

Department of Physics: Examination Venue Guidance for Candidates

Please familiarise yourself with the contents of this document so you understand the procedures at the examination venues.

Before and after the examination you will be prompted by the Examinations and Information Officer, or the person in charge of your examination venue, to complete the steps shown in this document (along with other examination tasks), so please listen carefully to each announcement at your venue.

Do make sure you understand how to use the **seating plan and examination labels** – see page 2 onwards in this document.

Do answer each question in a **separate** answer booklet.

Do write the **question number** attempted on the front of each answer booklet.

Do complete the **self-seal signature strip** on every answer booklet (see page 5 of this document).

Do write the **calculator number** on the front of each of your answer booklets (see page 6 of this document)

Do place your **Imperial ID card** on your desk.

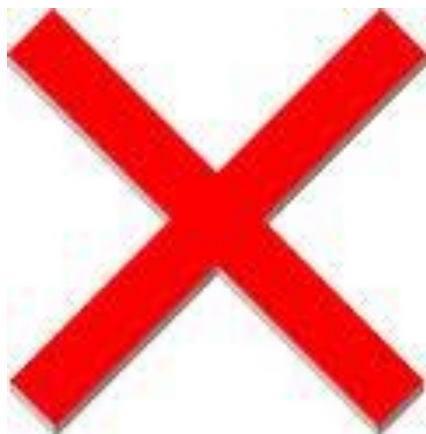
Do leave your **bags and coats at the side** of the hall.

Do **switch off** and leave mobile phones and any other Bluetooth/Android/Internet/wifi/memory-containing devices, at the **side of the hall**.

If you use any additional answer booklets during the exam:

Do connect any additional booklets you use during the examination together with a treasury tag (see page 7 of this document).

Do complete the front of each additional answer booklet (write your CID, degree title, exam title and exam date).



Do **not** use red or green ink (use blue or black ink).

Do **not** use the blank labels

Do **not** write in the margins in the answer booklet.

Seating Plans and Labels

At most Department of Physics examinations, seating plans and examination booklet labels are used. This document demonstrates how candidates should use these materials.

A sample label is shown below:

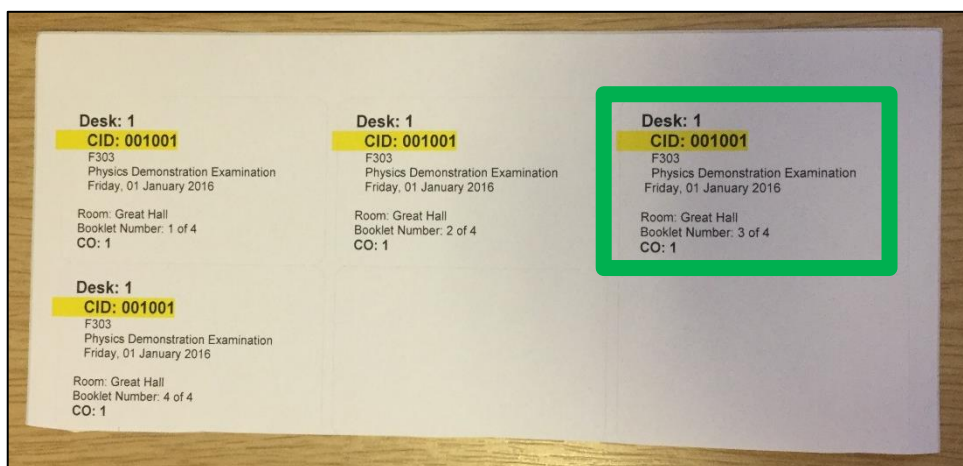
Desk: 1
CID: 001001
F300
Physics Demonstration Examination
01/01/2016
Room: Great Hall
Booklet Number: 1 of 4
CO: 1

1. When arriving at the examination venue, check the seating plan posted outside the entrance doors for your desk number.

If you can't find your name on the seating plan:

- If you are a **Special Arrangement** student, go to the Special Arrangement room for the assessment. Please check your email inbox as this information would have been sent to you by email prior to the exam. Alternatively, ask for the Exams Officer.
 - If you are a **standard candidate**, look on the bottom of the seating plan: spare desk numbers will be indicated. Sit at any of the spare desks. If you sit at a spare desk, you will not have candidate labels and must complete the front of each answer booklet manually.
2. When you are invited to enter the examination venue, find your desk. Desks either have examination labels containing the desk number, or white cards with desk number on them.

For some examinations, in addition to the labels containing your desk number, CID number, and other details, you may find some blank labels.



