****Faculty of Medicine

Instructions to candidates regarding the conduct of all written examinations

Written papers can be held at any of our main sites, South Kensington, Charing Cross, St Mary’s and Hammersmith Hospitals. On occasion it may also be possible that an examination may be held off site. All examinations will only take place in London locations.

It is a candidate’s responsibility keep their email inbox clear in order to receive date, location and time information for examinations. Candidates will receive an individual email notifying them of their candidate number, relevant campus and site information.

1. Approximately 2 weeks prior to the examination candidates will be notified of their candidate number and location.
2. Candidates should remain outside the examination hall until invited to enter by an invigilator.
3. On entering the examination hall candidates must place their bags, coats, and any other material not allowed during the examination at the rear or side of the hall as directed by the invigilators. Make sure that all mobile phones are turned OFF and left in bags.
4. Candidates arriving after the first 30 minutes of the examination will not be allowed to enter the examination, except in exceptional circumstances and only if no other candidate has previously left any of the examinations, at the discretion of the Chief Invigilator.
5. Candidates may not bring into the examination room any books, papers or instruments except those which have been specifically permitted. Students are NOT permitted to bring their own calculators – if a calculator is required it will be provided for you.
6. Having deposited their bags, coats etc. candidates should go straight to their desk in silence taking with them only the writing materials that they require for the examination.
7. Candidates may write their candidate number and name on the examination paper, answer booklets and answer grids, but must not turn over the examination paper until told to do so.
8. Students are required to bring their Imperial swipe card to each examination, or some other official form of photo ID, e.g. Passport or photo driving license. You will be instructed at the examination centre to place your ID on the desk, face side up, next to the candidate card. This will be checked by the invigilators during the examination. Anyone who does not have ID with them at the examination centre will be asked to remain at the end of the examination to complete an incident report form upon which an explanation will be required.
Students who are required to complete an incident report form may not leave the examination room early.
9. When everyone is seated the Chief Invigilator will remind candidates of any particular issues relating to the exam being taken. They will then announce that candidates may begin.
10. Candidates should write in pen for all Short Answer Questions (SAQs) and Essays. Extended Matching Questions (EMQs) and Single Best Answers (SBAs) must be answered on the answer grids provided, using HB pencil only. Errors should be corrected as instructed on the answer girds.
11. If at any time during the examination a student has a question regarding the paper the student should raise their hand and await the attention of an invigilator. If the invigilator cannot answer your question he/she will refer the question to the academic member of staff responsible by telephone and report back to the student the response as soon as possible.
12. If at any time during the examination a candidate needs to leave the examination hall the candidate must raise their hand and await the permission of an invigilator before leaving their seat. The invigilators will ensure that only one student leaves the examination hall at any one time and that candidates are escorted to and from the hall.
13. Candidates may, with the permission of the invigilator, leave after finishing the paper after the first 30 minutes. Candidates may not permanently leave the hall within the final 15 minutes of the examination.
14. If candidates require additional answer booklets/answer grids they should raise their hands and await the arrival of an invigilator.
15. Scrap paper is not permitted. All rough work in the answer books is to be cancelled with a line and crossed through. Supplementary answer books are to be tied together in the correct order INSIDE the back cover of the main answer book.
16. The Chief Invigilator will make an announcement 15 minutes before the end of the examination informing candidates of the time remaining.
17. On being told that the examination is over candidates must stop writing. NO ADDITIONAL TIME WILL BE ALLOWED AT THE END OF ANY EXAMINATION FOR CANDIDATES TO TRANSCRIBE ANSWERS ONTO AN ANSWER GRID, NOR TO INSERT CANDIDATE NUMBERS etc.
18. Candidates must remain in their seats in silence whilst the examination papers and answer papers are collected in.
19. Candidates may only leave the examination hall when instructed that they may do so by the Chief Invigilator.
20. In candidates’ own interests, they should:
21. Attend punctually at least 15 minutes before the exam start time.
22. Read carefully and follow exactly the instructions on the question paper in relation to the range of choice of questions, and the use of separate answer books for different questions or sub-sections.
23. Write as clearly as possible and avoid using faint ink or thin pencil marks. It is the candidate’s responsibility to ensure their answers are legible – examiners cannot award marks for illegible answers.

21. Students who consider there are personal circumstances, e.g. illness, death of close family member (e.g. parent), which may affect their preparation for and/or performance in the examination, must communicate these in writing using the [Application for Mitigating Circumstances form](https://education.med.imperial.ac.uk/Years/mitigation.docx) [Word] (even if you have previously submitted documentation). **You are required to make a submission via email to** **feo.mitcircs** **from your Imperial College account only. Submissions from your personal email account, i.e. hotmail, will not be accepted.**
Any such submissions must be accompanied by a copy of **independent corroborating documentation** e.g. medical certificates, GP’s letter and death certificates as appropriate.  We strongly advise that you visit your Personal Tutor if you have any such personal circumstances in order to receive the support they can provide.

When you are sent details about your examinations, you will be invited to submit mitigating circumstances at that time. Following this invitation you should ensure that any such submissions are received no later than 5 days after the first day of your examinations.

 For further details see: <https://education.med.imperial.ac.uk/Years/mitcircs.htm>

1. Any candidate who believes they are entitled to extra time due to disability (e.g*.* dyslexia) should make an appointment with the Disability Advisory Service (disabilities@imperial.ac.uk; or tel. 0207 594 9755) to discuss the application and the required documentation. Subsequently all applications for Special Examination Arrangements must be made with clear supporting medical information and should be submitted to the **relevant Senior Welfare Tutor** (see below) well in advance of any examination to establish the validity of the request. Once a candidate has been granted entitlement to extra time he or she is advised to re-confirm their entitlement with the Exams Team (feo-exams@imperial.ac.uk ) before each block of examinations. Further details of the process are available at: <http://www3.imperial.ac.uk/registry/exams/specialexamarrangements>
2. Candidates are reminded that any examination offences, such as the removal of an examination script, question paper or answer sheet from the examination room except by a person with designated authority to do so, will be treated extremely seriously. The College’s Regulations concerning examination offences are set out in Appendix 3 to the College’s Examination Regulations: <http://www3.imperial.ac.uk/registry/exams/examoffences>

SENIOR WELFARE TUTORS:

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| Dr Mike Emerson |
| MBBS/BSc Years 1 and 2 |

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| Professor Terry Tetley |
| MBBS/BSc Year 4 and Graduate Entry |

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| Dr Mike Schachter |
| MBBS/BSc Years 3, 5 and 6 |

**Examinations Office, FEO**

**Updated October 2012**