**COLLECTIONS IN TEMPORARY HALL - TRINITY TERM 2013**

**NOTICE TO UNDERGRADUATES**

Formal written Collections will be held in the temporary hall to be erected outside the library at 9.30-12.30 and 2.30-5.30 on Friday 19 April and 9.30-12.30 on Saturday 20 April 2013. Your tutors will inform you of the subject(s) of your paper(s) and of the session(s), which you should attend. The Tuition Office will send a final timetable in the afternoon on Thursday 18 April.

Please observe the following arrangements:

1. Come to the temporary hall 10-15 minutes before 9.30 am or 2.30 pm, as the case may be.

2. Collect your question paper from the High Table area and writing paper from the tables.

3. You may sit where you will at an appropriate distance from your neighbours.

4. Ensure that your name and title of the paper is written clearly at the head of your script.

5. When you have finished your paper, or when the invigilator tells you to stop, fasten your scripts together with the treasury tags provided and deposit them in the appropriate envelope on the High Table.

6. Apart from the dress code, the same rules will apply as for University examinations, and these rules will be strictly enforced. In particular:

(a) **You may not bring bags, books or notes** (except that data books may be allowed in some subjects - your tutor will inform you if this is the case). Carry pens, calculators etc by hand or in a small pencil case. Please do not bring large bags as there is nowhere secure to leave them.

(b) No food or drink will be allowed in the temporary hall during the examination.

(c) You may not leave in the first 30 minutes of the examination, nor enter after the first 30 minutes.

(d) If you wish to leave briefly (e.g. to visit the toilet), raise your hand and ask an invigilator for permission. Only one person will be permitted to leave at a time.

(e) You may not talk, other than to ask the invigilator a question.

Any breach of these rules will be reported to the Senior Tutor, who will take disciplinary action.

7. Book prizes may be awarded for outstanding performance in Collections on the recommendation of subject tutors.

Dr M.S. Griffith

Senior Tutor

February 2013