

PREPARING FOR WRITTEN EXAMINATIONS IN AN EXAMINATION HALL AT ABERSTWYTH UNIVERSITY

1.0 BEFORE THE EXAMS START

1. Students should make a list of the modules where they are expecting to sit a formal written examination in an exam hall, making a note of both the module code (eg BR10510) and module title (eg Chemical Basis of Biology).
2. Once released, the University Examination Timetables should be checked. Note down :
 - (i) The day, date and time of the examinations.
 - (ii) The location of the examinations and check where the exam venues are, if necessary (see Appendix below for further information).
 - (iii) The seat numbers for the exam paper being taken
3. Students should prepare anything that may be needed in the exam :
 - (i) **Standard equipment such as pens and a ruler. Please note that all answers must be written in ink on both sides of the paper.**
 - (ii) **Casio FX83 or FX85 calculators only (if permitted in the exam).**
 - (iii) **Their Aber Card. Students must remember to bring this card with them.**
 - (iv) **Students can bring in a drink or something to eat, but the ONLY items permitted are a small bottle of water and tubes of non-sticky sweets. Any other drink or food will be removed from your desk and can be collected at the end of the exam.**
 - (v) **Please note that students are not permitted to bring in dictionaries into examinations. English and Welsh dictionaries are available in the examination hall and can be provided to students on request.**
 - (vi) **Academic departments will advise students of any permitted texts or other materials that can be brought into the exam venue.**
4. Students should take the time to read the University Student Examination Handbook and the guidance on Unacceptable Academic Practice in University Examinations ([Undergraduate Student Examination Handbook : Academic Registry , Aberystwyth University](#)).
5. Students should contact their Academic department if they have any questions or need further guidance relating to preparing for their exams.

1.1 THE DAY OF THE EXAMINATION

1. Students should arrive at the examination venue ahead of the start time and wait outside the examination hall until asked to enter by a member of the exam staff.
2. Students are strongly advised not to bring any personal belongings other than what is required for the exams. Any personal belongings, such as bags and coats, will have to be left outside the exam hall as directed by the exam staff. The University will take no responsibility for anything left outside an exam hall.
3. Hats, helmets, baseball caps or any other headwear are NOT permitted to be worn during an exam and must be placed with your bag and coat outside the exam hall. Please note that head coverings required to be worn for obligatory religious or cultural purposes are permitted inside the exam hall.
4. Students are advised to wear layers of clothing that can be easily removed if necessary, to ensure they remain comfortable throughout the exam, since we will need to ensure we can maintain adequate ventilation throughout the exam.
5. It is very important that any revision material or notes are left in students' bags or discarded in the bin provided, prior to entering the examination hall. They must not be brought into the exam hall.
6. Consult the exam timetable and seating plan, which will be on a noticeboard in the exam venue, and make a mental note of the area of the exam hall you will be sat, and where you will find your exam question paper.

7. Upon entering the exam hall students must remain quiet and NOT talk to any other students up until they have left the exam venue at the end of the exam. Any attempt to communicate with other students whilst in the exam hall could constitute unacceptable academic practice.
8. Once at the desk, students should check the front of the examination paper for the module identifier and module title to ensure they are sitting the correct examination paper. The examination paper MUST NOT be turned over and should remain where it is. Students should check with a member of the examination staff if they have any queries.
9. Mobile phones (switched off), Smart watches or FitBits, and any other electronic devices (switched off) must be placed in the cardboard tray which must be closed and placed on the floor underneath the desk, remaining untouched throughout the exam. Permitted calculators should remain on the exam desk. A large clock is always installed at the front of each exam hall to allow students to check the time.
10. The Student Aber Card should be placed on top of the desk.
11. Any examination equipment (pens, pencils, calculators, permitted texts, etc) and a small tube of non-sticky sweets (if brought) should be placed on top of the desk in front of the student. Small bottles of water should be placed on the floor beside them.
12. The front of the answer book(s) and the blue attendance slip should be completed with the following information:
 - i. On the front cover of the answer book, write your name in the top right corner and turn the corner of the page over along the dotted line. Stick this folded corner down using the white sticky label supplied - this enables the answers to be marked anonymously. Students should then write their Student Reference Number, Module Number, the Date they are sitting the exam and their Seat Number (this number can be found on the student's exam desk).
 - ii. Students also need to fill in the blue 'Attendance Slip' found on their exam desk, also with their Surname, First Name(s), Student Reference Number, Subject Area, Module Code, the Date they are sitting the exam and their Seat Number. The Attendance Slip will be collected in by examination staff during the actual exam, so must be filled in before the examination commences. Once completed, the attendance slip should be left on the corner of the desk next to their Aber Student Card.

