TRINITY COLLEGE LONDON

Notice to candidates

(Reading and Writing exams)

To be made available to candidates prior to their exams and displayed outside each exam room. **Please read carefully.**

Arrival

- You should arrive at the exam venue at least 30 minutes before the start of the exam. If you arrive after the start of your exam, you should report to the invigilator/supervisor.
- If you are late, you may not be able to take the exam.

Identification

Make sure you have proof of your identity with you (please check Trinity's Candidate ID Policy).

Materials

- You may only have pens (blue or black and a highlighter), and your ID on your desk.
- You must write your answers in pen in the answer booklet.
- You must not bring any paper into the exam room.
- You may not use a dictionary during the exam.
- Correction fluid and erasable pens must not be used in your answer booklet.

Conduct

You must not do anything during the exam which disturbs other candidates or might give you an unfair advantage over other candidates:

- If you have a mobile phone or any other electronic device including a smart watch, make sure it is switched off and placed with your personal belongings in the area designated by the invigilator or supervisor. They MUST NOT be in your pockets.
- You must not talk to or distract other candidates once the exam has started.
- You cannot borrow anything from another candidate during the exam.
- You must not eat or smoke in the exam room. You may bring water into the exam room, but this must not be placed on the table in case of spillage.
- If you attempt to cheat, you will be disqualified from the exam.
- You are advised to use toilet facilities before entering the exam room.

Listen carefully to the invigilator/supervisor who will give you instructions. Tell the invigilator/supervisor:

- If you receive the incorrect question paper for your exam.
- If the question paper is incomplete or badly printed.
- If your details are incorrect on your appointment form – you should notify your Trinity contact before the exam day.

Read carefully and follow the instructions printed in your question paper/answer booklet. Fill in any details required on the front of your question paper/answer booklet before you start the exam. Do not open your booklet until the invigilator/supervisor tells you to begin.

Advice and assistance during the exam

If during the exam you are not sure what you should do, raise your hand to attract the invigilator's/supervisor's attention. You may not ask for, and will not be given, any explanation of the questions. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator/supervisor.

Leaving the exam room

You may not leave the exam room without the permission of the invigilator/supervisor. On completing your exam you must remain seated until permission is granted from the invigilator/supervisor to leave the exam room. You must leave the exam area quietly so as not to disturb candidates who have not yet finished.

Disqualification warning!

If you cheat, use unfair practice, or break the exam rules in any way, your conduct will be reported to Trinity College London and you will be disqualified from the exam.

THIS NOTICE MUST BE DISPLAYED FOR ALL READING AND WRITING EXAMS