

INSTRUCTIONS TO SUB-EXAMINERS

APPOINTED TO CONDUCT

LOCAL EXAMINATIONS.

1. Each Sub-Examiner is expected to be at the post assigned to him sufficiently long before the commencement of the Examination, to be able to inspect the arrangements made for the accommodation of Candidates, and to make any alteration which may seem to him necessary. The essential point to be secured is the placing of Candidates in such a manner that they shall be at a distance from each other which shall preclude the possibility of copying, and that every individual shall be under the eye of the Sub-Examiner.
2. The Sub-Examiner is authorized to admit all Candidates who have given to the Registrar the proper Notice of their intention to present themselves, and is expected to examine for himself the Certificates of Age or Character (as the case may be) which Candidates are required by the Regulations to have produced, and which will be forwarded by the Registrar.
3. The Sub-Examiner is required to see that each Candidate enters in the Register-sheet, immediately after one of the numbers already entered in the first column of that sheet, his *full* Name, without abbreviation; his usual Place of Abode (*i.e.* that which he considers his *home*); his Age; the College, School, or other Institution in which, or the Teacher under whom, he may have received his preparatory Education; and the Place of his Birth. The Sub-Examiner will insert the description of the Candidate's Certificate, which he will then return to the Candidate.
4. Each Candidate from whom a Fee is required by the Regulations will pay the same to the Sub-Examiner; the Sub-Examiner will be accountable for the Fee to the Registrar of the University. The Sub-Examiner will, upon payment of the Fee, deliver to the Candidate a Card of Admission, after writing thereon the *Number* which (after compliance with Instruction 3) stands opposite the Candidate's name on the Register-sheet.