

Warwick Summer School Exam Hall Etiquette

Introduction

Warwick Summer School exams follow the same official procedures as other university exams. This guide is designed to help you understand exactly what is expected of you before, during, and after your exams.

The exam rules may be different from what you are used to at your own university, so it's important to read through this guide carefully. By following these simple do's and don'ts, you can avoid common mistakes, stay calm on the day, and give yourself the best chance of success.

Invigilators will explain the key instructions in the exam room, but knowing the rules in advance will help you feel more prepared and confident.

Exam Do's

- **Do arrive early.** Arrive at least 15 minutes before the scheduled start time to find your seat calmly.
- **Do bring your Student ID.** Place your photo ID at the top left-hand corner of your desk during the exam.
- **Do bring writing equipment (pens/pencils).**
- **Do listen to announcements.** Invigilators will give important instructions at the start. Please pay close attention.
- **Do put your phone and devices away.** All mobile phones, smart devices, and electronic storage devices must be switched off, and placed at the back of the room.
- **Do put your watch away.** Wristwatches (analogue or digital) should be left in your bag or under your chair. There will be a clock in the room so you will know what the time is.
- **Do use reading time properly.** You may make notes on your question paper during reading time, but you must not write in your answer booklet until told to start.
- **Do follow instructions on the exam paper.** Read them carefully before you begin writing.
- **Do stay seated if you need help.** Raise your hand quietly and an invigilator will come to you.
- **Do ask if you need the toilet.** Raise your hand quietly and an invigilator will escort you.
- **Do stay hydrated.** Bring a clear water bottle with the label removed.

- **Do write any rough work in your answer booklet** and cross it through before submitting.
- **Do remain silent after finishing and until you are outside of the exam hall.** Wait until your answer booklet has been collected and you are told you can leave.

✘ Exam Don'ts

- **Don't keep your phone or electronic devices on you.** If you're found with one, you may get zero marks.
- **Don't leave in the first 30 minutes or the last 15 minutes** of the exam, even if you finish early.
- **Don't talk or communicate with other students during the exam.** This includes after the exam ends but before you leave the room.
- **Don't start writing before instructed.** For exams with reading time, wait for the invigilator's announcement before you begin writing in the answer booklet.
- **Don't continue writing after the exam ends.** You must stop writing immediately when told.
- **Don't remove any exam materials** (e.g., question paper or answer booklet) from the exam room.
- **Don't rush out after finishing.** Remain seated until you are officially dismissed.
- **Don't use your phone or devices until you're outside.** You are under exam conditions until you have fully exited the exam room.