

EXAMINATIONS
ACADEMIC DIARY 2013-14

EXAMINATIONS – ACADEMIC SUPPORT TEAM

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Contact address:

Examinations – Academic Support Team
Student Services Centre
Burlington Street
Manchester M13 9PL

EXAMINATION PERIODS

January Examinations

Monday, 13th January to Friday, 24th January 2014

March/April Examinations

Monday, 17th March to Friday, 4th April 2014

May/June Examinations

Thursday, 15th May to Wednesday, 4th June 2014

Re-sit Examinations

Monday, 18th August to Friday, 29th August 2014

ADMINISTRATIVE ARRANGEMENTS FOR 2013 – 2014

FIRST SEMESTER	
September/October 2013	Students registered in Campus Solutions (CS) and course unit changes recorded. Schools to inform Exams Team of new course units.
Friday, 25 th October 2013	Schools' deadline for checking CS exam lists and informing SSC of any amendments.
Friday, 1 st November 2013	Last day for Schools to update students' semester one course units on CS
Monday, 4 th November 2013	Download of exam data from CS
Tuesday, 5 th November 2013	Checklists to be sent to Schools for exam data
Week commencing 9 th December 2013	Timetables published on the student portal during this week
Friday, 13 th December 2013	Last date for receipt by SSC of exam question papers from Schools
Monday, 13 th January 2014	Start of examination period
Friday, 24 th January 2014	End of examination period
SECOND SEMESTER	
Late January/February 2014	Changes to semester two course units recorded on CS. Exam details updated on CS and checklists sent to Schools
Monday, 24 th February 2014	Schools' deadline for checking CS exam lists and informing SSC of any amendments.
Friday, 28 th February 2014	Last day for Schools to update students' semester two course units on CS
Monday, 3 rd March 2014	Download of exam data from CS
Tuesday, 4 th March 2014	Checklists to be sent to Schools for exam data
Week commencing 31 st March 2014	Timetables published on the student portal during this week
Friday, 4 th April 2014	Last date for receipt by SSC of exam question papers from Schools
Thursday, 15 th May 2014	Start of examination period
Wednesday, 4 th June 2014	End of examination period
Wednesday, 25 th June 2014 (5pm)	Deadline for inputting results for final year students graduating in July
RE-SIT PERIOD	
Late June/early July 2014	Schools update CS with re-sit information
Friday, 4 th July 2014	Last day for Schools to update students' re-sit information on CS
Monday, 7 th July 2014	Download of re-sit exam data from CS
Tuesday, 8 th July 2014	Checklists to be sent to Schools for re-sit exam data
Week commencing 21 st July 2014	Timetables published on the student portal during this week
Friday, 25 th July 2014	Last date for receipt by SSC of re-sit exam question papers from Schools
Monday, 18 th August 2014	Start of re-sit examination period
Friday, 29 th August 2014	End of re-sit examination period

PRODUCTION OF EXAMINATION QUESTION PAPERS

In this booklet, you will find samples of the front sheets of various examination papers. Examination question papers should all be typed in the demonstrated format so that they are standard across the University.

All examination papers must be **thoroughly checked** by the academic who has written the paper and then sent to the External Examiner before they are submitted to the Examinations Team. In order to meet deadlines and avoid submitting examination papers at the last minute, this process should be started early, i.e. October for the January examinations and February for the May/June examinations. It is also a good idea to try to produce the re-sit paper at the same time as the January or May/June paper, as the administrative staffs in the Schools often have great difficulty in obtaining August re-sit papers from academics that are on holiday!

Any special instructions needed for the examination should be clearly marked on the front sheet of the examination paper, e.g.

- Rubric
- Any text books candidates are allowed to use
- Any tables, formula sheets or special paper candidates need to be provided with
- Whether answer sheets are required
- Whether the exam paper must be handed in at the end of the exam
- Statement regarding the use of dictionaries (if appropriate)
- Statement regarding the use of calculators (if appropriate)

Once the External Examiner has agreed the exam paper, a member of staff should **bring over one copy** of the paper to the Examinations Team in the Student Services Centre on Burlington Street. Pages should be numbered, copied single sided and please could you paperclip your exam papers together and do not staple them.

