Imperial College London

Instructions to Candidates for Examinations

1. Candidates are asked to note that all examinations are conducted in accordance with the [College's Academic Regulations](#) and associated [academic policies](#).

2. Unless prevented by illness or other adequate cause for which certification must be provided (please see the [Mitigating Circumstances Policy](#) for further information), you must take each prescribed test and must submit sufficient work to enable you to be assessed. Any candidate who does not attend without providing evidence of satisfactory mitigating circumstances will be judged to have attempted and failed.

3. **The following instructions must be observed by candidates:**

   3.1. Candidates must follow all reasonable instructions of the invigilators, at all times.

   3.2. Candidates are required to ensure that they:

   - Arrive punctually.

   - Bring only permitted items into the exam room.

   - Do not remove any items other than their own belongings from the exam room (unless explicit permission has been given).

   - Maintain silence in the exam room, and if leaving prior to the end of the exam, ensure that they do not disturb other candidates.

   - Do not attempt to communicate with other candidates in the exam room at any time. To do so may constitute Academic Misconduct.

   - Manage their environment in line with the instructions given, where taking an assessment remotely.

   3.3. Candidates must ensure that they have prepared for the examination in line with instructions from their department regarding the examination. This might include the materials they are permitted to bring into the exam room, or to bring their own device, charged and with the required software installed for computer-based exams.

   3.4. Candidates that arrive late for the examination will only be permitted entry to the exam room at the discretion of the invigilators. If permitted entry, they may only be granted the full period allocated for the exam at the discretion of their Department.

3.5. Candidates should carefully review and follow exactly the instructions on the question paper regarding which questions to answer, how answers and rough working should be completed in the answer book, and how marks are distributed in the paper.

3.6. Candidates must ensure that they do not commit any form of Academic Misconduct. This includes examination offences, plagiarism, self-plagiarism, collusion, or dishonest practice.

3.7. Candidates must display their College identity card on their desk throughout all examinations, in a manner so that it can be inspected by the Invigilators.

3.8. Candidates may leave the exam room at any time after the first 30 minutes. Candidates may only leave the room temporarily with the permission of the Invigilator.

3.9. Candidates are not permitted to leave the exam room in the last scheduled 15 minutes of the exam, to limit disturbance to other candidates finalising their responses.

3.10. If a candidate needs to attract the attention of an invigilator, for any reason, they should maintain silence and raise their hand.

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