

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.

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, 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. With the exception of Open Book Examinations.

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 stationery as advised by your tutor. This may include:
 - Pens
 - Pencils
 - Ruler
 - Eraser
 - Scientific calculator
- Stationery should be brought in a clear plastic bag or clear pencil case
- Drinking water in a clear, unlabelled bottle.

DURING THE EXAM

If you require assistance, remain seated and raise your hand. An invigilator will attend to you as soon as possible.

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 believe there may be an error or issue with a question, record your concern in your answer booklet. Examination questions cannot normally be clarified during the assessment.

Students arriving late are permitted to enter the examination room up to 30 minutes after the 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.

EXAM ACCESS ARRANGEMENTS

Exam access arrangements are intended to support students with long-term disabilities, medical conditions, or learning differences. This can be by way of 25% extra time, rest breaks, use of a computer, separate room, specialist equipment, or other adjustments.

Applications must be applied for in advance. For the application form and applications deadlines please speak to your Programme Lead, HE Support or view the APPLICATION FOR EXAM ACCESS ARRANGEMENTS 2026 – 27 FOR STUDENTS STUDYING HIGHER EDUCATION PROGRAMMES form available on our website [HE Exams](#) page.

EXTENUATING CIRCUMSTANCES

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.

CONDUCT OF UNIVERSITY CENTRE SOUTH ESSEX ASSESSMENTS

All students are expected to read the Rules for the Conduct of University Centre South Essex Assessments, prior t their assessments. This is available on our website [HE Exams](#) page.

ADDITIONAL INFORMATION

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