

## Candidate Guide

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand or if you require further information email [examinations@brunel.ac.uk](mailto:examinations@brunel.ac.uk).

Additional information for digital examinations is denoted by a box outline.

**Regulations** – Make sure you understand and are familiar with the rules.

Examinations of Brunel University are governed by the University's [Senate Regulations section 4 \(SR4\)](#), and you should ensure that you are aware of these. The sections that specifically apply to University scheduled examinations are 4.9-4.15, and for extenuating circumstances Section B - 4.26-4.42.

Other assessment, including department-scheduled examinations and coursework, is also governed by SR4, and detailed guidance concerning these should be available from your department.

### Policy

The University's Examination Policy is available from [Welcome to Examinations](#). It is designed to support the regulations, giving more detail of the examination services, alongside staff and candidate responsibilities. This Guide identifies key elements of the Policy relevant to candidates.

### Preparation

Know the dates, times and locations of all your examinations, check your timetable via links from [Welcome to Examinations](#).

If you need any adjustments because of a disability or dyslexia and do not already have a support profile, please contact the Student Support and Welfare Service at least 4 weeks before the exams begin, in the Howell Building, Tel: +44 (0)1895 267045 or Email: [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk)

Digital examinations use the FLOWlock browser software on the candidate's own laptop:

- Ensure that the FLOWlock browser is installed on your laptop and working prior to examinations;
- Your laptop should also be fully charged prior to each exam and able to connect to Wifi@Brunel; If you require assistance in connecting to the University's Wi-Fi, visit the TechZone inside the Library located on the ground floor of the Bannerman Centre;
- If you do not have a suitable laptop for your digital examinations, you must [notify us](#), by filling out the form located at <https://intra.brunel.ac.uk/Exam.aspx> 1 week before the start of the examination period.

Make sure you arrive in plenty of time for your examinations and bring only what you need (see "Late is Late" below). Your department should inform you of any examinations permitting calculators, prepared notes or other equipment or materials.

### Conduct

#### "Late is Late"

Be on time for all your examinations. **Candidates arriving after the published start time will not be allowed to sit the examination.**

You should arrive 30 minutes before the examination start time and, if travelling, allow at least 1 hour contingency time for your journey to the campus:

Morning examination	Start time 09:30	<b>Venue</b> arrival by 09:00	<b>Campus</b> arrival by 08:30
Afternoon examination	Start time 14:30	<b>Venue</b> arrival by 14:00	<b>Campus</b> arrival by 13:30

You will usually be invited into the examination room 20 minutes before the exam is due to start; 30 minutes for a digital examination.

Once seated for a digital examination, you should turn on your laptop, check that it is in working order and successfully connecting to the internet. **You should not view notes, email or similar**

A few minutes before the start time, access the online examination via the FLOWlock browser.

If you fail to open FLOWlock in a timely manner, you will require the assistance of the invigilator to begin the examination and will not be given extra time for this.

## “Appropriate and Honest Manner”

Do not talk to, try to communicate with, or disturb other candidates once you sit in your examination seat. Do not borrow anything from another candidate during the examination.

You must not leave the examination room or attempt to exit the FLOWlock browser without permission of the invigilator.

Do not become involved in any unfair or dishonest practice during the examination. If you try to cheat, or break the rules, you will be reported to your department and disciplinary action may be taken.

‘It is the student’s responsibility to ensure that they do not enter the examination room with any revision or study notes of any kind/format unless specifically prescribed in the rules for that examination. Such prohibited notes include, but are not limited to, writing on any part of your body, clothing or other items taken into the exam room. Students who are found to have prohibited notes or written material in their possession at any point whilst in the examination room are likely to be considered to have been cheating or attempting to cheat in the examination; this includes students who claim to have written such notes during the course of the examination. Such cases will normally be referred for formal consideration under Senate Regulation 6 - [Student Conduct \(Academic and Non-Academic\)](#). Notes should only be made on materials provided by invigilators for the examination, and should be left in the room at the end of the examination.’

