

INSTRUCTIONS TO CANDIDATES - MAY & SEPTEMBER EXAMINATIONS 2010

Please read this document carefully and keep it for reference.

PERSONAL TIMETABLES

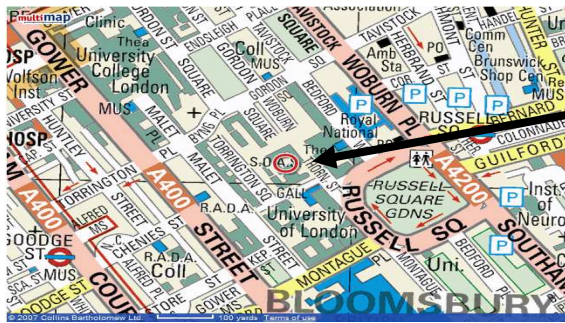
Your personal timetable will be issued in the week ending 16 April 2010. It will indicate the date, time, duration and location of each of your examinations, together with your candidate number. Please check your timetable carefully and ensure that all of your examinations appear on it, as it is your responsibility to make sure that you attend each examination at the correct time and location.

You will receive a separate admission notice and candidate number if you are taking an intercollegiate exam with a different college, which you should take to all exams with that college. Although intercollegiate examinations will be noted on SOAS personal timetables for information, the teaching college is responsible overall for the assessment. In the event of discrepancies between the information given by us and by the teaching college regarding the date, time or duration of an intercollegiate exam, you should use the information given by the teaching college on their admissions notice. If there is a discrepancy between the actual courses being taken, you should urgently check with your Faculty office and with the intercollegiate college that you are correctly registered with both of them.

If your personal timetable appears to be incorrect, for example if any examinations are missing, please email exams@soas.ac.uk stating your name, student number and the problem (including the course code and name of the courses concerned). Please note that the timetable has been finalised. No requests for amendments to exam dates can be accepted.

LOCATION OF EXAMINATIONS

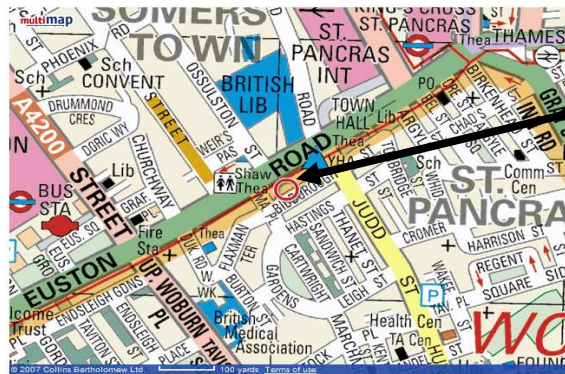
It is very important that you check your own personal timetable for details of the exam venue that you should attend for each examination. Some examinations are held in more than one venue and if you attend the wrong one, it is unlikely that a seat will be available for you and you will lose time travelling to the correct venue. Maps of the venues are shown below.



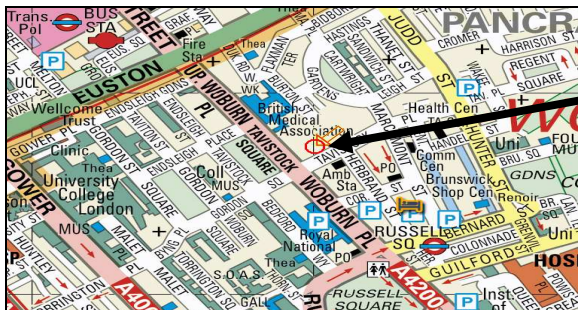
SOAS RUSSELL SQUARE CAMPUS (Main Building)
 Thornhaugh Street, Russell Square,
 London, WC1H 0XG
 Nearest Tube: Russell Square



SOAS VERNON SQUARE CAMPUS
 Vernon Square, Penton Rise
 London, WC1X 9EW
 Nearest Tube: Kings Cross St Pancras



CAMDEN CENTRE MAIN HALL
 Bidborough Street, London, WC1H 9DB
 Nearest Tube: King's Cross St Pancras or Euston



MARY WARD HALL
 Mary Ward House, 5-7 Tavistock Place,
 London, WC1H 9SN
 Nearest Tube: Russell Square or Euston

WITHDRAWAL, ABSENCE AND DEFERRAL

The regulations governing deferral of and withdrawal and absence from examinations are set out in the relevant regulations which are all available at <http://www.soas.ac.uk/registry/degreeregulations/>. Please contact the Examinations & Assessments Office if you require any further information.

