



Union
Theological
College

Exam Guidance

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Exam Guidance

This document provides information about exams, including details about attendance, what to bring and not bring to exams, and conduct during exams.

Before the exam

- The Exam schedule will be emailed to students and also displayed on College noticeboards.
- Students will be allocated seats for the exam. These will be identified by the student's name and student number.
- If you are aware of any error on your exam timetable, please contact the College administration as soon as possible.
- If you are too unwell or otherwise unable to sit your exam, please contact College administration immediately for further advice regarding extenuating circumstances.
- It is your responsibility to arrive in good time for your exam. Students shall not be permitted to enter the hall later than 15 minutes after the start of the examination. However, the Chief Invigilator may dispense with this rule where they are satisfied with the explanation given for the late arrival and where they are satisfied that there has been no opportunity for communication with any students who have already left the hall.
- Access to the examination room will be from 15 minutes before the start of the exam. If you arrive before that time, you will be asked to wait outside the room.
- Please notify the College Administration ahead of the exam if you require any items such as Insulin syringes/supplies, Asthma inhalers, Epi-pen.

Key things to bring to the exam

- Bring your student ID. If you do not bring your student ID you may not be permitted to sit the exam.
 - o If your Student ID is lost, stolen or destroyed you should inform the College Administration as soon as possible.
- Bring a bottle of water in a clear or reusable bottle (e.g. no label).
- Please leave expensive electronic devices at home. Smart watches and ear buds are not permitted in Examination Rooms. Students wearing smart watches will be asked to remove them. Please wear a standard watch and make use of the clocks displayed in the venue.
- Your bag will be stored at the back of the Examination Room. Mobile phones **must** be turned off and stored in your bag. Mobile phones should not be on your person during the exam.
- Please only write on your exam script in **Black Ink**. Bring any equipment you will need in a clear bag/pencil case.

During the exam

- The exam desks will be laid out with student name and number in the corner, so you should be able to find your assigned seat. The desk will have your exam paper and script booklets. If anything is missing from the desk, or you have an exam paper that you were not expecting, raise your hand to attract the attention of an invigilator.
- Please only write on your exam script in **Black Ink**.

- Please ensure that the answers on your script are legible. A mark of zero can be considered by the Programme Examination Board if the script is considered to be illegible.
- Please only write your student number on your exam script. Your name should not be written on the script.
- If you have a question regarding the exam paper please raise your hand and an invigilator will come to you. The invigilator will help you if you have a question about the exam paper.
- Please listen carefully to the invigilator's instructions, they will give you any specific instructions relating to your Examination paper. The invigilator will give you updates on the instructions for the exams before the exam starts. The invigilator will also give you regular updates on how much time you have left to complete the examination.
- Students shall not be allowed to leave the examination hall before 15 minutes have elapsed from the start of the examination or within 15 minutes of its conclusion except in case of illness or other necessity. Senior invigilators may re-admit students who have left the examination hall if they are satisfied that there has been no communication with any unauthorised person.
- If you need to leave the exam due to illness you may return to the exam once within the remaining exam duration if you feel better and wish to do so, but if you need to leave a second time you will not be able to continue the exam. If you are unable to complete an exam due to illness, the College Administration will be able to advise on next steps.
- Invigilators will collect scripts from candidates at their desks, please wait patiently until that process is completed and you are instructed to leave by the invigilator.

More Information

If you require further information or have any questions about the exam process, please contact the College Administration (admin@union.ac.uk).

If you require further information or have any questions regarding the module being assessed, please contact your Module Coordinator.