Imperial College London
Aeronautics

Aero Students In-Exam Checklist

Before you pick up a pen

1. **Room and seat:** Please ensure you are in the correct room and seat, ask an invigilator if unsure.
2. **Electronic devices:** Ensure these are all on silent/switched off and put in your bag (this includes smartwatches) BEFORE entering the exam room.
3. **Unless stated otherwise on the rubric, exams are closed-book format** and students are not allowed access to any notes, textbooks, or other resources so please do not have on your desk (keep in your bag).
4. **Calculator:** Use of personal calculators is prohibited so please keep in your bag and use the one provided.
5. **Food and Drink:** Only water in clear bottles is permitted, if you have anything else you need to put in your bag where it must stay for the duration of your exam.
6. **Bags and coats:** Coats to be placed on back of chair or with your bag underneath your table, position at the front, do not place anywhere else as space between tables must be kept clear for invigilator to walk around the room. Bags are not to be opened once you enter the exam room and do not touch bag or coat once exam has started.
7. **College ID card:** Please place at top of desk beside seat number and always ensure visible.
8. **Data & Formulae/Exam Checklist documents:** please do not write on these as will be needed for other student's exams and will have to be disposed of if you write on.
9. **Pen Cases and Pens:** pen cases must be clear and if not please take your items out of it and place pencase in bag. Reminder black or blue pens should only be used in answer booklets.
10. **Fill in cover sheet:** Fill in cover sheet only prior to exams starting. You are NOT allowed to write CID, page numbers or anything else prior to the exam starting.

During the exam

1. **Questions/Toilet breaks:** Raise your hand, do not leave your desk to ask a question.
2. **Leaving the exam room:** Once you have entered the exam room you are not permitted to leave within the first 30 minutes or the last 15 minutes.
3. **Do not open the exam paper until instructed to do so.**
4. **Read the rubric.**
5. **CID Number, Question number, page number:**
   - CID number should be written on each page on the right of the question number at the top just before the margin.
   - Question numbers should be written on the top of each page as indicated. Write question numbers both on the front cover and inside the booklet as you go along.
   - Page number should be written at the bottom of each page centrally aligned.

   You will NOT be permitted to write CID, question, or page numbers once the exam has ended.
6. **Keep solutions for each question together:** If you have not finished a question and may wish to add more later, please keep space in your answer booklet for this before moving on to the next question. Write on both sides of the page and begin each answer on a fresh page.
7. **If you need another answer booklet:** raise your hand and request from invigilator/exam assistant.
8. **Do all rough work in the answer books and cross it through.** Submit all answer books, even if they contain rough work only.

Please turn over

At the end

1. There will **not be any** announcements on time remaining.
2. **You must stop writing when instructed.**
3. All details on the front of each exam booklet used should have been completed by the end of exam (this does include signing and sealing of the side strip) as well as page numbering and CIDs on the solution pages. Note you will not be permitted to write once the exam has ended.
4. **Do not take your iPad or mobile out of your bag for scanning until instructed**, the question papers will be collected first.
5. Once your work has been uploaded to Blackboard **tie all of your answer booklets (and any booklets with rough working) together** with the treasury tag provided and remain seated until you have been instructed to leave. Hand your answer booklets to administrators collecting.
6. Ensure you **take away everything you brought** into the room, do not remove anything else.
7. Once outside the exam room **please always remain quiet** until you are away from the exam rooms and staff offices as exams for other students may still be going on and staff are working.

Scanning and submitting your work - instructions

- Using your device's camera, scan each sheet of paper completed in order (using scanning apps such as Microsoft Lens (College recommended), Adobe Scan or whatever app works for you as per the student examination instructions).
- Ensure that each sheet has been scanned and cropped correctly and is legible.
- Ensure you have crossed through any questions or pages which are not to be marked and if you have entire pages or booklets from which no questions are to be marked (used for rough work) then do not scan these (but they do need to be bundled and tied with other books for collection).
- Export your work in .pdf format. The file name should include the module code and your CID in the format **ModuleCode_CID.pdf**
- Upload your work (**one PDF file only**) to the relevant Blackboard submission box (you will find the submission box in the Assignment Submission section of the module folder on Blackboard which will only be viewable the morning of the exam).
- **Double check** that your attachment has been successfully uploaded. If not, re-upload.
- Should you face issues scanning or uploading to Blackboard ask any of the exam team in the exam room for assistance.

Aeronautics Exam Planning Team
12th March 2024