ARRIVAL AND DEPARTURE

School examinations will commence at 10.00 or 14.30, with the exception of some oral examinations where the exact time for each individual should be checked with the department. It is in the interest of candidates to attend punctually.

Candidates will be allowed to enter the examination room between five and ten minutes before the examination is due to commence. Candidates who arrive more than half an hour late for an examination may be admitted only with the permission of the Chief Invigilator. Examiners will be notified in cases where students arrive more than half an hour late and have the discretion not to accept the paper for marking.

Candidates may leave the examination room permanently only after the first half hour. If a candidate wishes to leave well in advance of the official end of the examination this may be done only with the permission of the Invigilator. Candidates are not permitted to leave in the last fifteen minutes of the examination period. Permission for temporary absence from the examination room may be granted by the Invigilator at her/his sole discretion, but the candidate will be accompanied.

Please leave quietly and do not disturb other candidates still sitting examinations in nearby rooms by talking, either in the room or immediately outside it.

ILLNESS AFFECTING EXAMINATIONS

If a candidate is unable to take any examination because of illness or feels that an illness has affected their performance, a medical certificate must be forwarded to the Examinations & Assessments Manager as soon as possible, and no later than seven days after the end of the examination period. (ie by Friday 11 June 2010). If you need further advice, please contact the Examinations & Assessments Office.

Students who are absent from examinations without good cause will be regarded as having used one attempt and will receive a mark of zero for the examination.

GENERAL EXAMINATION INSTRUCTIONS

A seating plan will be displayed outside each examination room. Please study this carefully before entering the room and ensure that you sit at the correct desk number. It is essential that you sit in the seat assigned to you unless asked by an invigilator to sit elsewhere, or you could be incorrectly recorded as being absent from the examination.

Candidates may not bring any books (including dictionaries), papers, notes or instruments, except those which have been specifically permitted, into the examination hall or any area used by candidates during a written examination (eg. rest rooms) or to any practical, oral or similar examination. Correction fluid is not permitted in the examination hall. Permitted items comprise pens, mathematical instruments (calculators are subject to a specific regulation which appears below), rulers, rubbers and any items named specifically on the examination paper. Certain reference documents may be provided in the examination hall. If you have any queries about the material provided, please consult the invigilator immediately.

No other materials or aids will be permitted and any non-permitted materials including bags, coats and mobile phones must be left at the collection point away from your desk. **MOBILE PHONES MUST BE TURNED OFF** to avoid disturbing other candidates. Articles such as pencil cases brought into the examination room are subject to inspection by the invigilators.

Candidates are permitted to bring bottled water or soft drinks and refreshments into examination halls provided that these will not cause distraction or disturbance to other candidates. Refreshments which may cause noise, odour or other distraction will be confiscated.

Candidates must bring with them their admission notice (personal timetable) and SOAS Identity Card. The admission notice must be displayed on the desk with the candidate number clearly showing to

enable the invigilators to check that candidates are seated correctly. The identity card must be placed on the desk with the photograph clearly displayed to allow the invigilators to check the identity of candidates.

Candidates must not talk to each other while in the examination room.

Candidate numbers (not names or student ID numbers) must be entered on every answer book and separate sheet of paper. If you are unsure of your candidate number, please consult your personal timetable or check with an invigilator.

Candidates are required to observe all instructions given by Examiners, Invigilators or other officers responsible for the conduct of examinations.

Candidates are not permitted to read the question paper until instructed to do so by the invigilator. Candidates are advised to read the instructions on the question paper and follow these carefully. Normally the Examiner who set the paper will be present at the beginning of the examination to answer any queries. If she/he is not present the Invigilator may be asked to seek advice on any substantial query which may arise.

All rough work must be done in the answer book and crossed through. Supplementary answer books will only be supplied when the previous book has been completed.

All answers to examination questions must be in English unless instructions are given to the contrary.

Write in ink and write as clearly as possible. **Candidates are advised that the marking of illegible scripts is at the discretion of the Examiner.**

At the end of the examination period all supplementary answer books must be tied inside the back of the main answer book with the string provided.

Answer books and all other material provided by the School must be left on the desks. However, question papers may be taken away.

DICTIONARIES AND PERMITTED MATERIALS

The use of dictionaries is **NOT** permitted where the object is to help a candidate overcome any deficiency in their command of the English language. Dictionaries will only be permitted for any other purpose where the Examiner has informed the Examinations Section in writing beforehand. Where dictionaries are permitted, this will be stated on the examination paper.

