



Warwick Summer School Exam Briefing

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Thursday 23 July

**UNIVERSITY
OF WARWICK**



The session will

- Inform you about what to expect from a UK university exam
- Give an opportunity for any questions relating to exams

Assessment Briefs

This session is **not** intended to replace the **course-specific** information which can be found in the '**Assessment Brief**' documents (found on your course resource page).

The **Assessment Brief** for each course can show you information such as how many questions/marks your exam will contain, whether you need any particular equipment (e.g. calculator), question types, etc.

Your class teachers will provide you with more information which is specific to your course, and they can answer any course-specific questions.

Exam Regulations

The University has a set of Exam Regulations which apply to **all exams** on campus and are taken very seriously.

It is important that you are familiar with the things that you are allowed (or not allowed) to do in the exam room, so that you **do not risk facing any penalty** (e.g. a score of zero).

This session will take you through the most important details, but you can also find the full regulations on the [university website](#).

You have also been provided with an **Exam Hall Etiquette** document on your course resource page which contains a list of do-s and don't-s.

The Exam Room



All summer school exams will take place in **JX0.10, which is a large hall in the Junction Building (near to FAB)**

Each student will work at an individual desk. The desks are arranged in rows facing the front of the room, and each desk has a number in the corner.

There will be a clock to enable you to keep track of the time during the exam.

Before the Exam/Permitted Equipment

Make sure you have all equipment needed for taking the exam.

This includes:

- **Writing equipment** (pens/pencils)
- Your **student ID card**
- A calculator if needed
- Other stationery (e.g. a ruler) if needed.

Optional equipment includes:

- A clear pencil case
- A clear water bottle with label removed
- A bilingual dictionary

No other equipment
is permitted at your
exam desk

Arrival to the Exam

The exams will take place on **Friday 31 July** at 10:30am.

Please arrive from 10am, and at **10:15 at the latest** .

Do not enter the exam room until invited to do so.

Please **turn off** your electronic devices and place them **in your bags at the back of the exam room** when you enter. If you have an electronic device on your person during the exam, you may receive a **zero score** .

Sit at the desk which you are asked to sit at. Once you are seated, **you must not leave your desk** unless given permission by an invigilator.

Invigilators and Communication

As soon as you enter the exam room, there is **absolutely no communication** allowed with other students **until you leave the exam room** .

There will be a team of **invigilator staff** at the exam room, to assist you if needed and to ensure that all regulations are followed.

If there is anything you need (e.g. to use the restroom), or if you have a question, you must **raise your hand and wait** for an invigilator to come to you.

Answer Booklet + Materials

Please ensure to **complete the required information** on the front of the pink answer booklet, including your student ID number, course of study and desk number. You can also write your name in the top-right corner and then **fold the corner down** so that marking can take place anonymously.

There will also be an **attendance slip** on the desk for you to sign, to confirm your attendance and that you do not have any electronic devices on you.

Only work written in the pink answer booklet will be marked, but **you must not take any of the exam materials** out of the exam room when you leave.

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YOU MUST FILL IN THE BOX
OPPOSITE
AND ALL SECTIONS BELOW

At the end of the examination, fold
along diagonal line and press
down firmly to seal

SURNAME

OTHER NAME(S)

University Registration (Library Card) Number

Code (e.g. AS2010) and Title of Paper Desk No

Section
(To be completed where a separate answer book
is required for each section)

Your course of study (degree
programme):

Year of Study (e.g. 1st, 2nd) Date

INSTRUCTIONS TO CANDIDATES

1. COMPLETE THE DETAILS ABOVE BEFORE YOU BEGIN TO ANSWER THE QUESTIONS.
2. MAKE SURE THAT YOU HAVE THE THE RIGHT QUESTION PAPER. Read the instructions on the paper and follow them carefully.
3. IF YOU ANSWER MORE THAN ONE QUESTION IN A SINGLE ANSWER BOOK, BEGIN EACH ANSWER ON A NEW PAGE.
4. WHEN YOU HAVE FINISHED, ENSURE THAT YOUR ANSWER BOOKS ARE HANDED TO AN INVIGILATOR BEFORE LEAVING YOUR DESK. If you have used more than one answer book join the books together with a clip provided unless specifically requested to hand them in separately.

Enter here the numbers of all the
questions you have answered, and
put a circle around the number(s) of
the question(s) you have answered
in this answer book if you have used
more than one book.

For examiner's use only.

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Date

Timing

If you are late to the exam, you will **not** be given additional time.

You will not be permitted to enter if you are **more than 30 minutes late** and students are also not permitted to leave in this time.

You will have **15 minutes of reading time** at the start of the exam.

In this time, you may open the question paper and read the questions, but **you may not begin writing in the answer booklet** .

The exam lasts for 2 hours after the reading time, and therefore has a **final finish time of 12:45pm**. If you have finished the exam early, raise your hand and tell an invigilator that you would like to leave. If you leave early, **you will not be permitted to re-enter** the exam room. **Students may not leave in the final 15 minutes** .

End of Exam

When the invigilator announces that the exam has ended, you must **stop writing immediately** and close your answer booklet.

You must remain seated in silence and not communicate with any other students. When the invigilators have collected all papers from all students, they will dismiss you and you may leave your desk and collect your bags from the back of the room.

You must not communicate with any other students or use any electronic devices until you are outside the exam room.

Reasonable Adjustments

If you have a medical condition which requires an adjustment to the way in which you take the exam (e.g. additional time, larger text size, etc.) then it is essential for you to inform us **as far in advance as possible** .

If you do not inform us with enough time to confirm the situation, then it may not be possible for us to accommodate the adjustment.

You can speak to your course teacher, or email the Summer School Team:
wss@warwick.ac.uk



Questions?

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