

INSTRUCTIONS TO CANDIDATES

The invigilator will read the following aloud prior to the start of your exam.

- **Please** remember that you are now under exam conditions and must remain silent until you leave the room at the end of the exam.
- **Switch** off your mobile phone and place it carefully face down under your desk.
- **You** are only permitted to bring one 500ml clear plastic bottle of water into the exam room. All other bottles/liquids should be placed in bags or at the front of the hall, otherwise these will be confiscated by an invigilator until the end of the exam.
- **Place** your student ID card or photographic ID on your desk and in clear view for an invigilator to check. If you do not have photographic ID, please raise your hand now.
- **You** should not have any unauthorised electronic devices or pre-printed materials in the venue. If you have a smart watch, please remove this and place it in your bag or carefully face down under your desk. All analogue/digital watches must also be removed and placed on your desk, in clear view.
- **Please** note that cheating in an exam is treated very seriously by the University. If you do have any material relevant to the exam which you have brought in by mistake, please ensure it is put away securely in your bag now. If you do not have a bag, please raise your hand and an invigilator will collect your notes; these will be placed in a bin.
- **Invigilators** are responsible for preventing, detecting, and stopping cheating. Invigilators may check desks and surrounding areas for unauthorised materials and can ask candidates to stand briefly to ensure nothing is being concealed.
 - While religious headwear is permitted, invigilators may discreetly check for illicit materials (such as notes or earbuds) if necessary. This will normally be done through a visual inspection or, where appropriate, a private and respectful check to ensure compliance without compromising the candidate's dignity or breaching equality policies.
 - Invigilators may also ask candidates to remove head coverings that could conceal materials—such as hats that cover the ears—or to empty their pockets. Candidates are required to follow any reasonable instruction given by an invigilator.
- **Checks** will be made on calculators. Unauthorised calculators will be removed and returned to you after the exam. No substitute calculator will be provided.
- **All** students must read and adhere to the Ethical Commitment statement as noted on the front sheet of your exam question paper. Please take the time to read this fully and note that by participating in this exam you are agreeing to adhere to this statement.
- **Answer** Books – for completion and return of answer books, please read the instructions on the front and back of the answer book. Once the exam has finished you should remain seated until you are instructed to leave by an invigilator. No answer books (used or unused) may be taken from the venue. This will be seen as cheating and will be treated very seriously by the University.

- **Exam** question papers must not be taken from the venue. You will use the provided treasury tag to secure your exam question paper and answer book(s) together ready for collection. If you have a Gradescope answer book there is no need to do anything.
- **If** you require additional answer books or if you do not have authorised materials provided as expected, please raise your hand and an invigilator will assist you.
- **If** you wish to leave the venue before the end of the exam, please raise your hand and an invigilator will attend to you: your answer book, question paper and any other material must remain on your desk. You must not leave the venue in the first 60 minutes or the last 30 minutes of the exam.
- **If** you require any assistance during the exam, please raise your hand and an invigilator will come to you.
- **In** the event of a fire alarm, you must leave all materials, personal belongings and proceed to the nearest designated Fire Exit. You should assemble at (inform candidates of assembly point – see Fire Alarms Section of the Invigilator Handbook).

The invigilator will now start the exam.

The invigilator will announce the last 30 minutes of the examination, stating that no-one can leave the venue now and to remain silent.

The invigilator will read the following aloud at the end of the examination:

- **The** examination is now over, but we remain under exam conditions, please remain seated and silent.
- **Please** stop writing, close your answer book(s), put your pens and pencils down. Check you have correctly completed the front cover. If you have a Gradescope answer book there is nothing more to do. For everyone else please use the security label as instructed and then the treasury tag to attach the exam question paper behind your answer book(s).
- **Continue** to remain seated and silent whilst your answer books and question papers are being collected. You will be instructed by an Invigilator when you can leave.
- **When** you do leave, please refrain from talking, or turning on electronic devices until you are out of the examination room and away from the door, thank you.

**If you would like to provide feedback on your exam experience, please use
Ask HWU via your Student Portal and submit your comments to the
Exam Team**