

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 or 01473 382288 and supply a medical certificate within three days of the examination

EXAMINATION CLASHES

If you are due to take two exams for the same subject, 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 or 01473 382738 as soon as possible. You will be required to provide supporting evidence.



Suffolk
New
College

EXAMINATION EQUIPMENT

- We recommend face masks are worn during the exam, however these 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 provided at registration
- Drink bottles MUST have the label removed
- Sweets MUST be in clear wrappers

PROHIBITED ITEMS

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



We strongly advise that you do not bring your mobile phone, MP3 or MP4 players, Smart watches or any product with an electronic communication/ storage device or digital facility. 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. ALL watches are prohibited from examinations.

MALPRACTICE

Please be aware that malpractice could lead to disqualification, see the official regulations overleaf. 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

Further information for candidates can be found at:
<https://www.suffolk.ac.uk/exams>