

The University of Edinburgh Exam Hall Regulations

1. An examination attendance sheet is laid on the desk for each student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination. Students are not allowed to enter the examination hall more than thirty minutes after the start of the examination.
2. Students arriving after the start of the examination are required to complete a "Late arrival form" which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Students are not allowed to leave the examination hall less than thirty minutes after the commencement of the examination or within the last fifteen minutes of the examination.
3. Personal belongings e.g. coats, jackets, **any form of headwear (with the exception of headwear worn for religious reasons)** electronic equipment, bags, books, papers, briefcases and cases must be left at the front/back or sides of the examination room. No coats or jackets are permitted on the back of chairs. It is a breach of the Code of Student Conduct for a student to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.
4. Students must take their seats within the block of desks allocated to them and must not communicate with other students either by word or sign, nor let their papers be seen by any other student.
5. Students are prohibited from deliberately doing anything that might distract other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student who causes a disturbance in an examination room may be required to leave the room, and may be reported by the invigilator.
6. An announcement will be made to students that they may start the examination. Students must stop writing immediately when the end of the examination is announced. **Students who continue to write after the end of the examination will be reported to their School.**
7. Answers should be written in ink (unless otherwise instructed) in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out. Script books must be left in the examination hall.
8. Dictionaries, reference books, computers, calculators, electronic devices or any other material are NOT permitted.

The only exceptions are:-

1. If such is specified in a student's Learning Profile as assessed by the Student Disability Service, or

2. For all students taking courses where the provision of a dictionary, reference books, computers, calculators, electronic devices or any other material is an integral part of the assessment process. Such exceptional arrangements requires authorisation by the examiners for use by all students and is recorded in the exam's instructions.
9. The use of mobile devices/personal electronic equipment is not permitted. Mobile devices must be switched off during an examination. These should be placed in your bag and should not be on your person. Mobile devices are those which store/display data or connect to the internet, such as a mobile telephone, smart watches, smart glasses or any other communications equipment.
10. it is a breach of the Code of Student Conduct for any student knowingly
 - to make use of unfair means in any University examination
 - to assist a student to make use of such unfair means
 - to do anything prejudicial to the good conduct of the examination, or
 - to impersonate another student or allow another student to impersonate him/her
11. Students will be required to display their University card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the student will be required to make alternative arrangements to all his her identity to be verified before examinations is marked.
12. Smoking (including the use of e-cigarettes) and eating is not permitted inside the examination hall. Only students who can provide a letter from Student Disability Services, that grants them permission to eat, will be allowed to do so. Students who have received this letter of permission are required to show the letter to the invigilator.
13. If an invigilator suspects a student of cheating, she/he shall impound any prohibited material and shall inform the Examinations department as soon as possible. A report will also be sent to the relevant School.
14. Cheating is an extremely serious offence, and any student found by the University to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the University considers appropriate.

Timetabling and Examination Services
September 2018