Other reference documents will be permitted only if clearly stated on the examination paper. You should consult your tutor for advice if you are unsure what will be permitted in your examination.

ELECTRONIC CALCULATORS

Where the use of electronic calculators is permitted in examinations, candidates:

- (a) must ensure that machines are of the hand-held type, silent in operation, compact and with their own power supply;
- (b) must accept full responsibility for ensuring that their machines are in working order for their examinations and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination;
- (c) must ensure that any material stored in a pre-programmable memory is cleared from the calculator before entering the examination room;
- (d) must comply with any restrictions stated on the examination paper.

Candidates are required to state clearly on their scripts the name and type of any electronic calculator used. Candidates are reminded that the use of material stored in a pre-programmable memory could constitute cheating.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS OR ANY INSTRUCTIONS GIVEN TO YOU BY THE INVIGILATOR WILL CONSTITUTE AN EXAMINATION OFFENCE AND WILL BE REPORTED TO THE EXAMINATIONS OFFICE.

IRREGULARITIES AT EXAMINATIONS

If a candidate is suspected of cheating, or attempting to cheat, or of assisting another candidate to cheat, or otherwise committing an examination offence, the facts must be reported to the Examinations & Assessments Manager. Such a person may in consequence be disqualified from the examination and excluded from all future examinations of the School/University. Any unauthorised notes or materials may be retained by the School/University.

EMERGENCIES

In the event of an emergency candidates will be given full instructions by the Invigilators. Should an evacuation be necessary all examination materials must be left in the examination hall. Candidates remain under examination conditions until advised otherwise and must not communicate with other candidates.

REGULATIONS FOR EXAMINATIONS

In addition to the summary of regulations found here, candidates must abide by the instructions to candidates governing the examinations for which they have entered. Failure to observe the instructions to candidates may constitute an examination offence. (Regulation 17.7, *Regulations for Students of the School of Oriental and African Studies*). Examinations of the School are governed by School Regulations, available at <http://www.soas.ac.uk/registry/degreeregulations/>, and candidates should ensure that they are aware of these.

Students are reminded that all work submitted as part of the requirement for any examination of the School of Oriental and African Studies (University of London) must be expressed in their own words and incorporate their own ideas and judgements. Plagiarism - that is, the presentation of another person's thoughts or words as though they were the student's own - is an examination offence. Students should consult their tutor or supervisor if they are in any doubt about what is permissible.

Where students draw on their own previous written work, whether submitted as coursework for their current degree, or for a previous degree or qualification, this must be clearly stated.

Examination scripts, or essays in the case of courses examined wholly by coursework, are the property of the School and will not be returned to candidates.

No provision can be made for the care of babies or children.

Smoking is not permitted in the examination room.

Candidates may not bring mobile telephones or any device which permits communication with others or receipt of information from others into any examination hall.

VIVA VOCE EXAMINATIONS

Undergraduate candidates should be aware that Examiners may also test any candidate by means of a viva voce (oral) examination which may cover the candidate's entire field of study.

The date for any oral examination is set by the Examiners.

DISABILITIES

If you have a disability or long-term illness which may require special arrangements to be made for your examinations, you must contact the Disability Office (disabilities@soas.ac.uk). You will be required to provide an up-to-date assessment of any disability, including recommendations as to the type of special arrangements that may be required. It is essential that you contact the Disability Office as soon as possible, so that any special arrangements required can be planned for as early as possible.

RELEASE OF RESULTS

Undergraduate Pass Lists will be sent to SOAS email accounts by 16:00 on Friday 2 July 2010 for final year students and Monday 12 July for non-final year students. The individual breakdown of marks will be made available through Online Services by mid-July.

Postgraduate Pass Lists will be sent to SOAS email accounts by 16:00 on Friday 26 November 2010 and individual results will be made available through Online Service during the week beginning 29 November 2010. Provisional results for Postgraduate taught courses will be sent by email by Friday 30 July 2010.

All pass lists will be produced by candidate number in the interests of data protection and students should retain their candidate numbers after the examination period.

Students' results will be withheld if they are in debt to the School or University. If you have failed to return any books to the SOAS library or have a fine or fees outstanding then you will not appear on the pass lists.

GRADUATION

Graduation Ceremonies will be held on 21, 22 and 23 July. Further details are on the web: <http://www.soas.ac.uk/graduation/>.

Riki Clarke
Examinations & Assessments Manager

March 2010