

Request to use a bilingual dictionary in examinations

1. Requirements and checks

- **Student need.** The use of bilingual dictionaries in exams is for students who need a dictionary to fully understand the English in which a paper is written and/or to articulate their answers. Therefore for each exam an academic familiar with the student, normally the module tutor, is asked to confirm that the student has such a need.
- **Type of dictionary.** Dictionaries to be used in exams must only translate. They must not have encyclopaedic information, i.e. explanatory information beyond the translation of the source word and the minimal etymological information commonly provided. Dictionaries must be in paper form; **electronic dictionaries are not permitted.**
- **No annotations – “clean” dictionary.** Dictionaries with any annotations other than the student’s name and contact details, or with any other material enclosed, are not permitted. For each exam the student needs to present the dictionary to an invigilator in time for the invigilator to carry out a check for annotations or inserted material. The start of the exam will not be delayed to allow the check to be completed.
- **Cheating – dictionary not approved.** If a student has at the exam desk a dictionary that has not been checked and approved for the particular exam, with confirmations recorded on a completed form, this is an assessment offence and the penalties specified for Academic Misconduct are applicable.

2. Before the exam period the student should (in the order below):

(In the General section of the form)

- fill in Parts A (student details), Part B (dictionary details) and Part C (Declaration)

(In the Exam section of the form)

- for each exam, fill in Part 1 (module and exam details)
- for each exam, ask the appropriate academic, normally the student’s module tutor, to complete Part 2 (confirming the student’s need for a bilingual dictionary in the exam). The student should allow plenty of time to arrange approval by each tutor.

3. In the exam room before each exam, the student should:

- present the dictionary and form to an invigilator for checking. (If the dictionary is free of annotations or inserted material the invigilator will confirm this by signing Part 3 of the relevant exam section then return the dictionary (and form) to the student for use in the exam. If the dictionary presented contains annotations or enclosures, the invigilator will enter Not Approved in the relevant exam’s Part 3, retain the dictionary and form during the exam and return them to the student after the exam. The student retains the dictionary after the exam.

NB. The student should bring the dictionary (and the form) to each exam for which the tutor has confirmed it is required, and present it each time to an invigilator to check that it is still free of annotations or enclosures.

4. General section

Parts A, B, and C need completing – by the student - just once per exam period.

Part A: Student details			
Surname		Forenames	
ID number			
Course			
Part B: Dictionary description			
Dictionary title in full			
Publisher			
Date published			
Part C: Declaration			
I confirm that the dictionary is only a translating dictionary which does not include encyclopaedic information, and that there are no annotations other than my name and contact details.			
Name			
Signature		Date	

5. Exam section *(continued overleaf)*

Parts 1,2 and 3 need to be completed **for each exam** at which the student wishes to use the dictionary. If for use at more than 4 exams, continue on a copy of the page overleaf.

Part 1: Module & exam details - For completion by student			
Module code		Module title	
Date of exam		Time of exam	
Venue		Special Exam Arrangement	Yes / No <i>(please circle)</i>
Part 2: Dictionary requirement confirmation - For completion by a member of academic academic staff who knows the student, normally the module tutor			
I confirm that it is appropriate for this student to use a bilingual dictionary during this exam.			
Name			
Signature		Date	
Part 3: Clean dictionary confirmation - For completion by exam invigilator			
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details.			
Name			
Signature		Date	

Part 1: Module & exam details - For completion by student			
Module code		Module title	
Date of exam		Time of exam	
Venue		Special Exam Arrangement	Yes / No (<i>please circle</i>)
Part 2: Dictionary requirement confirmation - For completion by a member of academic academic staff who knows the student, normally the module tutor			
I confirm that it is appropriate for this student to use a bilingual dictionary during this exam.			
Name			
Signature		Date	
Part 3: Clean dictionary confirmation - For completion by exam invigilator			
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details.			
Name			
Signature		Date	

Part 1: Module & exam details - For completion by student			
Module code		Module title	
Date of exam		Time of exam	
Venue		Special Exam Arrangement	Yes / No (<i>please circle</i>)
Part 2: Dictionary requirement confirmation - For completion by a member of academic academic staff who knows the student, normally the module tutor			
I confirm that it is appropriate for this student to use a bilingual dictionary during this exam.			
Name			
Signature		Date	
Part 3: Clean dictionary confirmation - For completion by exam invigilator			
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details.			
Name			
Signature		Date	

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Module code		Module title	
Date of exam		Time of exam	
Venue		Special Exam Arrangement	Yes / No (<i>please circle</i>)
Part 2: Dictionary requirement confirmation - For completion by a member of academic academic staff who knows the student, normally the module tutor			
I confirm that it is appropriate for this student to use a bilingual dictionary during this exam.			
Name			
Signature		Date	
Part 3: Clean dictionary confirmation - For completion by exam invigilator			
I confirm that at the start of the exam there are no annotations or other inserted material other than the student's name and contact details.			
Name			
Signature		Date	