

Exam Instructions for Students

Before the Exam

1. Check the exam timetable carefully. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
2. Bring your Student ID Card. You will not be allowed into the exam hall without these.
3. Do not bring any unauthorised material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.
4. You are allowed to bring tissues and a drink (but not food) into the exam.
5. Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first hour.
6. In the case of listening and oral exams you may not be allowed to leave during the exam.
7. Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you. Do not bring a pencil case.
8. Arrive at least 15 minutes before the exam is due to start (30 minutes before if your exam) and wait outside until you are allowed in. If you have to go to a holding room first, please arrive at the time stated.

In the Exam Hall

1. As you enter show your Student ID card.
2. Make sure your mobile phone is switched off and place it at the front together with bags.
3. Pencil cases/glasses cases: Students are NOT permitted to have these on their desks. Pens/glasses must be removed and placed on the desk and all cases must be left at the front/side of the room with other belongings.
4. Remember that talking is not allowed at any time in the exam hall.
5. Place your Student ID card on your desk next to your attendance card.
6. Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.
7. Do not turn over exam papers until told to do so.
8. Only main single answer booklet will be given , no extra sheets allowed/given
9. Leaving exam hall for anything like (going for washroom etc) is not permissible except any medical emergency.