Please make sure you bring the papers over to the Examinations Team by the deadlines. The Examinations Team deal with thousands of exam papers each session and papers submitted after the deadline cause problems both in the Print Unit and in the Student Services Centre. If the Exams Team are dealing with the late submission of exam papers, they do not have time to do the proper checks on the examinations sessions, and this can lead to mistakes.

FORMATTING THE FRONT SHEET

FONT	Must be Arial, size 12 font.
EXAM CODE	e.g. PHIL30032, must be typed in bold in the top right hand corner
SPECIAL INSTRUCTIONS	Must all be typed at the top of the paper i.e. <ul style="list-style-type: none">➤ Duration of paper➤ Graph paper is available in the exam room➤ Unique instructions, e.g. open book exam➤ Appendices to papers should be listed, e.g. formula sheet, word list, answer sheet
UNIVERSITY HEADING	Must be typed in bold and centred
TITLE	Must be written in bold , to the left hand side
DATE	e.g. 13 January 2014, must be in bold and centred
TIME	e.g. 9.45 – 11.45 / 14.00 – 16.00, must be in bold and centred
RUBRIC INSTRUCTIONS	These must be as clear as possible. E.g. as follows: <ul style="list-style-type: none">➤ Candidates should use separate answer booklets for each section➤ Answer all questions in Section A and one question in Section B➤ All answers for section A should be recorded in the spaces provided within this answer booklet and all answers for section B should be recorded on the MCQ sheet provided
CALCULATOR POLICY	Please include one of these statements, even if there is only the remotest possibility that any part of it could apply to the candidates taking the paper in question: <ul style="list-style-type: none">➤ The use of electronic calculators is not permitted➤ Electronic calculators may be used, provided that they cannot store text
SUBSEQUENT PAGES	Must have: <ul style="list-style-type: none">➤ pages numbers, e.g. 1 of 3, 2 of 3, 3 of 3➤ The exam code in the top right hand corner of all pages➤ All diagrams should be clear (old copies do not reproduce very well)➤ All pages will be printed double sided unless specifically requested➤ The final page should have 'END OF EXAMINATION PAPER' at the bottom

One Hour

A summary of MOTOROLA MC6809
instructions is supplied by the School

THE UNIVERSITY OF MANCHESTER

INTRODUCTION TO MICROPROCESSORS

13 January 2014

09.45 – 11.45 AM

Answer ALL questions in Section A and ONE question in Section B.

The use of electronic calculators is not permitted.

Two and a half hours

THE UNIVERSITY OF MANCHESTER

Public Economics

13 January 2014

14.00 – 16.30 PM

Answer two questions.

Candidates are advised that the examiners attach considerable importance to the clarity with which answers are expressed.

Electronic calculators may be used, provided that they cannot store text.

Three hours

THE UNIVERSITY OF MANCHESTER

COMPLEMENTARY MEDICINE/PHYTOPHARMACY

18 January 2013

09.45 – 12.45 PM

All candidates must answer all parts of Section A, plus two further questions from Section B.

Section A must be answered on the question paper and handed in at the end of the examination.

Electronic calculators may be used, provided that they cannot store text.

DIARY 2013-14

[PDF available on request]

SEPTEMBER 2013

Re-sit exam papers should be marked, exam board meetings held, and results released to students by the Schools.

The University makes every effort, in its timetabling of examinations to avoid holding examinations on religious days or festivals which occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination. Therefore, please direct students within your School to complete the form online and submit this to Michele Botham.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/timetable/religious-observance/>

All students should be registered for the new academic year and should select their course units within the student system, Campus Solutions. For the first two weeks of the new semester, most Schools allow students to change course units. It is essential that all students have enrolled for the correct courses in time for the examinations download of data.

Students MUST be registered as a student and enrolled on the correct units by Friday, 1st November so that the information can be downloaded from Campus Solutions into our timetabling system on Monday, 4th November.

OCTOBER 2013

The Exams Team will run a query in Campus Solutions, and e-mail the results to each School. The e-mail will contain the course units which have exams linked to them in CS and will list the code, title of the course, duration and the semester the exam should run in.

It is essential that the lists are thoroughly checked to make sure that no examination has been missed and that all examination durations are correct and returned to the Exams Team quickly. All amendments **MUST** be sent back to your contact within the Exams Team by **Friday, 25th October.**

Please check carefully that there have been no changes to the course ID or offering number as the exams will not be picked up unless all data is correct.