3. When taking your seat, carefully check that the CID number on your student card matches the CID number on the printed labels.

4. Affix **one** printed candidate label to the front of **each** examination answer booklet, in the space where the details would normally be written, as shown.

The image shows a pink examination booklet from Imperial College London. The booklet has the following text and sections:

- Imperial College London**
- PLEASE COMPLETE AND SEAL THE FLAP ON THE RIGHT**
- PLEASE COMPLETE SECTIONS 1-4 BELOW**
- 1 CANDIDATE NUMBER
- 2 DEGREE (SUBJECT)
- 3 TITLE OF PAPER
- 4 DATE
- PLEASE LEAVE ALL ANSWER BOOKS ON THE DESK AT THE END OF THE EXAMINATION**
- Instructions to Candidates**
 - (A) In no circumstances may you remove answer books, used or unused, from the Examination Room.
 - (B) Write on both sides of the paper.
 - Begin each answer on a fresh paper.
- Question numbers in order answered.**
- (For examiner's use only) Mark Awarded**

A candidate label is affixed to the booklet, containing the following information:

- Desk: 1**
- CID: 001001**
- F300
- Physics Demonstration Examination
- 01/01/2014
- Room: Great Hall
- Booklet Number: 1 of 4
- CO: 1

A large green checkmark is placed to the right of the booklet, indicating that the label is correctly affixed.

Do **not** use any blank labels.

Do **not** affix more than one label to the booklet:

PLEASE COMPLETE AND SEAL THE FLAP ON THE RIGHT

PLEASE COMPLETE SECTIONS 1-4 BELOW

CANDIDATE NUMBER _____

DEGREE (SUBJECT) _____

TITLE OF PAPER _____

DATE _____

PLEASE LEAVE ALL ANSWERS ON THE DESK AT THE END OF THE EXAMINATION

Instructions to Candidates

In no circumstances may you remove answer books, used or unused, from the Examination Room.

Write on both sides of the

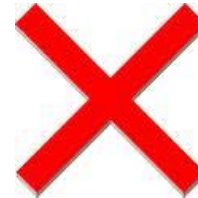
strip and stick down

Forename(s): _____

Desk: 1
CID: 001001
F300
Physics Demonstration Examination
01/01/2014
Room: Great Hall
Booklet Number: 3 of 4
CO: 1

Desk: 1
CID: 001001
F300
Physics Demonstration Examination
01/01/2014
Room: Great Hall
Booklet Number: 2 of 4
CO: 1

Mark Awarded



Do **not** place the label in an incorrect place on the booklet:

Imperial College London

PLEASE COMPLETE AND SEAL THE FLAP ON THE RIGHT

PLEASE COMPLETE SECTIONS 1-4 BELOW

1 CANDIDATE NUMBER _____

2 DEGREE (SUBJECT) _____

3 TITLE OF PAPER _____

4 DATE _____

PLEASE LEAVE ALL ANSWER BOOKS ON THE DESK AT THE END OF THE EXAMINATION

Instructions to Candidates

(A) In no circumstances may you remove answer books, used or unused, from the Examination Room.

(B) Write on both sides of the paper.

(C) Begin each answer on a fresh page.

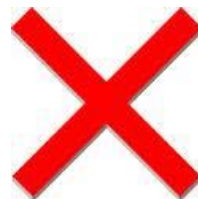
(D) Write the number of the

Surname: _____

Forename(s): _____

Complete section, fold as indicated, remove protective strip and stick down

Desk: 1
CID: 001001
F300
Physics Demonstration Examination
01/01/2014
Room: Great Hall
Booklet Number: 4 of 4
CO: 1



- Complete the self-seal signature strip on the right hand side of the front of each answer booklet by **WRITING** your surname and first name, and adding your signature:

Imperial College London

PLEASE COMPLETE AND SEAL THE FLAP ON THE RIGHT

PLEASE COMPLETE SECTIONS 1-4 BELOW

1 CANDIDATE NUMBER _____

2 DEGREE (SUBJECT) _____

3 TITLE OF PAPER _____

4 DATE _____

Desk: 1
CID: 001001
 F300
 Physics Demonstration Examination
 01/01/2014
 Room: Great Hall
 Booklet Number: 2 of 4
 CO: 1

PLEASE LEAVE ALL ANSWER BOOKS ON THE DESK AT THE END OF THE EXAMINATION

Instructions to Candidates
 (A) In no circumstances may you remove answer books, used from the

