

Use of English Translation Dictionary in Exams

1. Dictionaries are not supplied by NCI, you need to provide your own.
2. Please submit your dictionary to the Exams Office (within the Student Services Office on the ground floor) at least two working days in advance of your first exam. Please ensure that your name, student number and course are clearly labelled on the inside cover of your dictionary (please insert a page with this information if you have borrowed the dictionary from the library).
3. Aside from your personal details there should be **no** hand writing/notes within the dictionary.
4. Dictionaries cannot be shared in an exam.
5. 'Word to word' dictionaries only (i.e. not to include expanded descriptions/sentences/business phrase dictionary or thesaurus).
6. At the start of each exam please mention to an exam invigilator that you have submitted a dictionary for use – they will call to the Exams Office to collect this on your behalf. If you have any more exams please hand your dictionary back up to the exam invigilator at the end. At the end of your last exam please take your dictionary with you.