If an examination is not listed and we are not informed that it should be running, then neither the exam nor the students enrolled onto the course unit will download into our timetabling system nor will the exam be timetabled.

It is at this time of year that Schools should be starting to collect the January examination papers ready for sending to the External Examiners, as these need to be given to the Exams Team by mid December. By starting to collect the exam papers in early October, you will:

- (i) Be able to check the format of the front sheet as detailed earlier;
- (ii) Be able to check the durations easily and thus avoid changes in the timetable at a later date;
- (iii) Be able to send the papers to the external examiners and give them plenty of time to check them;
- (iv) Avoid the Exams Team hassling you!

NOVEMBER 2013

By **Friday, 1st November**, Schools should ensure that all students have enrolled correctly onto all course units in Campus Solutions and that they have at least completed academic registration or again they will not be downloaded.

On **Monday, 4th November**, the Exams Team will download the data from Campus Solutions ready to start work on the January 2014 timetable. During the following few days, you will be e-mailed with a list of the exams to be timetabled for your School. This list will include:

- (i) Exam code
- (ii) Title of exam
- (iii) Duration
- (iv) Number of expected students

This is your opportunity to tell the Exams Team about any special requirements you have for your exams, i.e. timing, coincidences, special equipment, etc. If you would like a particular exam at a particular time, it is essential that you tell the Exams Team **why**. We do try very hard to comply with all of your wishes, but sometimes this is not possible.

This is the final check you will have to make any amendments before the timetable is published so it should be checked most thoroughly.

Any discrepancies should be reported to the Exams Team via e-mail so that the data can be corrected.

During the first couple of weeks of this process it may still be possible to make changes to course units but as the timetable becomes finalised at the end of the month, any changes are very difficult.

DECEMBER 2013

If all has gone well with timetabling then we aim to launch the individual student timetables on to the My Manchester student portal during **week commencing Monday, 9th December**. Please notify your students that we will send a mail message to their student e-mail address as soon as the timetable is available. In addition, your contact will e-mail you the timetable of your exams, along with a copy of the e-mail that we send to students telling them how to access their individual timetables.

Friday, 13th December is the deadline for receipt of your examination papers by the Exams Team. Please ensure that you bring over **one copy**. All dates should be clearly typed (as outlined earlier in the booklet) on the front sheet of the examination papers.

It is imperative that this deadline is adhered to as the Print Unit and the Exams Team need to be well ahead of printing, packaging and sorting exam papers before the Christmas vacation.

Have a great Christmas break!

JANUARY 2014

The semester one examination period runs from Monday, 13th January to Friday, 24th January 2014, inclusive.

Can you ensure that the relevant academics are available in their office at the time their exam papers are being taken? This is so that they can be contacted easily should there be a problem with the paper.

Any academic who wishes to collect his/her answer booklets directly from the examination room may do so but they must collect an authorisation slip from either, the Student Services Centre, Burlington Street (opening hours: Monday to Friday, 9am to 5pm - apart from Tuesdays, 10am to 5pm) or the SSC @ the Joule, The Joule Library, Sackville Street Building (opening hours: Monday to Friday, 10am to 4pm.). When going to collect the authorisation slip, academics must produce their staff ID card for identification purposes. At the end of the examination, the authorisation slip is given to the invigilators in the exam room, who will hand over the completed examination scripts.

NO SCRIPTS CAN BE TAKEN DIRECTLY FROM THE EXAM ROOM WITHOUT AN AUTHORISATION SLIP AND STAFF ID CARD.

Scripts not collected from the exam rooms will be returned to the SSC, Burlington Street. Porters of buildings in the close vicinity of the SSC will be contacted by the Exams Team to ask them to collect their scripts when ready and the rest of the exam scripts are delivered by the van to the remaining buildings.

Scripts will be delivered to the other buildings by 10am the day after the exam.

FEBRUARY 2014

Students will be selecting/changing course units again during the first two weeks of semester two and these course units should be amended on Campus Solutions so that the correct data downloads for exams.

The Exams Team will be checking the course unit/exam links and making any necessary adjustments. Once this has been done the Exams Team will run a query in Campus Solutions, and then e-mail the results to each School. This e-mail will contain the course units which have exams linked to them in CS and will list the code, title of the course, duration and the semester the exam should run in.

