

YOUR EXAMS

What you need to know

Student guide | Academic Year 2026/27

START HERE

Read this guide before every exam period. It explains what to bring, where to go, what happens in the exam room and what to do if something goes wrong.

Further information on all aspects of Assessment and Examinations can be found on the Essentials [Examinations](#) pages.

THE 6 THINGS TO REMEMBER

1. Check your timetable.
2. Know your venue.
3. Arrive 20 minutes early.
4. Bring your physical ID.
5. Check which items are permitted and which you must not have on you
6. Follow the invigilator's instructions.

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Further information on all aspects of Assessment and Examinations can be found on the [Essentials Examinations](#) pages.

1. Before your exam

Your timetable

Your personal examination timetable is published on RISISweb. It shows the date, start time, duration, exam format, location and your five-digit candidate number.

CHECK RISIS BEFORE EVERY EXAM

Check the date, start time, exam format and location. Do not assume your venue is the same as a friend's. Keep a copy of your timetable.

In-person exams — Your exam may be at Whiteknights or London Road. Your timetable gives the building. Your room and seat number will be shown on the seating list at the venue on the day of the exam.

Remote Digital Unsupervised exams — Your School will tell you the start time, format and how long the exam is available. You are responsible for having a reliable internet connection.

If you study on a Student Visa — You must sit all exams from within the UK during the assessment period. Contact the [International Student Advisory Team](#) if you have questions.

THE DAY BEFORE YOUR EXAM

- Check your timetable and exam requirements.
- Check your route and allow extra time for delays.
- Pack your permitted equipment and physical ID.
- Be prepared to arrive at least 20 minutes early.

2. What you can and cannot bring

THE SIMPLE RULE

If you are not sure whether an item is allowed, check the [exam regulations page](#) on the website and leave it at home if it is not permitted, or leave it in your bag.

✓ YOU CAN BRING	✗ DO NOT BRING TO YOUR DESK
Pens, pencils and required stationery	Any wearable device that enables you to obtain, generate, receive, transmit, record, analyse, and/or display information e.g. mobile phones, AI glasses, Bluetooth enabled devices, watches, headphones/ear fitness trackers of any type.
A clear pencil case with no writing or patterns	Watches of any kind
A clear water bottle with all labels removed	Programmable or networked calculators

Physical University ID, or passport/driving licence if you do not have it	Unauthorised notes or written material
A permitted non-programmable calculator where the exam allows one	Food, unless specifically authorised
A warm jumper (coats and scarves are not permitted)	Bags, coats or outdoor jackets
	Opaque or patterned pencil cases or water bottles
	Glasses cases or packs of tissues
	Lanyards or ID cases or wallets

IMPORTANT — CHECK YOUR POCKETS BEFORE GOING TO YOUR SEAT

All prohibited items must be placed in your bag before entering the room. If you do not have a bag, hand the item(s) to an invigilator in your room before you sit down.

Calculators — If you are permitted to use your own calculator in your exam, it must be a **non-programmable, non-networked, and non-communication enabled model**, and your calculator lid should be left in your bag.

For some exams, your school requires you to use a **university provided calculator** instead. This means one will be laid out on the desk for you to use in that exam. You are not allowed to use any other calculator.

Make sure you know the calculator [requirements](#) for your exam and how to use the provided calculator. Check with your school if you are unsure.

Notes and equipment — You are only permitted to use books, notes, tables or other materials when the exam instructions specifically allow them. If notes are permitted, ensure you know how many ‘sides of A4’ are permitted. **Never** write notes on your body or keep notes in your pockets.

3. Getting to your exam room

ARRIVE AT LEAST 20 MINUTES EARLY

Morning exam, arrive by 8.40am for a 9.00am start.

Afternoon exam, arrive by 1.40pm for a 2.00pm start.

1. **Check** the seating list at the venue entrance for your room, seat and candidate number.
2. Ensure you **know your seat and candidate number** (this is not your student number) for each exam.
3. If you can’t find your name on the list, first check you are at the correct venue and have the correct date and time. Then speak to a Senior Invigilator.

4. Ensure you have your physical **photo ID** out of any cases or lanyards and that you have your **permitted equipment** ready.
5. Turn off any **non-permitted** items and put them in your bag before entering the exam room.
6. **Check your pockets**, including hoodie/jumper pockets. **Pockets must be completely empty** so all wallets, phones and keys etc should be put in your bag or handed to your room invigilator before you sit down.
7. Go straight to your assigned seat. It is vital you sit in the correct seat. If someone is in your seat or you cannot find it, ask an invigilator.
8. Place your physical ID face up on your desk, fully removed from any cases or lanyards and put your permitted writing equipment on the desk.
9. You must not talk to any other candidates in the room and you must follow the invigilator's instructions.

