

Brunel University Laptop Loans for Student Exams

Terms and Conditions of Use

About the service

The Laptop Loans for Student Exams service provides a short term loan of a laptop for Digital Exams to Brunel University London students from the Main Library, Bannerman Centre.

When utilising the service, the user accepts the following terms of use:

Loan Duration

The Laptops may be borrowed for a maximum of FIVE HOURS from Bannerman O19i.

Laptops can be collected during the following times:

Morning Exam starting at 09:30	Collect between 08:00 and 09:00
Afternoon Exam starting at 14:30	Collect between 13:00 and 14:00

Exam Laptops must be returned to **Bannerman O19i** at the end of your exam.

Morning Exam starting at 09:30	Return between 10:30 and 13:00
Afternoon Exam starting at 14:30	Return between 15:30 and 18:00

Student ID

Students must bring their **STUDENT ID** and email receipt to collect their laptop. Laptops will not be given out without suitable photo ID.

Fines

Fines for late returns are charged at a rate of **£5 per hour or part of an hour**. These will be added to your Library account. These charges will appear within 5 days of borrowing the laptop.

Renewing

Laptops cannot be renewed for multiple exams, after each exam they have to be taken back to the library in order to borrow them again.

Saving files

Your WISEflow exam paper will be automatically saved as you work. You are responsible for ensuring that you have clicked the SUBMIT button at the end of your exam and uploaded your finished exam paper to the WISEflow server before shutting down the laptop.

Any other files saved to the hard drive of the laptop will be erased upon shutdown. If you use the laptop for any other work/study you are responsible for backing up all work to an external drive or online cloud storage.

Laptop loan declaration

Each time you borrow a laptop, you will be asked to agree to the following:

- I will return the laptop by the due time/date to the Library from which it was borrowed, and if necessary report any damage to the loan staff members.
- I understand that fines are payable for the late return of the laptop at a rate of £5 per hour, or part thereof.
- I understand that this laptop is for exam use only, and I will not borrow it on behalf of a friend or colleague, or use it for work which is not educational or personal in nature.
- I understand that I must adhere to the university's computer, network, security and email use [policies](#) whilst using the service.
- I will only save files to a removable memory device, network share (e.g. H:\ drive), or online cloud storage and understand that any files saved elsewhere on the laptop will be erased automatically when the laptop is shutdown or re-booted.
- I understand that no third party software can be downloaded or installed onto this laptop.
- Brunel University London is not responsible for any damage to the borrower's data storage device(s), loss of data caused by software, hardware, battery failure or computer viruses.
- I understand that if the laptop is lost, stolen or damaged in my care, I am liable to pay replacement costs in the region of £800.

Contact us

For any queries or feedback about the laptop loans service, please contact us at:

- WISEflowhelp@brunel.ac.uk