UNIVERSITY EXAMINATIONS MAY & JUNE 2017
Canterbury & Medway Campus

NOTES FOR CANDIDATES

General Information

The summer exam period starts on Monday 8 May and will run until 16 June. All formal University examinations are run by the examinations team, whose job it is to ensure the academic integrity of the examinations through enforcement of examination regulations, and to provide a comfortable and conducive space for all candidates.

This document has been put together by our experienced team and is designed to highlight those things that you really need to remember, in order for your examination experience to go as well as it can. We realise how potentially stressful examinations can be; there are lots of things that you are expected to do and to know, and things that are prohibited. Please take some time to read this document carefully and familiarise yourself with what to expect.

BEFORE THE EXAM

FIRSTLY PLEASE NOTE!

<table>
<thead>
<tr>
<th>MOBILE PHONES,</th>
<th>SMART WATCHES</th>
<th>AND ALL OTHER ELECTRONIC DEVICES ARE PROHIBITED FROM ALL EXAM VENUES</th>
</tr>
</thead>
</table>

All electronic devices are prohibited from exam venues. Any device brought into an exam venue will be reported to your school.
1. **Exam Venues and Bag Room** *subject to change

**Bags are NOT ALLOWED in examination venues**
You can leave your personal belongings in our designated bag room if you wish. Please refer to the tables below:

**Canterbury**

<table>
<thead>
<tr>
<th>Exam Venue</th>
<th>Bag Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Centre Main Hall</td>
<td>Keynes Seminar Room 7</td>
</tr>
<tr>
<td>Sports Centre Small Hall 2</td>
<td></td>
</tr>
<tr>
<td>Sports Centre Small Hall 3</td>
<td></td>
</tr>
<tr>
<td>Eliot Main Hall</td>
<td></td>
</tr>
<tr>
<td>Darwin Conference Suite</td>
<td>Keynes Seminar Room 7</td>
</tr>
<tr>
<td>Keynes Seminar Rooms</td>
<td>Keynes Seminar Room 7</td>
</tr>
<tr>
<td>KSA1 PC Room</td>
<td></td>
</tr>
<tr>
<td>Cornwallis Seminar Rooms</td>
<td>Take to venue</td>
</tr>
</tbody>
</table>

**Medway**

<table>
<thead>
<tr>
<th>Exam Venue</th>
<th>Bag Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilkington Building</td>
<td>Pilkington Building room 014</td>
</tr>
<tr>
<td>Gillingham Building</td>
<td>Gillingham Building room 2-03</td>
</tr>
<tr>
<td>Dockyard Church</td>
<td>Foyer Entrance</td>
</tr>
<tr>
<td>Sail &amp; Colour Loft</td>
<td>SCL216</td>
</tr>
</tbody>
</table>

**Note:** No bags or any other property may be left at the entrance or environs of the examination venue. Any unattended property will be removed and disposed of. Bins will be provided for the disposal of discarded papers and notes.

Security guards are not allowed to “watch your bag”. If you turn up with a bag or mobile one minute before the exam is due to start, you will have to take it to the bag room. Save yourself some stress – turn up early and leave plenty of time to drop off your bag/phone if you need to. We recommend that you should allow at least 30 minutes to drop off your belongings in the bag room and make your way to the venue.
2. Exam Timetable - Key information: check your timetable!!

Your personalised exam timetable is available on your SDS account under ‘My exams’.

Ensure that you regularly check your personal exam timetable on the Student Data System and that you have the correct dates, venues and times for your exams.

You may be seated in any venue for any exam. Every year there are a small number of students who miss an exam because they misread the date or the time. Don’t let this happen to you!

ON THE DAY

3. Arrival times

Morning exams begin promptly at 9:30am and afternoon exams begin promptly at 2:00pm.

Arrive in good time, to allow you to drop off your bag AND PHONE at the bag room, to visit the toilet, and to find your seat on the seating plan. Bear in mind that all of these things will take time as there are large numbers of candidates all doing the same thing.

You will not be permitted to find your desk and then nip out to use the toilet, use the bag room or get a drink etc. So be prepared!

4. What should I bring to the Examination?

YOU MUST BRING YOUR KENTONE CARD WITH YOU AS IDENTIFICATION.

We check every one of these, in every session. If you have lost yours, then go to the Registry Student Reception and get a replacement.

There are strict rules about what can be brought into an exam.

You should bring:

- Pens, pencils and writing equipment (in a clear pencil case)
- Approved calculator (if you are permitted to use one)
- Any other material permitted for your particular paper (if you are allowed to take anything in, such as a law statute or a case study, then your School will have told you and us in advance).
- Still water in a clear plastic bottle.
5. What am I not allowed to bring to an examination?

