

# EXAMINATION GUIDANCE FOR CANDIDATES



## ARE YOUR PERSONAL DETAILS INCORRECT

### IF YOU KNOW YOU ARE RUNNING LATE

or for any reason you have decided not to sit an exam...



**Tell the Student Data Team**  
**01473 382288**

## ABSENCE FROM EXAMINATIONS



If you are absent due to illness, bereavement or another valid reason tell the Student Data Team - [studentdatateam@suffolk.ac.uk](mailto:studentdatateam@suffolk.ac.uk) or 01473 382288 and supply a medical certificate within three days of the examination

## EXAMINATION CLASHES

If you're due to take two exams at the same time, you will sit one after the other, if you have multiple examination clashes you will be contacted. If you have any questions contact the Student Data Team.



## EXAMINATION SUPPORT



If you require support for your examinations e.g. extra time, readers, scribe or a laptop, please notify your tutor or the Student Support Team at [support@suffolk.ac.uk](mailto:support@suffolk.ac.uk) or 01473 382738 as soon as possible. You will be required to provide supporting evidence.



Suffolk  
New  
College

## EXAMINATION EQUIPMENT

- Face masks CAN be worn during the exam however are NOT mandatory
- Writing equipment: Black Pen, Pencil, Rubber
- Mathematical equipment: Ruler, Protractor, Compass, Scientific Calculator without case
- Special equipment: Reference texts or anything specified by your tutor
- Bags and coats must be left in the cloakrooms provide at registration
- Drink bottles MUST be transparent and MUST have the label removed
- Sweets MUST be in clear wrappers

## PROHIBITED ITEMS



- ALL watches are prohibited
- Mobile phones
- Pencil Cases that are not clear
- Calculator Cases
- Tipex
- Headwear unless previously agreed
- Food or drink (other than listed above)

If you do have any equipment that falls into these categories with you when you enter the exam room, they must be switched off completely (putting these devices on silent is not acceptable) and placed in the plastic wallets provided by the invigilators. Failure to do so will result in severe penalties.

## MALPRACTICE

Please be aware that malpractice could lead to disqualification, see the official regulations on the link at the bottom of this page. We strongly advise you to make yourself familiar with these to avoid any issues relating to malpractice.

**Student Data Team 01473 382288**  
**[studentdatateam@suffolk.ac.uk](mailto:studentdatateam@suffolk.ac.uk)**

## WHY NOT BOOST YOUR ENERGY LEVEL & BRAIN POWER

*Come to the Atrium between 8.00am - 8.30am*

# FREE PRE-EXAM BREAKFAST SNACK

SAUSAGE ROLL OR HASH BROWN BAP,  
FRUIT AND A BOTTLE OF WATER

Further information for candidates can be found at [www.suffolk.ac.uk/exams](http://www.suffolk.ac.uk/exams)