Please check carefully that there have been no changes to the course ID or offering number as the exams will not be picked up unless all data is correct.

It is essential that the lists are thoroughly checked to make sure that no examination has been missed and that all examination durations are correct and returned to the Exams Team quickly. All amendments MUST be sent back by **Monday, 24th February**.

If an examination is not listed and we are not informed that it should be running, then neither the exam nor the students enrolled onto the course will download into our timetabling system nor will the exam be timetabled.

By **Friday, 28th February**, Schools must ensure that all students have enrolled correctly onto their semester two course units in Campus Solutions.

Now is also the time to start collecting the May/June examination papers from your academics so that you have plenty of time to send these to the External Examiners and still get them in to the Exams Team by the deadline, **Friday, 4th April**.

MARCH 2014

Schools should be making sure that all of their students are now registered for their correct course units. On **Monday, 3rd March**, the Exams Team will download the data from Campus Solutions ready to start work on the May/June 2014 timetable. During the next few days, you will be e-mailed with a list of the exams to be timetabled for your School. This list will include:

- (v) Exam code
- (vi) Title of exam
- (vii) Duration
- (viii) Number of expected students

This is your opportunity to tell the Exams Team about any special requirements you have for your exams, i.e. timing, coincidences, special equipment, etc. If you would like a particular exam at a particular time, it is essential that you tell the Exams Team **why**. We do try very hard to comply with all of your wishes, but sometimes this is not possible.

This is the final check you will have to make any amendments before the timetable is published so it should be checked most thoroughly.

Any discrepancies should be reported to the Exams Team via e-mail so that the data can be corrected. In addition, this is your final opportunity to inform us of any special requirements. Please ensure that we are informed about any exams that should be scheduled at the same time as other exams – we don't know if you don't tell us!

During the first couple of weeks of this process it is still possible to make changes to course units but as the timetable becomes finalised at the end of the month, any changes are very difficult.

If all has gone well with timetabling then we aim to launch the individual student timetables on to the My Manchester student portal during the **week commencing Tuesday, 31st March**.

Once again please notify your students that we will send a mail message to their student e-mail address as soon as the timetables are available.

In addition, your contact will e-mail you the timetable of your exams, along with a copy of the e-mail that we send to students telling them how to access their individual timetables.

APRIL 2014

Friday, 4th April is the deadline for receipt of the examination papers by the Exams Team. Please ensure that you bring over **one copy**. All dates should be clearly typed (as outlined on page 4) on the front sheet of the examination papers.

We have approximately 2,000 examinations to print papers for, label and organise so it is vital that this deadline is met.

Please make doubly sure that you have told us if students need special equipment for their exams, e.g. mathematical formula tables, manuscript paper, MCQ answer sheets etc.

MAY 2014

The semester two examination period runs from Thursday, 15th May to Wednesday, 4th June 2014, inclusive.

Please can you ensure that the relevant academics are available in their office at the time their exam papers are being taken? This is so that they can be contacted easily should there be a problem with the paper.

Any academic who wishes to collect his/her answer booklets directly from the examination room may do so but they must collect an authorisation slip from either, the Student Services Centre, Burlington Street (opening hours: Monday to Friday, 9am to 5pm - apart from Tuesdays, 10am to 4pm) or the SSC @ the Joule, The Joule Library, Sackville Street Building (opening hours: Monday to Friday, 10am to 4pm.). When going to collect the authorisation slip, academics must produce their staff ID card for identification purposes. At the end of the examination, the authorisation slip is given to the invigilators in the exam room, who will hand over the completed examination scripts.

