

GENERAL INFORMATION

Examinations Officer : Sarah Custy

Telephone Ext: 8803 Email: s.j.custy@bangor.ac.uk

I N D E X

1. Responsibilities of Invigilators
2. Extra Announcements in Examination Room 2.

[8] TIME

with the time of withdrawal and a note of the circumstances. The answer book and the question paper should be given to the member of staff on duty.

[13] QUERIES FROM CANDIDATES

If a candidate has a query about his/her examination paper and the invigilator cannot provide an immediate answer, the Officer in charge of Examinations should be contacted immediately.

[14] UNFAIR PRACTICE

An invigilator who considers that a candidate is engaging in an unfair examination practice shall inform such a candidate, preferably in the presence of a witness, that the circumstances will be reported and that he may continue that and any subsequent examinations without prejudice to any decision which may be taken, but failure to warn shall not prejudice subsequent proceedings. Where appropriate, the invigilator shall retain evidence relating to any unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances to the Officer in charge of Examinations.

[15] DISTURBANCES

If a candidate is disruptive, the invigilator should reprimand him/her. If the candidate persists in this conduct, the invigilator may require him/her to withdraw from the examination room, in which case his/her answer book must be marked appropriately and a full report of the circumstances sent immediately to the Officer in charge of Examinations.

[16] ANNOUNCEMENTS

If possible, the announcements made in the examination rooms should be in English and Welsh. Given below are the bilingual versions:

[1] Once all the candidates are seated:

Mobile phones are not permitted in the examination room. If you have one please switch it off and hand it to the invigilator NOW.

Ni chaniateir ffonau symudol yn yr ystafell arholiad. Os oes gennych chi un, diffoddwch o a'i roi i'r goruchwyliwr R AN.

It is unfair practice to communicate with anyone in the examination room by any means other than the invigilator.

Mae'n arfer annheg cyfa threbu efo unrhyw un yn yr ystafell arholiad trwy unrhyw gyfrwng ond trwy'r goruchwyliwr.

Once this examination has started you may not leave the examination room during the first 30 minutes

Unwaith i'r arholiad hwn gychwyn, chewch chi ddim gadael yr ystafell arholiad yn ystod y tri deg munud cyntaf.

If you decide to leave early you must do so quietly depositing your script at the indicated place. You may not return to the examination room.

Os penderfynwch adael yn gynnar, gwnewch hynny'n ddistaw a rhoi eich sgript yn y lle a nodir. Chewch chi ddim dychwelyd I ystafell yr arholiad.

You may not leave the room during the last 15 minutes of the examination period.

Chewch chi ddiCID ~~5~~

Please switch off all phones and leave them with your bags. If you have a phone with you in this exam room please hand it to the invigilator NOW.

4. HANDING-IN OF ANSWER SCRIPTS

All examination scripts should be put, as instructed by the presiding examiner, in the appropriate place at the front of the Examination Room.

5. EXAMINATION MATERIALS

Students may take into an examination room only materials authorised by examiners. It is strictly prohibited to bring unauthorised materials, or an unauthorised form

4. Copying or using in any other way unauthorised materials or the work of any other candidate.
5. Impersonating an examination candidate or allowing oneself to be impersonated.
6. Claiming to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out, or claiming to have obtained results which have not in fact been obtained.

If any allegations of unfair practice by students are substantiated, the consequences are extremely serious: it can result in the student's subsequent exclusion from the University and disqualification from any future University examination.