- Food of any kind (unless you have a medical condition which requires it AND you have the prior permission of the examinations team).
- Any drink other than water (no cans, red bull, orange juice, coffee etc.)
- Any bottle that is not plastic (no glass)
- Any bottle that is not clear – no coloured or logo’d drinks bottles
- Any bags
- Electronic devices including mobile phones, tablets and smartwatches
- Mascots
- Coats
- Pencil cases unless they are clear and 30cm or less in length

Key point: Bring only what you need for the exam – **nothing else**. You should be able to hold what you need in your hands, without a container of any kind.

6. Seating Plans

In every exam, you will be allocated a particular seat, and you must sit there and nowhere else. The seating is valid for that session only and you will be in a different seat in other sessions. A seating plan for the session will be displayed outside every venue, and candidates’ exam numbers are clipped to the top right hand corner of the desk. Use this to locate where you are required to sit. Seating plans look something like this:

![Seating Plan Image]

The numbers are in ascending order and snake up and down the rows (see above).
Entering the exam room can be daunting, but there is a really easy way to find where to sit. Make a note of which lettered column your seat is on from the seating plan (A, B, C etc), and then simply find that column (the letters are reproduced on the far wall of the room) and walk up the length until you locate your exam number on the square clipped to the table.

The University operates an anonymous marking policy and so only numbers are used to identify you, not your name. Your exam number must be written on all your exam scripts (Do not write your name), and can be found on your KENTOne card in red:

In the unlikely event that your exam number does not appear on the seating plan, you will need to find an invigilator who will assist you. Invigilators will be wearing ID badges, so should be easily identifiable.

7. Inside the Exam Room

As soon as you enter the exam room, you are under exam conditions until you have finished the exam and left the room. What this means is:

- You must not talk to other candidates or communicate with them in any way
- You must not read the question paper, or write anything, until you are instructed to
- You are not permitted to leave the room unaccompanied
- Mobile phones, bags and electronic equipment are PROHIBITED.

8. Clothing

We can’t control the weather, and conditions can vary significantly between venues and sessions, so please be prepared to dress appropriately. You should not require a coat, but you are advised to wear layers which can be added or removed according to the prevailing temperature.
9. Calculators

If your examination permits the use of a calculator, then it is your responsibility to ensure that you bring a functional, approved non-programmable calculator to the session with you. The exams team do not have any spare calculators to lend you, and you will not be allowed to retrieve it from your bag once you have entered the exam room.

10. Invigilators

The role of the exams team, including the invigilators, is to provide a safe and comfortable environment for you to complete your examination, and to ensure that exam conditions are strictly observed. If you have any queries you should raise your hand and an invigilator will come to you.

Invigilators will not answer questions you have about the paper, including interpreting words or questions. If you think there is a genuine error on a paper, notify an invigilator and we will refer it to the relevant person.

If you really have to leave the room during your examination, then you will be supervised by an invigilator at all times, including in the toilet area.

11. Announcements

A series of announcements will be played at the start of every examination, to remind you of what is expected of you. Please listen carefully to these.

12. Cheating in Examinations

Unfortunately each year some candidates breach regulations by bringing in unauthorised materials or cheating in some other way. Cheating is taken very seriously by the University. Our invigilators will be watching for suspicious behaviour of any kind and anyone caught cheating in an exam will be reported to the Board of Examiners.

13. Students with Adapted Arrangements

If you have an individual learning plan which requires adapted examination arrangements (extra time/scribe etc), these will be put in place by the exams team. Your personalised timetable on SDS will detail the venues applicable to you. Please note your extra time will not be included in your timetable, you will need to view your ILP to check this.
SUMMARY

MOBILE PHONES, SMART WATCHES AND ALL OTHER ELECTRONIC DEVICES ARE PROHIBITED FROM ALL EXAM VENUES

ANY DEVICE BROUGHT INTO AN EXAM VENUE WILL BE REPORTED TO YOUR SCHOOL

• Double and triple check the date and time of your examination

• Bring your KENTOne card

• DON’T bring your phone or your bag

• Arrive with at least 30 minutes to spare

• Make sure you have a working calculator if you are permitted one

• Familiarise yourself with permitted extra materials for your paper and bring them with you. The exams team do not have spare calculators, statutes or textbooks!

• Visit the toilet before you go into the exam room. Although invigilators will accompany you to the toilet if you need to go during an exam, you may have to wait until someone is free to take you.

• Dress appropriately – exam rooms can go from very cold to very warm and back again.

• DON’T attempt to cheat

Finally, the team would like to wish you all good luck in your examinations!