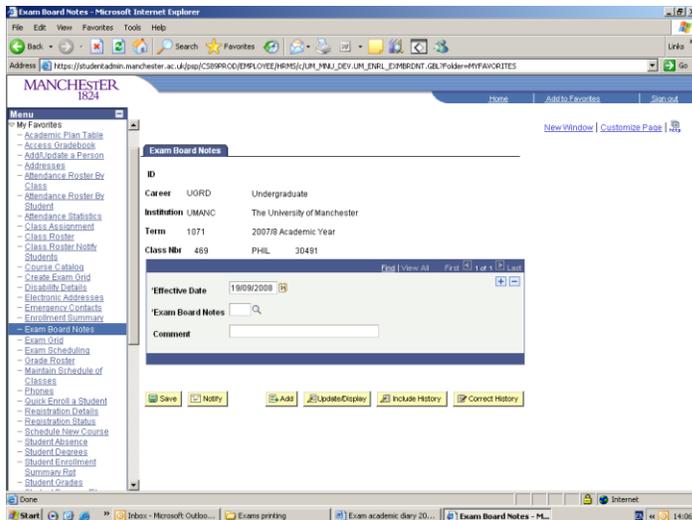
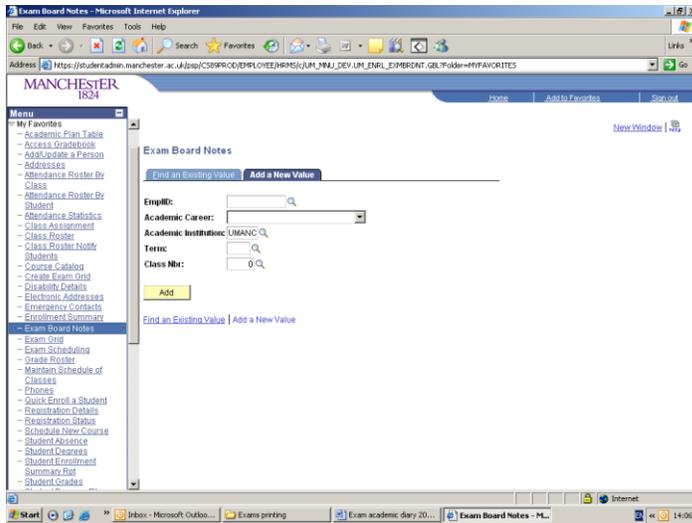
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Scripts not collected from the exam rooms will be returned to the SSC, Burlington Street. Porters of buildings in the close vicinity of the SSC will be contacted by the Exams Team to ask them to collect their scripts when ready and the rest of the exam scripts are delivered by the van to the remaining buildings.

Scripts will be delivered to the other buildings by 10am the day after the exam.

JUNE 2014

Once your exam board meetings are complete and you have published your students' results, you will need to update any re-sit students on Campus Solutions. Schools should go to the 'Exam Board Notes' screen in CS for any students who need to re-sit exams as a 'first sit' (R1) or a 're-sit' (R2). If you have any technical problems, please contact the Student System Office on 65444.



Students not entered for re-sits (R1 or R2) by **Friday, 4th July 2014** will not download into our system and no timetables will be generated for them.

In addition, if any of your re-sit exams require multiple exams or dual durations because candidates are both first sit and re-sit students, it is essential that we are informed ASAP as this can cause confusion and added problems for the School, students and us.

JULY 2014

The data will be downloaded from Campus Solutions for the re-sit period on **Monday, 7th July**. During the next few days, you will be e-mailed with a list of the exams to be timetabled for your School. This list will include:

- (ix) Exam code
- (x) Title of exam
- (xi) Duration
- (xii) Number of expected students

This is the final check you will have to make any amendments before the timetable is published so it should be checked most thoroughly.

Any discrepancies should be reported to the Exams Team via e-mail so that the data can be corrected. In addition, this is your final opportunity to inform us of any special requirements. Please ensure that we are informed about any exams that should be scheduled at the same time as other exams – we don't know if you don't tell us!

The Exams Team will then produce the timetable, which we will aim to launch on to the My Manchester student portal during the week beginning **Monday, 21st July**. Again we will e-mail all students to confirm that the exam timetables are available. Students who need to re-sit exams are charged a £75 re-sit fee, this fee applies regardless of whether they re-sit one exam or ten! Details of how they can pay will be included in the e-mail and on the crucial guide.

Please note: We have introduced an online method of payment so please encourage students to use this when paying their re-sit fee instead of sending cheques in to us.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/re-sits>

In addition, your contact will e-mail you the timetable of your exams, along with a copy of the e-mail that we send to students telling them how to access their individual timetables.

Friday, 25th July is the deadline for receipt of the examination papers by the Exams Team. Please ensure that you bring over **one copy**. All dates should be clearly typed on the front sheet of the examination papers.

