

# General FMHS Examination arrangements

1. It is your responsibility to make yourself familiar with the University examination rules.
2. Arrive 15 minutes before the exam and wait in the designated area. Please do not arrive too early.
3. The seating plans for the exam will be emailed to you in advance of the exam.
4. Make sure you know which room you are in and what your desk number is.
5. Once you enter the exam room, you must be silent until the start of the exam.
6. You must bring your UID. This will be checked twice during the exam so put it on the corner of your desk.
7. Bring your pens in a clear pencil case.
8. You will be provided with plain paper to make notes. You must not remove this from the exam room.
9. You may bring a clear bottle of water into the exam. Please remove the label.
10. No food is allowed in the exam.
11. Coats and bags will be left in the area where you wait before the exam. They will not be supervised.
12. You will be given a plastic wallet to put your phones, wallets and keys into, which must be stored under your desk during the exam.
13. The phones must be switched off.
14. Your device must be ready to start with the exam pre-downloaded.
15. Your device must be fully charged. You may bring a power pack, or charger, cable and extension cable if you wish. You must set up before the exam starts.
16. If you arrive late you will only be allowed into the exam at the discretion of the chief invigilator. You may not be allowed in during the first 15 minutes as per the university regulations. If you are allowed in you will not get any extra time.
17. You may leave early but not in the first 30 minutes or the last 15 minutes
18. You may request to use the bathroom but you will be accompanied by an invigilator and by requesting to do so, you consent to being searched.
19. At the end of the exam you must remain silent until told to leave by an invigilator.
20. Please leave quietly. Other people may still be working.