

## Pre exam

- It is **your responsibility** to check the location of your exams and to get yourself to the exam room in time – approximately
- 20 minutes before the advertised start time so that you can check the seating plan to find out where you are sitting, ready for the start of the exam. **Please note, that if you do arrive late, you will only be allowed to enter if you arrive within 30 minutes of the start of the exam** and you will finish at the same time as all the other candidates taking that paper.
- You will receive an 'Examination Entry Confirmation Form' printed on yellow paper at the start of the Easter term. This is your personalised timetable showing your date, time and venue of your exams, alongside your candidate number that you need to put onto each exam script. You should take it with you to **every** exam. If you misplace this form, contact the Tutorial Office. NB: Please ensure that you read the notes printed on the back of this form.
- If you find that you have a clash of papers, you should alert your Tutor as soon as possible.
- Familiarise yourself with the examination venue, further information can be found at: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/exam-sites>
- Exam timetables are published online here: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable>
- Review the Practical Instructions on sitting examinations at <http://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information/practical-instructions> which should answer most questions about exams.
- Please remember that your writing instruments must be in a clear case and all mobiles, etc. should be left in College and **not** taken into exam rooms. You may take a drink in a small bottle (not carbonated) with screw cap into exams.
- Please note that the "Rules for the Guidance of Candidates and for the Prevention of Misconduct in Examinations" prevent any means of electronic device, including smart watches, communication devices, audio devices, or devices that allow for data storage or retrieval unless specifically authorized. The full Proctorial notice is available to view here <http://www.proctors.cam.ac.uk/notices>

## Post exam

- Consider students who may be in adjacent rooms or venues that are still being examined and will not want to be interrupted by noise.
- **Post Exam Exuberance** - the spraying of fizz, whilst not encouraged, is tolerated provided it happens off the public highway and well away from any possible interference with members of the public. In contrast, the throwing of food or any other materials that make a mess will not be tolerated and the University Proctors and Constables may take the names of any students caught doing so and disciplinary action and/or a fine may follow. The full Proctorial notice is available to view here: <http://www.proctors.cam.ac.uk/notices>
- If there have been problems with the process of your exams, you are reminded to inform your Tutor as soon as possible after the exam. Any appeals about the conduct of exams must be made within three days of the last exam.