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| **Using Dictionaries in On-Campus Examinations** |
| Unless your School checks dictionaries in the School office, this form must be completed, signed and submitted to your School before each exam period, if you want to use a translation dictionary in your exams. |
| Name Student Number Programme  |
| You are allowed to use a print, translation (e.g. Chinese – English) dictionary in your exams if English is not your first language. It must not contain any information except the word in English and the word in the other language – no definitions (explanations about what the word means) are allowed. This means popular dictionaries like the Advanced Learner’s Dictionary, the Longman Dictionary of Contemporary English and some others are not allowed, as they contain definitions. Electronic dictionaries, English dictionaries, Thesauri, and subject-related dictionaries (for example, Dictionary of Economics) are not allowed. If you bring a type of dictionary that is not allowed, you will be reported to the Student Conduct Team under the Code of Student Conduct.You must not bring notes into an exam with you. This includes any notes or annotations inside a dictionary. Please check your dictionary very carefully, especially if you have borrowed it or bought it from another student. You are responsible for any notes found, even if you have not written them yourself. If notes are found in your possession, you will be reported to the Student Conduct Team under the Code of Student Conduct.**Penalties**The usual penalty for having an unapproved type of dictionary is grade H for the exam with a resit capped at the pass mark. The usual penalty for having notes in your possession is grade H with no chance to resit. This could mean you will not qualify for your degree, so please make sure you have checked the rules, and your dictionary, very carefully indeed. |
| **Please read each point carefully and tick the box to confirm you have read and understood it.** |
| I understand that my dictionary must contain word to word translations only and be free of any notes or annotations. | c |
| I understand that dictionaries will be checked in the examination room by the Invigilators.  | c |
| I understand that I will face action under the University’s Code of Student Conduct if my dictionary is not of an approved type or if any notes or annotations are found inside the dictionary or elsewhere.  | c |
| I understand that my failure to read or understand the above rules or to check the dictionary carefully will not be accepted as an excuse for bringing prohibited material into the examination. | c |
| I understand that the penalty imposed as a result may prevent me from completing my degree. | c |
| **DECLARATION:**I have read and understood the above and understand the severity of the penalty likely to be imposed.Signed........................................................................................ Date................................................. |