Please make doubly sure that you have told us if students need special equipment for their exams, e.g. mathematical formula tables, manuscript paper, MCQ answer sheets etc.

AUGUST 2014

The re-sit examination period runs from Monday, 18th August to Friday, 29th August 2014 inclusive.

Please can you ensure that the relevant academics are available in their office at the time their exam papers are being taken? This is so that they can be contacted easily should there be a problem with the paper.

Any academic who wishes to collect his/her answer booklets directly from the examination room may do so but they must collect an authorisation slip from either, the Student Services Centre, Burlington Street (opening hours: Monday to Friday, 9am to 5pm - apart from Tuesdays, 10am to 4pm) or the SSC @ the Joule, The Joule Library, Sackville Street Building (opening hours: Monday to Friday, 10am to 4pm.). When going to collect the authorisation slip, academics must produce their staff ID card for identification purposes. At the end of the examination, the authorisation slip is given to the invigilators in the exam room, who will hand over the completed examination scripts.

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Scripts will be delivered to the other buildings by 10am the day after the exam.

PAST PAPERS

All past examination papers are available for revision purposes and uploaded at the start of the academic year on our website <http://documents.manchester.ac.uk/pastpapers.aspx>

Please e-mail Michele Botham (michele.j.botham@manchester.ac.uk) the relevant exam papers/files in .pdf (portable document format) no later than **Friday, 1st August**.

AND PLEASE REMEMBER NOT TO SEND ANY RESTRICTED PAPERS.

University of Manchester

Use of calculators in examinations

Examinations may require students to perform simple calculations for which normal practice would be to use a calculator. It is necessary to ensure that students do not bring into the examination room any device that would enable them to obtain an unfair advantage. The following rules are designed to regulate the type of calculator that may be used, and to do so in a way that is enforceable in practice by invigilators.

Assessments that require complicated calculations may well be better conducted by means other than formal examinations.

1. Students may bring into the examination room any calculator, provided that it does not; have any means of inputting or storing text, alphabetical or other symbolic information, including mathematical expressions (except that hexadecimal keys a to f are allowed) any means of transmitting or receiving information, including (but not restricted to) infra-red, microwave and wireless ports and cable connections such as USB ports.
2. A calculator will be deemed to be unacceptable if it has all 26 letters of the alphabet printed on or near the keys, regardless of whether it can store information or not.
3. In particular, these rules preclude the use of mobile phones, PDAs (personal digital assistants), and portable computers as calculators.
4. Calculators must be silent in operation and must have their own self-contained power supply. No recharging facilities will be available, and candidates must bring their own spare batteries.
5. Invigilators may examine any device a student brings into the examination room. If the device does not comply with these rules, it will be confiscated and returned only at the end of the examination; no replacement will be provided. A form will be completed to record the incident as suspected cheating.
6. A School may specify that no calculator is allowed in any examination for which it is responsible or that it requires students to use only a specified model (or models) of calculator or that it wishes to allow students to use calculators forbidden by the rules of paragraph 1, above. Where this is the case, clear and specific instructions must be notified to the students in advance of the examination, to the invigilators, and on the examination paper.
7. For students with disabilities these rules may be over-ridden in specific, individual cases as agreed by the Disability Support Office and where the student has the correct permission document.

University of Manchester

Policy on the Use of Dictionaries in Examinations

Language Translation Dictionaries

1. Language translation dictionaries may not normally be used in examinations except as specified in Paragraphs 2 below. For this purpose a language translation dictionary is defined as a dictionary that simply gives equivalent words or phrases in two languages, without further explanatory text or description.
2. The only students permitted to use language translation dictionaries are as follows:
 - Students whose first language is not English and are studying a Foundation Year (or other programme) where a recognised and assessed English Language module that must be passed satisfactorily forms part of that programme.
 - Visiting students whose first language is not English (e.g. Erasmus or other exchange scheme students) who will not obtain a degree or other qualification of the University.

These students must take a letter from their School (which confirms that permission has been granted for them to use a translation dictionary) to all of their examinations. If any student does not have a letter, please contact the Examinations Team.

Other Dictionaries

3. Students are not allowed to use scientific or other specialist dictionaries unless a specific instruction to the contrary is given in the rubric at the head of an examination paper.
4. Students with disabilities are allowed to use electronic dictionaries or similar aids if they have a letter from the Disability Support Office to certify that they may use a specified aid. Students must take this letter to all examinations to certify that they may use the aid concerned.

