

9.3 Appendix 3 – Notice to Candidates – Reading & Writing

TRINITY

COLLEGE LONDON

Notice to Candidates (Reading & Writing exams)

To be displayed outside each exam room

Please Read Carefully

Arrival at the exam room

You should arrive at the 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 supervisor/invigilator. 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 for this exam.
- You will write your answers in pen on the exam paper.
- You must not bring any other pieces of paper into the exam room.
- You may not use a dictionary during the exam.
- Correction fluid and erasable pens must not be used on the exam paper.

Conduct

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

- a) 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 supervisor or invigilator. They MUST NOT be in your pockets.
- b) You must not talk to or distract other candidates once the exam has started.
- c) You cannot borrow anything from another candidate during the exam.
- d) You must not eat or smoke in the exam room. You may bring water into the exam, but this must not be placed on the table in case of spillage.
- e) If you attempt to cheat, you will be disqualified from the exam.

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

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

Read carefully and follow the instructions printed in your exam paper/answer sheet.

Fill in any details required on the front of your exam paper/answer sheet before you start the exam. Do not open your booklet until the 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/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 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 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.

MUST BE DISPLAYED FOR ALL WRITTEN EXAMS