



Final Grade

Stage and Title of course

.....

Module No.

Module Title

Date

INSTRUCTIONS

1. Complete the information above **and** in the folding strip on the right hand side, using **BLOCK CAPITALS**.
2. **WRITE CLEARLY** in ink on both sides of the page. Marks may be lost for writing considered illegible.
3. Begin each answer on a new page and write the question number in the top left-hand margin.
4. Circle the number of each question you answer on the grid printed on this front cover.
5. Show all your rough work in the scripts.
6. Every script given to a candidate must be returned to the Invigilator. *Treasury tags are available if two or more scripts are used.*

Question No.	1st Marker	2nd Marker	Agreed Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Possible			

PLEASE READ EXAMINATION INSTRUCTIONS ON BACK COVER

--FOLD

Complete section, fold as indicated, remove protective strip and stick down

Please complete this section but do not seal until the examination is finished.

Surname

Forename(s)

(BLOCK CAPITALS)

Student ID No.

FOLDING STRIP

EXAMINATION ANSWER BOOKLET INSTRUCTIONS

(These are printed on the back cover of the answer booklets)

- a) Please check that you have the correct examination paper, and that your copy of it is complete.
- b) Please read the instructions on the examination paper and make sure you understand and follow them.
- c) Any rough work should be done in your answer booklet. Under no circumstances should you use paper that has not been issued to you in this exam.
- d) A member of academic staff will be present in the examination room (usually for the first 15 minutes) to clarify any misunderstanding about the questions.
- e) If you have a query, require additional answer booklets or need the assistance of an Invigilator in any way, please raise your hand. Do not leave your seat unless absolutely necessary.
- f) You may not leave the examination within the first 30 minutes, nor the last 15 minutes of the examination session, of which you will be advised.
- g) If you finish the examination early and wish to leave, raise your hand and remain seated in silence at your desk. When your answer booklet has been collected by an Invigilator, you should then leave the examination room in silence.
- h) The University operates a Fit to Sit Policy which means that if you undertake an assessment then you are declaring yourself well enough to do so. If you become unwell and have to leave the examination, you must notify an invigilator. Please contact your School for advice.*
- i) At the conclusion of the examination, you should wait until your answer booklet has been collected by an Invigilator. If you have used more than one booklet, you should fasten them together with the treasury tag provided. You must remain seated until all booklets have been collected and counted and you are told to go by the Invigilator.

*Section (h) was updated in 2016-17. Please note that many of the answer booklets currently in circulation will still refer to 'adverse circumstances' and the 'Extenuating Circumstances Claim Form', under Section (i). This is now out-of-date but it may take some time for the updated answer booklets to come into circulation.

Please be mindful of this and ensure you are using the 'Standard Set of Announcements for Written Examinations' that were updated in December 2016.