Variation

5. Schools may decide to restrict the use of dictionaries, or to extend these provisions in individual examinations. In such cases, clear instructions will be given in the rubric at the head of the examination paper.

Appropriate Use

6. Dictionaries must be unmarked.
7. Any student found using a dictionary without a letter of permission, or using a marked dictionary, will have the dictionary confiscated for the duration of the examination and may be reported for suspected cheating. If a marked dictionary is confiscated, the University will be under no obligation to issue the candidate with a replacement dictionary for the remainder of the examination.

July 2010

The University of Manchester

Examinations and Religious Observance

The University will make every effort, in its timetabling of examinations, to avoid holding examinations on religious days or festivals which occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination. If this affects you, you must fill in the Examination and Religious Observance form from the Student Services Centre by the dates given below:

University Examination Period:	Completed form to be returned no later than:
13 th - 24 th January 2014 15 th May - 4 th June 2014 18 th August - 29 th August 2014	Friday, 1 st November 2013 Friday 21 st February 2014 Friday 6 th June 2014

Every effort will be made to accommodate students' legitimate religious requirements, but the University reserves the right to hold examinations on any days and times during the above periods if alternatives cannot be found. If students do not let us know of their requirements by the dates given above, or if the timetable cannot be adjusted to meet their needs, then they should discuss the matter with their School. It is within the discretion of a School to make an alternative arrangement for the assessment but, normally, students will be required to take the examination when it is next held which may involve an interruption and an extension to the period of study.

We are only able to accommodate the needs of those students whose requirements for particular religious observance is strict. We will not take notice of students expressing casual preferences or putting forward social or domestic reasons. Only students who have strict religious requirements should complete the form. As the major Christian festivals occur during vacations they will be avoided automatically: students do not need to make a special request for us to avoid timetabling examinations at these times.

The University cannot accept responsibility for students being timetabled for examinations at times when their religious requirements make it impossible for them to be present, if they fail to submit a completed form to the Student Services Centre by the dates given above, or if a reasonable alternative cannot be found. This information about your faith is not given to anyone else, or used for any other purpose, or stored on computer.

MIKE MERCER
HEAD OF STUDENT SERVICES DELIVERY
STUDENT SERVICES CENTRE

Surname: _____ Mr/Miss/Ms/Mrs: _____

Other Names: _____ ID Number: _____
(on Student Card)

Term-time address: _____
_____ Postcode _____

Examination Period(s) to which request relates: January 2014
(tick one or more of the boxes) May-June 2014
 August 2014

Degree Programme and Year: _____ School: _____

I wish the following dates to be avoided: _____

Signed (student): _____ Date: _____

Faith (please specify): _____

When completed, this form must be returned to the Student Services Centre, Burlington Street, The University of Manchester, Oxford Road, Manchester M13 9PL, no later than the date given above appropriate to the examination period in question. Students submitting their form in person to the Student Services Centre will be handed a receipt. Students submitting forms through the post must enclose a stamped, addressed envelope and will be sent their receipt by return of post. All students are advised to ensure that they have, and retain, their receipt.

