

Student Guidance for Examinations

General Regulations and Guidance

Smoking or vaping are not permitted in any examination venue.

Students are permitted into the examination room up to 30 minutes before the published start time once the Invigilator has given the all clear to do so. Upon entering, they must go straight to their allocated desk.

There will be no cloakroom or storage space for bags and coats in the examination venues. This is to restrict large gatherings in an enclosed space and ensure a clean environment. Students can place their coats on the back of their chair in the exam room but they should have no images or writing on them. We recommend that students do not bring a bag with them, if they do they must be left along the corridor outside the examination room at your own risk.

Mobile phones and smart watches are not allowed in the examination room. If possible we recommend that mobile phones and smart watches are left at home. It will be deemed an academic

offence if a phone or smart watch is found on your person in the examination. Phones can cause major disruption when they ring in bags or coats outside the examination room. If you must bring your phone please ensure it is set to silent prior to entering the examination room.

No revision, lecture, seminar or any other notes or spare paper, either blank or lined are permitted to be brought into the examination room.

Covid Testing

Any student feeling unwell the night before or morning of their scheduled examinations should take a Lateral Flow Test.

In the event that a student tests positive, they must take the following action :

- Contact the HE Exams Team and advise them that you will not be able to attend the exam heexaminations@southessex.ac.uk with a photo of the positive test on a piece of paper with the date and your name hand written
- Complete an Extenuating Circumstance form. Please see the Extenuating Circumstances guidance and form published under University of East Anglia on our [HE Policies and Procedures](#) webpage for more information.
and submit it along with the photo of the positive test as evidence to heextcircs@southessex.ac.uk

Wearing of Masks

You are welcome to wear a mask should you wish to, this will need to be plain in colour with no patterns or writing on them.

Students should bring the following:

- Your College Student ID card. (Your candidate number for examination purposes is your student ID number. If you have lost or mislaid your College ID you must obtain a replacement card from the Reception at Luker Road, in good time before your examination)
- Suitable pen or pens.
- Pens, pencils and all stationery should be brought in a clear plastic bag or clear pencil case.
- A drink in a clear bottle with any labels removed

During the Exam

If you need attention, please remain seated and raise your hand to get the attention of an invigilator. Wait for the invigilator to indicate to you that you can approach them at the front of the room with your request or query.

Please make any notes in your answer booklet and cross out any work which you do not wish to be marked. Do not remove any pages from the answer booklets. Additional answer booklets are available should you need them.

Read the instructions on the examination question paper carefully and complete your answers in pen, not in pencil. Spare stationery will be available should you require it.

If you have a query about a question, please note your query in the answer booklet before you begin to answer the question. Queries will not be resolved during the examination.

Students arriving late are permitted to enter the examination room up to 30 minutes after the **scheduled (published)** start time of the examination, not the actual start time. Any Arrival after this will not be permitted entry and deemed as non-attendance. An Extenuating Circumstance Form can be submitted for genuine reasons with evidence.

Additional Information

Please plan your travel in advance, make sure you check with your travel provider before traveling to college for latest timetables.

In the event you are unable to attend the examination due to medical reasons, and emergency or unforeseen event Contact the HE Exams Team and advise them that you will not be able to attend the exam heexaminations@southessex.ac.uk

You will need to complete an Extenuating Circumstance form and submit it along with the required evidence to heextcircs@southessex.ac.uk . Please see the Extenuating Circumstances guidance and form published under University of East Anglia on our [HE Policies and Procedures](#) webpage for more information.

Any student found with prohibited items on their person during the exam, or found to be cheating in any way must stay until the end of the exam for a formal interview with the Higher Education Examinations and Assessments Officer.