Question numbers in order answered.	(For examiner's use only) Mark Awarded

Surname: **BLOCHS**

Forename(s): **JOE**

Complete section, add as indicated, remove protective strip and stick down

- Seal the self-seal signature strip on each answer booklet by peeling off the plastic backing strip and folding the signature strip over, as shown;

Imperial College London

PLEASE COMPLETE AND SEAL THE FLAP ON THE RIGHT

PLEASE COMPLETE SECTIONS 1-4 BELOW

1 CANDIDATE NUMBER _____

2 DEGREE (SUBJECT) _____

3 TITLE OF PAPER _____

4 DATE _____

Desk: 1
CID: 001001
 F300
 Physics Demonstration Examination
 01/01/2014
 Room: Great Hall
 Booklet Number: 2 of 4
 CO: 1

PLEASE LEAVE ALL ANSWER BOOKS ON THE DESK AT THE END OF THE EXAMINATION

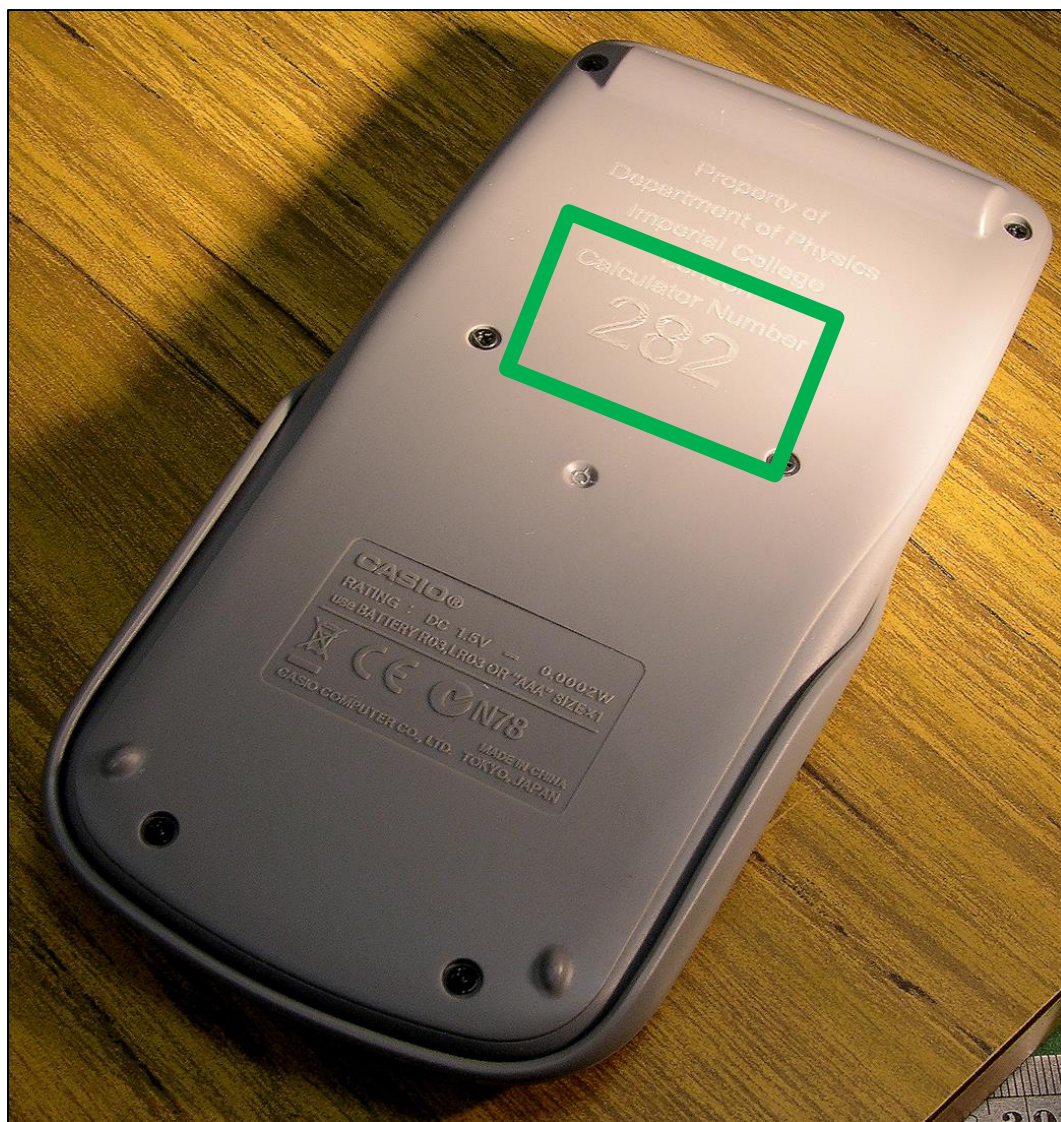
Instructions to Candidates
 In no circumstances may you remove answer books, used from the
 used, from the
 ation Room.
 th sides of the
 on a fresh

Question numbers in order answered.	(For examiner's use only) Mark Awarded

FOR ADMINISTRATION USE ONLY. CAREFULLY REMOVE PERFORM

Do **not** use the self-seal strip to fix booklets together.