Please ensure that you re-submit a form EACH ACADEMIC YEAR

University of Manchester - Important Examination Information for All Students

1. If you have not fulfilled the Work and Attendance regulations prescribed for your programme of study, and you have been formally notified of this, you will not be allowed to sit University exams.
2. If you are re-sitting an exam you must pay the appropriate re-exam fee.
3. You should arrive at the exam room in good time for the start of the exam; at least 15 minutes beforehand is recommended. If you arrive late, you will be admitted up to 30 minutes after the timed start, but you will not be given any extra time. If you are more than 30 minutes late you will not be admitted, and you should then report immediately to your School Office.
4. If you are absent from an exam without a valid excuse, you will be deemed to have failed that exam. Misreading the timetable is not a valid excuse.
5. If you have been given a particular seat number for an exam you must sit in the seat that has been assigned to you. Seat numbers are given on your individual student exam timetable.
6. You must bring with you to every exam you attend your current Student ID Card and place it on your desk, in the top right-hand corner, for the duration of the exam.
7. You may find it advisable to wear extra warm clothing when attending January exams, particularly for exams in the larger rooms that last for two hours or more.
8. The University takes no responsibility for the loss of students' belongings from exam rooms. You are therefore strongly advised to take with you into the exam room only those items you need to complete the exam (pens, ruler, etc.). If you need to keep your pens and pencils together at the exam desk, they must be in a transparent pencil case or small transparent plastic bag. Any personal property that you do choose to bring into an exam room (coats, bags, other valuables etc.) must be left in a designated area (usually at the front or back of the room).
9. As a general rule you are not allowed to bring food or drink into an exam room, but in practice invigilators will allow you to have a small packet of sweets (or similar) and a small bottle of water or other soft drink.
10. Electronic calculators must not be used unless specific authorisation for their use appears on the exam question paper. Calculators with facilities for storing and retrieving text are not permitted. The University's full policy on the use of calculators in exams is available at <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/useofcalculatorsinexaminations/> and is on display outside all exam rooms. Electronic organisers, PDAs, portable or palm-top computers and similar devices are not permitted. It is your responsibility to consult the full policy on calculator use and know and observe what it says.
11. Mobile phones, pagers or other electronic means of communication or CD/MP3 players must not be brought into exam rooms and will be confiscated by invigilators if they are.
12. The University has a specific policy on the use of dictionaries in exams. It is available at <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/useofdictionariesinexaminations/> and on display outside all exam rooms. It is your responsibility to consult this policy and know and observe what it says.
13. It is a serious offence to take to your exam desk any books, notes, blank paper, other materials or aids that have not been specifically authorised for use in that exam. If you are caught in possession of any unauthorised material, whether or not you intended to use it, you will be subject to disciplinary action and will normally find that, as a minimum penalty, your exam paper will be cancelled (that is, given a mark of zero). More severe penalties are available, depending on the circumstances of individual cases.
14. It is an offence: to copy from the work of another candidate, or allow copying from your own work; to obtain assistance from another candidate, or provide assistance to them, by whatever means; and to impersonate another candidate, or allow yourself to be impersonated.
15. You must write your registration number (the number on the front of your Student ID Card) on every exam answer-book you use. Remember to fill in all the other information asked for.
16. You must write all your answers legibly. If your work is deemed illegible by the examiners you will normally be required to pay for it to be converted to typescript. You must write in blue or black ink. Pencil is not allowed, except for graphs and diagrams.
17. Exams are marked anonymously. At the end of the exam make sure you fold over and seal the gummed edge of the panel on the top corner of each of your answer books, before they are collected from you.
18. You must write only in the exam answer books provided (including any rough work) and not tear pages out of answer books. Any work that you do not wish to submit for marking must be clearly crossed out, but must not be removed from the answer book. You must not remove answer books (used or unused) from exam rooms. Any other materials that have been provided for the exam must not be removed. Students found doing any of these things will be subject to disciplinary action. Question papers may be taken away unless you are specifically told verbally or in writing not to do so.
19. You must maintain silence throughout the time you are in the exam room. You must not cause any kind of disturbance or distraction, or attempt to communicate with other candidates, by any means.
20. You must remain seated at all times. You must raise your hand to summon the attention of an invigilator for whatever purpose. If you wish to leave the exam room temporarily you may only do so if accompanied by an invigilator. If you wish to leave the exam before the allotted finishing time you must remain seated and raise your hand: an invigilator will come to collect your answer book, after which you may leave silently. You are not permitted to leave during the last 15 minutes of the exam. At the end of the exam you must stop writing immediately you are told to do so and remain seated and silent until all answer books have been collected and you are notified by an invigilator that you may leave.
21. If a fire alarm should sound during an exam, follow the instructions given by the invigilator. These will be the standard procedures for evacuating the building. You should leave the room in an orderly way, without talking and without taking anything from your desk, or from the room. Leave the building and assemble in the designated area. You must not leave this designated area. You should return to the exam room immediately when you are instructed to do so. Candidates who are still absent once the exam has re-started will not be re-admitted. As a general rule, exams will not re-start after an interruption if more than three-quarters of the exam time has already elapsed.
22. If you are at an exam and you realise that you have failed to comply with any of these rules, or have any questions, you should contact an invigilator immediately. Students failing to do this, when knowingly breaking exam regulations, may face disciplinary action.

July 2010