

Guidance for students who wish to use a translation dictionary in exams

If your first language is not English, you are allowed to bring a **translation** dictionary to your exams. Please note the following information very carefully.

Depending which School you are studying in, you will either have to take your dictionary to the School Office for checking (the day before each exam), or you will have to complete a form (one form for each examination diet). Your School will advise you which method should be used – do not assume, and do not wait until the examination day before asking. You are not allowed to bring any dictionary with you to your exams unless it has been approved by either of these methods.

It is your responsibility to make sure you take the correct type of dictionary.

Dictionaries must:

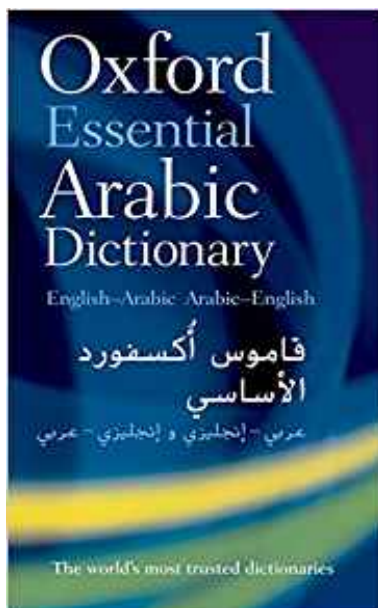
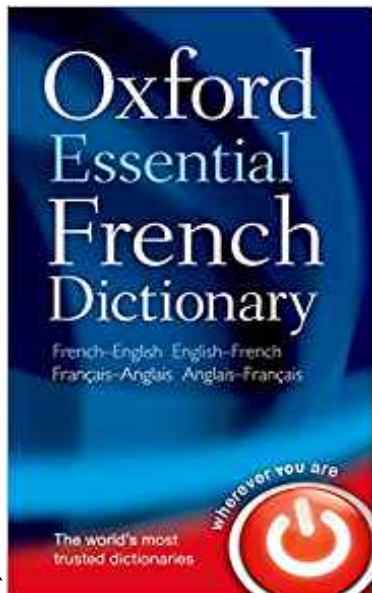
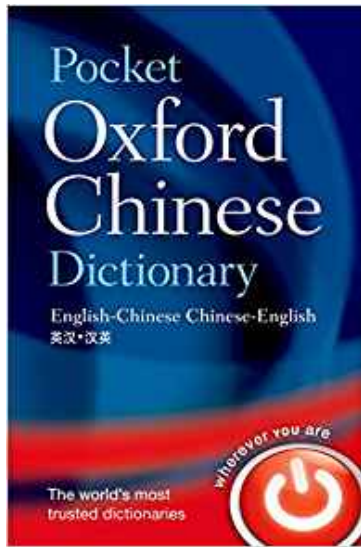
- Be **translation only** dictionaries (eg Chinese-English/English-Chinese, French-English/English-French, German-English/English-German)
- **Not contain anything other than the word in English and the translation of the word into the other language, or the word in your own language and the translation into English.** There must be no definitions (explanations about what the word means) or examples of how to use the word. This means some popular dictionaries such as the Advanced Learner's Dictionary, Longman Dictionary of Contemporary English, and some others, are not allowed. If you are not sure about your dictionary, please check with your School Office
- **Not contain any notes or annotations of any kind.** If you have borrowed a dictionary, or bought one from another student, check it very carefully, as you will be responsible for any notes or annotations found in it, even if you did not write them or know they were there

You are **not allowed** to bring:

- An English dictionary
- A Thesaurus
- A Subject-related dictionary (for example, Dictionary of Economics, Dictionary of Finance, Dictionary of Psychology)
- An electronic dictionary/translator

Dictionaries will be checked by the invigilators in exams and any that are not of an approved type will be removed from you and you may be reported under the Code of Student Conduct for not following examination instructions.

Some examples of approved types of dictionary are shown below.



How dictionaries look inside will help you know if they are allowed.

If it looks like the one below – it is allowed. Note only the word in both languages is given – no other information explaining what the word means.



If it looks like the one below – it is **not** allowed, because the meaning of the word is given.