7. Look on the reverse of the calculator. Write the **calculator number** on the front of **each** answer booklet.

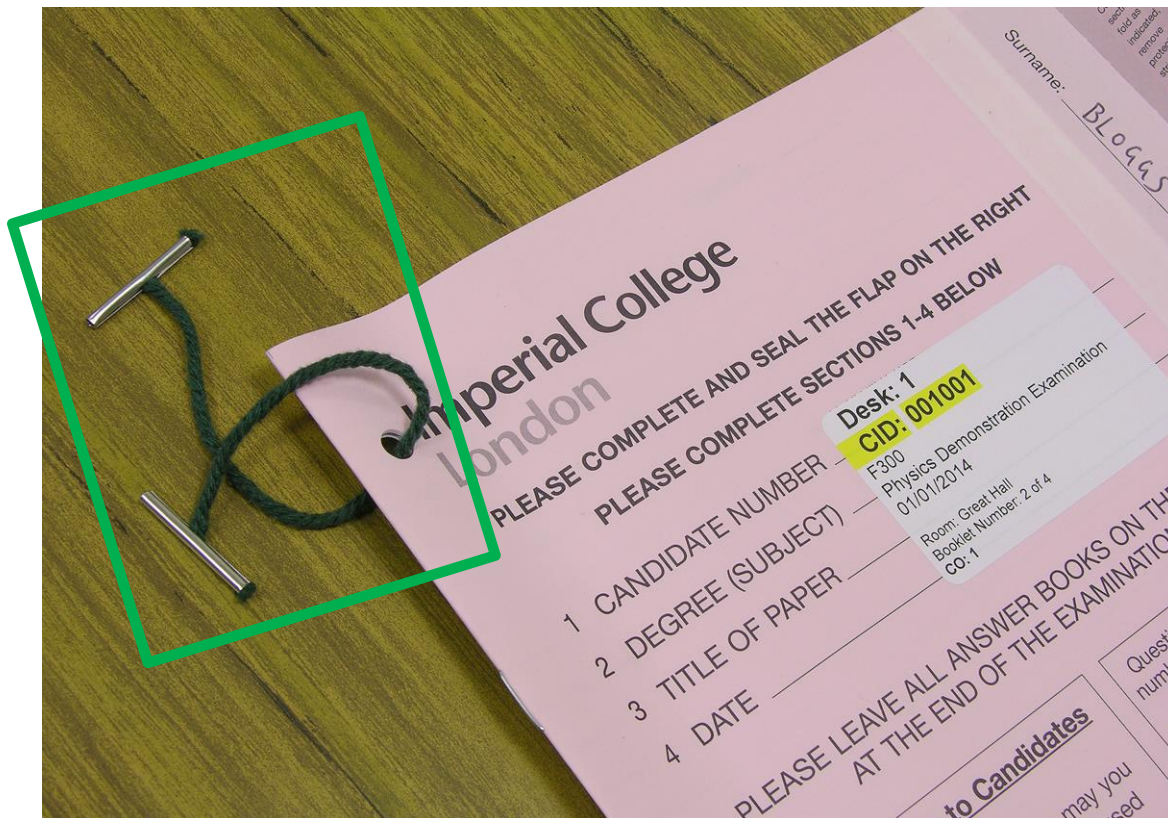


Write the calculator number, as shown, on the front of **each** answer booklet.



During the examination, if you use any additional answer booklet(s):

- There are no spare labels. Complete your details on the front of each answer booklet manually. Complete and seal the self-seal signature strip section. Add your calculator number.
- You will be given a treasury tag. Use it to connect your additional booklet(s) to the labelled booklet of the same question number as shown on the next page:



Do **not** use the treasury tag to bind **all** of your answer booklets together: only connect the booklets that relate to the same question number.

8. At the end of the examination, check you have written the **question number** you attempted on the front of each answer booklet.