'S SURNAME: _____ **FIRST NAMES:** _____

MATRICULATION NUMBER: _____

MODULE NUMBER: _____

MODULE TITLE: _____

1. This examination is being conducted under the regulations of the University and those of the external examining body (where appropriate).
2. Once the examination has started, you may NOT leave the examination room until a period of one hour has elapsed from the start of the examination. If you do, you will be deemed to have withdrawn from the examination and your script book will not be marked.
3. Communication between students or any other irregular practice is not allowed once examination question papers have been issued. This instruction will be enforced during the examination, and includes any reading time specified.
4. No unauthorised material may be brought into the examination room. Check that you have no material which might later be construed as an aid in the examination. The invigilator will instruct you regarding the removal of any material which is unauthorised such as notebooks, textbooks, mobile phones etc. In a case where the invigilator has any doubt about whether you may have infringed the examination regulations, the invigilator will remove your script book and any unauthorised material. You will then be issued with a new script book and instructed to continue with the examination from the place at which you were interrupted. An investigation will follow in due course.
5. Students are advised that programmable calculators may be used in appropriate examinations provided that the memory/storage capability has been cleared prior to the start of the examination and the examiner has approved the use of programmable calculators. Sharing calculators is NOT permitted. The use of mobile phones as calculators is NOT permitted.
6. Do not leave your seat during the examination. Attract the invigilator's attention by raising your hand. The invigilator will come to you. If you require a toilet break please attract the invigilator's attention by raising your hand.
7. All students should produce an Edinburgh Napier ID Card in order to gain entry to the examination which should be placed on your desk throughout the examination.
8. Students are particularly requested to read the instructions on the front of the examination question paper before commencing work.
9. The consumption of food and drink, other than bottled water, is not permitted in the examination room.
10. All electronic devices including mobile phones, smart watches etc. must be switched off and placed in the plastic bag provided and left on the student's desk during the examination and may not be taken out of the examination room until the end of the exam.
11. Examination question papers must not be removed from the examination room during the examination.
12. All rough work must be done in the examination script books and subsequently struck through if it is not intended for the examiner's attention. You must hand in all script books at the close of the examination including any blank script books. The examination script books are the property of Edinburgh Napier University and must not be removed from the examination room.
13. Students must complete the examination script books in ink, unless otherwise stated.
14. If you finish more than fifteen minutes before the end of the examination, raise your hand to attract the attention of the invigilator who will come to you to collect your script books. Students finishing within fifteen minutes of the end of the examination will not be allowed to leave the room until the end of the examination.
15. At the end of the examination, remain in your seat until the invigilator has collected your script books from you.
16. Any action contrary to these instructions may lead to disciplinary action being taken. You are advised that the penalties for a breach of the University examination regulations include expulsion from the University.
17. Script books will be anonymously marked. Please ensure that your Matriculation Number appears on EACH script book and that you have followed the instruction on the cover of the script book.
18. If you become ill during this examination to such an extent that you are unable to continue with the exam, you must draw this to the attention of an invigilator immediately for further advice.
19. If you feel that your performance is affected during this examination by factors beyond your control, e.g. external noise or other factors, please contact Student Administration within two working days and request an Extenuating Circumstances form from your school office or download from my.Napier.



EXAMINATION ATTENDANCE SLIP

Please complete and sign the form below to show that you have read and understood the 'Instructions to Students'.

STUDENT'S SURNAME: _____ FIRST NAMES: _____

By undertaking this examination, I understand that I am declaring myself fit to sit the exam and able to complete the exam to the best of my abilities. I am aware that, in line with section EC2.1 of the University's Extenuating Circumstances Regulations, I have 5 working days after the last scheduled examination date of the current trimester to provide the University with any retrospective notice of extenuating circumstances relating to this examination via the process outlined within the Extenuating Circumstances Regulations. If I do not engage with the Extenuating Circumstances procedure by the published deadlines, my submission for this Examination and subsequent mark will be considered final and there will be no further recourse for any additional consideration in relation to this Examination.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY INVIGILATORS ONLY

LATE ARRIVAL

Please indicate the time the student arrived at the exam

TOILET BREAKS

Please indicate the time the student left and arrived back into the exam room

OUT	<input type="text"/>	IN	<input type="text"/>
OUT	<input type="text"/>	IN	<input type="text"/>
OUT	<input type="text"/>	IN	<input type="text"/>

ADDITIONAL SCRIPT BOOKS

Please indicate the time when the student was given additional script books on the main seating plan against the student's desk number