Students who are found to have prohibited notes or written material in their possession at any point whilst in the examination room are likely to be considered to have been cheating or attempting to cheat in the examination. Such cases will normally be referred for formal consideration under Senate Regulation 6.

Remember: possession of unauthorised equipment or material is breaking the rules, even if you do not intend to use it; a report will be made and may be submitted to a disciplinary panel.

Be aware of what is permitted in each of your examinations:

### What is allowed:

- ✓ ID card or other approved means of ID
- ✓ Materials approved by the examiner
- ✓ Pens and pencil
- ✓ Pencil erasers and sharpeners
- ✓ Still drinks in a clear unlabelled bottle

### Further permitted in digital examinations:

- ✓ A laptop computer and charger (for digital examinations)
- ✓ A power bank that connects directly to your laptop via USB cable
- ✓ Computer accessories (e.g. keyboard/mouse) that connect directly to your laptop via USB cable

### What is NOT allowed:

- × Revision or course notes
- × Calculators/Mathematical instruments /Books, statutes or dictionaries (unless department approved)
- × Paper for rough work
- × Audio players
- × Any mobile devices, including phones and watches (unless simple analogue-only watches)
- × Staplers, ink erasers, or correction fluid or tape
- × Food or carbonated drinks (unless invigilator approved)
- × Ear plugs
- × Wearing of coats or headgear (except for religious observance)
- × Laptops (unless a digital examination)
- × Computer accessories that connect to a laptop wirelessly (i.e. via Bluetooth)
- × Any media storage device

Non-permitted items must be left at the front or side of the examination room (as directed by the invigilator); personal items (such as mobile phones and watches) must be **TURNED OFF** and left at the front or side of the room, or put in a clear container or bag under your examination desk or chair.

If smart devices such as mobile phones and watches are not switched OFF they may weaken the Wi-Fi signal in the examination room, which will disadvantage you and your peers.

## **Instructions during the examination**

Listen to the invigilator and follow their instructions at all times.

Given the growing market for smart and cheat watches, all examination candidates will be asked to remove ANY watches. Digital, electronic or hybrid watches must be placed in a clear container or bag under the desk and analogue-only watches must be visible on the top edge of the desk OR placed in a clear container or bag under the desk.

Tell the invigilator at once:

- If you think you have not been given the right question paper or all of the materials listed on the front of the paper;
- If the question paper is incomplete or badly printed;
- You need more paper.
- You do not feel well;
- You have a problem and are in doubt about what you should do;

And for digital examinations:

- If you have not heard or cannot see any passwords that are announced
- If you are having difficulty accessing the online examination environment on your laptop
- If the question paper does not load correctly on your laptop
- If your laptop loses its internet connection, freezes or crashes
- You need paper for rough working or drawing complex diagrams

Read carefully and follow the instructions in the question paper and/or on the answerbook.

Fill in all the details required on the front of the answerbook before you start the examination. Make sure you fill in these details on any additional answerbooks or answersheets that you use.

Do your rough work on the proper examination answerbook or sheet provided. Cross it through and hand it in with your answers.

Additionally for digital examinations:

Any paper you have requested for rough working or the drawing of diagrams will not normally be collected for assessment; ensure that anything you would like to include in your online exam submission has been captured using the webcam function.

You will not be able to hand in your online submission until the invigilator password is announced at the end of the examination. Ensure that you have entered the invigilator password and handed in, otherwise your submission will not be valid. If you are having difficulty handing in your work, tell the invigilator.

If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator during the examination. After the examination you will have to complete an [Extenuating Circumstances](#) form via [eVision](#).

## **At the end of the examination**

Do not attempt to communicate with other candidates or to leave the examination room until told to do so by the invigilator.

Do not take any stationery from the examination room unless you have explicit permission. This includes the question paper, used or unused answerbooks, rough work or any other materials provided for the examination.

Additionally for digital examinations:

Once you have handed in your online submission, you must switch off or close your laptop and wait to leave the examination room. Do not attempt to browse the internet or access other areas of your computer after handing in.

When leaving the examination room and venue do so silently, leaving the area as quickly and quietly as possible, since other examinations are taking place across the campus.