

All registered students whose first language is not English will be permitted to use a standard, un-annotated and unmarked dictionary during their examinations unless the question paper rubric specifically prohibits their use. This may be either solely English-based or cover English and the student’s first language.

Please complete the form in full, please note by signing this form that you are adhering to the Terms and Conditions of the permission of the use of a dictionary in an exam.

NB. This approval letter can only be used for the named person and dictionary below.

Name:		Student ID Number:	
Degree Programme:		Year of Study:	
Dictionary Title:			

Please ensure that all notes, highlighted areas or page markers have been removed from your dictionary prior to your examinations. If you are found to be in possession of a dictionary containing any notes during an examination you will be dealt with under the University Examinations Irregularity Procedures. These allow for severe penalties to be imposed, including withdrawal from your course and expulsion from the university.

I confirm that I accept the Terms and Conditions as laid out below.

Student Signature _____ Date _____

FAO The Senior Invigilator

Only dictionaries prescribed above are permitted for use in examinations. Please confiscate any dictionary in breach of any of the conditions below and submit the dictionary along with the completed Examination Irregularity Report Form and the script.

Terms and Conditions

1. Technical, annotated or electronic dictionaries will not be permitted.
2. Dictionaries must be conventional only
3. Technical, encyclopaedic or electronic dictionaries are not permitted.
4. Dictionaries must not contain any additional material, such as a thesaurus, synonyms, images, graphs, lists of countries, or measurements
5. All dictionaries must be ‘clean’ meaning there should be no hand written notes, highlighted areas or page markers of any kind.
6. Use of a dictionary does not cover language examinations, except where the dictionary is being used as an intermediate step for example it would be permissible for a native French speaker completing a Spanish examination to use a French/English dictionary.
7. Dictionaries cannot be used during exams where the question paper specifically forbids their use.
8. Failure to produce the letter during an examination sitting may constitute an Examination Irregularity.