

To be made available to candidates (paper or electronic version) before the day of the exam and **must be** displayed outside each exam room on the day of the exam.

### PLEASE READ CAREFULLY

#### Arrival at the exam room

- ▶ You should arrive at the exam 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 will 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](#)).
- ▶ You must bring your original ID and it must not have expired. Photocopies or images on electronic devices will not be accepted. **If you do not have your original ID, you will not be allowed to take the exam.**

#### Materials

- ▶ You must only take pens (blue or black and a highlighter) and your ID into the exam room.
- ▶ You must write your answers in pen in the answer paper.
- ▶ You must not bring any paper into the exam room.
- ▶ You may not use a dictionary during the exam.
- ▶ Correction fluid, erasable pens and pencils **MUST NOT** be used.

#### Conduct

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

- If you have a mobile phone, smart watch or any other electronic device, 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.
- You must not talk to or distract other candidates once the exam has started.
- You cannot borrow anything from another candidate during the exam.
- You must not eat (unless approved by Trinity for medical reasons), smoke or vape in the exam room. You may bring water into the exam, but this must not be placed on the table in case of spillage.
- If you attempt to cheat, you will be disqualified from the exam.
- You must only write on your exam paper.
- You must not remove anything from the exam room after the exam has finished.

**You are advised to use the toilet facilities before entering the exam room.**

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

- ▶ If you receive the incorrect question paper for your exam.
- ▶ If the question paper is incomplete or badly printed.
- ▶ If your details are incorrect on your appointment form - you should notify your Trinity contact or the invigilator/supervisor.

Read carefully and follow the instructions printed in your question paper/answer paper. Fill in any details required on the front of your question paper/answer paper before you start the exam.

Do not open your question paper or answer paper 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 invigilator/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/supervisor 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.

**THIS NOTICE MUST BE DISPLAYED FOR ALL READING AND WRITING EXAMS**