

Examination Attendance Form

Exams B/17a

THE UNIVERSITY OF WARWICK

EXAMINATION ATTENDANCE FORM

(Complete this form **BEFORE** the examination. It will be collected by the invigilator during the examination.)

Surname: _____ Other Names: _____

University Card No: _____

Course of Study: _____

Title of Examination: _____

Examination Code: _____ Desk Number: _____

Signature: _____ Date: _____

EXAMINATION INSTRUCTIONS

- (a) Please leave your University card (or other photograph-bearing identification) on your desk during the examination. **REMEMBER TO TAKE IT WITH YOU WHEN YOU LEAVE.**
- (b) You may not leave your examination within the first half hour, nor in the last quarter of an hour of the examination session.
- (c) If you finish the examination early and wish to leave altogether, you must first take your script(s) to the Senior Invigilator and report that you are leaving.
- (d) If you are sitting short examinations which finish mid-session you should remain seated in silence at your desk, holding your script(s) in the air, until you have handed it to an invigilator. You should then file out of the examination room in silence.
- (e) When you finish you should wait until you have handed your script to an invigilator before leaving your desk. If you have used more than one answer book, you should fasten them together with the treasury tag provided.
- (f) If you have a query or need the assistance of an invigilator in any way, please raise your hand. Do not leave your seat unless absolutely necessary.
- (g) Please check that you have the correct examination paper, and that your copy of it is complete.
- (h) Please read the instructions at the head of your paper, and make sure you understand and follow them.