

Basic Logistical Arrangements for Examinations

- Arrive 15 Minutes before the start of the examination
- A list will be displayed outside the venue with your name and seat number
- When you are allowed in the room leave your belongings at the back of the room and take your library card to your desk
- Sometimes you are asked to leave your bag outside the room so try to bring as little as possible with you
- It is an offence to have a mobile phone in an examination
- Your stationery should be in a clear bag
- If you are an overseas student and have been permitted the use of a dictionary this must be paper not electronic and you must have a letter of authorisation from your department with you

Please see other documents in the 'Rules' section on the Student Registry Website at <http://www.lancs.ac.uk/depts/studreg/undergrads/exams.htm>