RUNNING LATE?

You may enter the exam up to 30 minutes after the exam start time, but you will not receive extra time. After 30 minutes, you will not be allowed to sit the exam. If you expect to be more than 30 minutes late, contact the Exams Team as soon as possible.

4. In the exam room

BEFORE THE EXAM STARTS

Do not open or read the exam paper or other exam materials until the invigilator tells you to. Listen carefully to all instructions.

- Listen carefully to the announcements and instructions given by the invigilators.
- Do not talk to any other candidates.
- Ensure you do not have any non-permitted items on you or in your pockets, e.g. phones, watches, fitness trackers, notes etc.
- Ensure your bag and coat are in the designated area.
- Do not hang anything over the back of your chair.
- Raise your hand if you need help.
- Check you have the correct paper and exam materials on the desk when instructed.
- Complete the required details on your answer booklet/sheet when instructed.
- If you need another answer booklet or have a problem with your question paper, raise your hand.

LEAVING THE ROOM

You cannot leave during the first 30 minutes or the final 10 minutes of the exam. At other times, you must raise your hand to ask an invigilator if you need to leave the room to use the toilet or to leave before your end time. If you leave the venue, you cannot return while the exam is in progress.

5. If you feel unwell or have a problem during the exam

- If you are in the exam room, raise your hand and an invigilator will come to you. If you are in the corridor or toilet, ask a Roving or Senior Invigilator for help.
- Invigilators can provide water, tissues and sanitary products if needed, but they cannot provide medication.
- If the situation is serious, security and emergency services may be contacted.
- If you leave an exam early because you are unwell, you cannot return to that exam or sit it later in the same exam period.

IF YOU ARE ILL BEFORE AN IN-PERSON EXAM

If you have symptoms that may be contagious, stay at home rather than attending an in-person exam and follow the University's [Post Results Assessment Adjustments](#) process as well as contacting your [Student Support Coordinator](#)

It is not possible to sit the exam in an isolated room to avoid spreading an illness, as an invigilator would still need to be in the room with you and you would still be using the same facilities as other candidates.

6. Finishing your Exam and Leaving the Venue

10. You will receive a time warning 10 minutes before the end of your exam. You cannot leave your exam during these final 10 minutes.
11. When the invigilator says time is up, stop writing **immediately**.
12. Close your answer booklet/sheets. **Do not** add anything after the end of the exam.
13. Check that you have completed the required details on the front of every answer booklet/sheet.
14. On any pink answer books, check that your name strip is completed and sealed.
15. Tag all your answer sheets/booklets together as instructed.
16. Leave your exam materials and any borrowed items on your desk as instructed.
17. Collect your belongings and leave the room and venue quietly.

PLEASE KEEP QUIET AFTER THE EXAM

Other students may still be sitting exams nearby. Leave the venue quietly and move away from the building before talking to friends.

7. Remote Unsupervised Digital Exams (formerly known as online exams)

- [Remote Unsupervised Digital Exams](#) were formerly known as Online Written Exams
- Your School will provide you with information about the exam format, start time and duration.
- Choose a location where you can access a reliable internet connection.
- If you are near campus, University Wi-Fi and in-person IT support may be useful.

- For urgent support during these exams, use the [support information](#) provided by your School.

STUDENT VISA

If you are studying on a Student Visa, all exams must be sat from within the UK during the assessment period.

8. Academic Misconduct, Cheating and AI

The University treats cheating and other academic misconduct seriously. Examples include possessing prohibited notes or devices, copying from another candidate, communicating during an exam, or using unauthorised assistance. Further information can be found on the [Academic Misconduct and Cheating](#) pages on Essentials.

- Do not have prohibited devices or materials with you during an exam.
- Do not communicate with other candidates.
- Do not look at another candidate's work.
- Follow all instructions given by invigilators.
- If you realise you have a prohibited item, tell an invigilator immediately.

USING GENERATIVE AI

Using AI when it is not permitted, or failing to acknowledge it when required, can be treated as academic misconduct.

9. Assessment Adjustments and Support

[Assessment Adjustments](#) — If something has affected or may affect your exam performance, contact your [Student Support Coordinator](#) or the relevant School/Programme support team for guidance. It is your responsibility to submit an EC form where appropriate.

10. Further Information and Contacts

- For timetable questions, contact the Exams Team, examinations@reading.ac.uk your [Support Centre](#) or HBS School Office.
- For online digital exams information, visit [Support for Remote unsupervised digital exams](#) and follow communications from your School.
- For immigration/Student Visa questions, contact the [International Student Advisory Team](#).
- For special arrangements, contact the [Disability Advisory Service](#).
- For Assessment Adjustments guidance, contact your [Student Support Coordinator or relevant School support team](#).