Click [HERE](#) for an example of a completed front cover of the answer book and a completed blue attendance slip.

13. A few minutes before the examination commences, the 'Start Announcements' will be read out, bilingually. Please listen carefully to these and act upon them. Under no circumstances should the question paper be turned over until after the 'Start Announcements' have been completed and students are prompted to start.

1.3 DURING THE EXAMINATION

1. If students need extra paper, access to a dictionary, need to go to the toilet, or are feeling unwell and wish to leave, for example, they must alert a member of exam staff first. Students cannot help themselves to resources or leave the exam hall without alerting anyone.
2. Anyone feeling unwell or wishing to leave the exam hall due to illness should follow this up by advising their academic department as soon as possible. A Special Circumstances Form will need to be completed and corroborative evidence attached (for example, a letter from a GP). This information should be submitted to the academic department as soon as possible. Further information can be found at: <https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/>

1.4 AT THE END OF THE EXAMINATION

1. Students are responsible for the timing of their exam and for being aware of the end time for their paper. There is no requirement on exam staff to give any warnings as the end time approaches, though sometimes they may do so, where possible. A large clock is on the wall of each exam hall.
2. Students must never write anything more in their answer booklet once the 'End Announcement' for the examination has been made. Doing so may result in a possible case of unacceptable academic practice being made.
3. At the end of the examination, all the answer books used should be checked to ensure personal details are completed on the front and the right hand top corners stuck down with the white labels provided.
4. If more than one answer book has been used, please use the treasury tag supplied to tag them together securely, unless instructed otherwise on the exam question paper.
5. At the end of the exam session, exam staff will advise when everyone can leave the exam hall. When leaving the exam hall, please leave the answer books on the desk and depart quietly. Students may normally (unless specified otherwise) take away the question paper.
6. Remember that other students may well not have finished their exam, so please remain quiet until well away from the exam hall.
7. Remember to take all personal belongings– should students leave any behind please e-mail ugfstaff@aber.ac.uk giving further details as to what has been mislaid. We will do our best to assist.

1.5 ADDITIONAL INFORMATION FOR STUDENTS SITTING EXAMINATIONS USING A COMPUTER

1. Academic departments will have notified students in advance of the location of the examination.
2. It is important that students remember their Student Aber Card and know their user ID and password. Please also remember to bring a pen with you.
3. Students will be directed to their seat by the examinations staff when entering the exam venue.

1.6 ADDITIONAL INFORMATION FOR STUDENTS SITTING EXAMINATIONS IN OTHER VENUES

1. For students sitting exams in other venues, such as their department, they will normally receive further instruction on location and timings from their academic department in advance of the exams commencing.
2. Individual Exam Requirement Students, who have had exam provision arranged by the University's Student Services Centre ([Student Services : Aberystwyth University](#)) will be contacted by their Academic Department to confirm exam venues – please contact your Academic Department directly if you have any queries relating to this ([Departments and Faculties : Aberystwyth University](#)).

Appendix

Location of Main Hall Examination Venues:

Click here for [Maps of the Campus](#)

Where is Penbryn (MedRus Rooms)? – this building is near the main entrance to Penglais campus on the left hand side behind the University Reception. The main entrance to this building is on the right hand side of the TaMed Da restaurant.

Where is the Great Hall? – the Great Hall is located on the first floor of the Arts Centre, which is the building adjacent to the Aberystwyth Students' Union building.

Where is the Sports Cage? – this building is a short walk past the University's Sports Centre (on your right) and the Astro Pitch (on your left), and upon walking down a small hill can be found on your right hand side.

Where is Computer Room B23 Llandinam? – this computer room is located on B Floor of the Llandinam Tower near the Llandinam Think Tank.

