



GUIDANCE FOR EXAM CANDIDATES

East Park Terrace

Version: 1.0

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Created: October 2024

Review date: August 2025

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Purpose

This document has been created to provide candidates sitting exams at Southampton Solent University with clear guidance on exam procedures, policy, and expectations, as well as answering some frequently asked questions.

This document has been split into sections to help you find the information that you need. A separate document has been created for those candidates sitting exams within the Warsash Maritime School as Deck/Engine Cadets and Seniors.

The Exams Team are contactable by email: exams@solent.ac.uk

Your Exam Timetable

Exam timetables are circulated in several ways. At least one month prior to an exam period, your exam sessions will be published on to your personal timetable that you will be able to view via the Timetabling App.

N.B. Only the main exam venue will appear on personal timetables. If you are scheduled to use an additional support venue, you will receive a separate email confirming your venue.

Alongside your personal timetable, a copy of the full exam timetable, will be circulated on the Student Portal.

Resit Timetables

As fewer candidates sit exams in the July resit week, timetables are circulated in a slightly different way. An email is sent via SOL with a link to the full exam timetable. No exams are published on personal timetables for resit weeks.

Additional Support

For candidates who are entitled to additional support for their exams, an individual email will be sent to you at least one month prior to an exam period. This email will confirm the support that you are entitled to along with your exam details and venue.

It may be the case that you are accommodated in a separate/smaller venue, so it is important that you check the details that are sent to you by the Exams Team to ensure that you attend the correct venue.

To help us utilise our resources effectively, we ask candidates to please let us know if there is any part of your additional support provision that you do not wish to use for an upcoming exam period. This will not affect your ability to use this support at a later date, but it will allow us to utilise room space more efficiently.

Please note, we can only provide support for candidates who have a Support Plan in place with the Disability Advice Team. Please get in touch with the team (disability@solent.ac.uk) if you have any questions regarding support with your learning and assessments.

Trailing Unit Students

Any candidates who are required to sit an exam as part of a trailing unit will receive an individual email from the Exams Team with the details and venue for their exam. If you are expecting to sit an exam as part of a trailing unit and have not received an email, please contact the Exams Team prior to the start of the exam period.

On the Day of Your Exam

Candidates are expected to arrive at least 20 minutes before the start of the exam. It is important that everyone is seated and ready before the exam start time.

You must arrive with everything that you need for your exam. Your lecturer will have briefed you prior to the exam about any specialised stationery that you will need to bring with you. You will not be able to borrow equipment from other candidates, and the Exams Team may not be able to supply you with specialist stationery, so it is important that you come to your exam prepared. As a minimum, you should bring the following with you:

- A clear pencil case containing any items of stationery required for your exam.
- A bottle of drink. The bottle should not have any labels or writing on it.
- Student ID or another form of photographic ID (e.g. Passport / Driving Licence).
- A calculator (if applicable and listed as a resource on the front of the exam paper).

N.B. Unless otherwise stated, all calculators must be non-programmable and not have a graph-making function. Calculator cases, instructions leaflets, and formulae printed on the lid or cover of a calculator, or similar material, must be removed and not be in your possession during the examination.

ID will be checked by the invigilators during the exam to verify your identity. It is, therefore, important that you bring a form of ID with you.

The Exam Hall can become quite cool in the winter and warm in the summer. Please consider your clothing and the weather on the day of your exam.

Prior to the start of the exam, the Chief Invigilator will read out a series of instructions explaining how the exam will run and the expectations of candidates (see Appendix A).

Electronic Equipment

You must ensure that all electronic equipment, such as mobile phones, smart watches, headphones, and electronic devices with internet or storage capabilities, are switched off and placed in your bag. Anyone found with these devices on their person will be reported for Academic Misconduct.

Prohibited Items in the Exam Hall

Candidates are not permitted to have the following in their possession in the Exam Hall:

- Mobile phones / smart watches / headphones / electronic devices with internet or storage capabilities. These should be switched off and placed in your bag
- Notes that are not classed as authorised for the exam.
- Paper - if paper is required for scrap this will be supplied in the venue.
- Dictionaries - unless the student is an exchange student.
- Hats or head wear, except on religious grounds.
- Glasses cases
- Calculator cases
- Coats - these should be stored with bags at the sides of the room. No coats should be hanging on the backs of chairs.

No exam papers or scrap paper are allowed to be removed from the venue.

Arriving/Leaving

Under no circumstances will a candidate be allowed to enter the exam venue over 30 minutes after the start of the exam. If you arrive over 30 minutes late, you will be denied entry to the exam venue.

Candidates may not leave the venue during the first 30 minutes or the last 15 minutes of the exam. This includes toilet breaks and is to prevent disturbing candidates at the start and end of exams.

If you do finish your exam early, check that you have completed the front of your answer booklet fully and let the invigilator know that you have finished by raising your hand. The invigilator will collect your exam paper and permit you to leave. Please leave the exam hall quickly and quietly, and do not congregate outside the hall as this causes a disruption to those candidates still working.

Extenuating Circumstances

It may be the case that personal circumstances make it difficult for you to attend an exam. This may be because of illness, bereavement, or family emergency. If this is the case, you will need to submit an Extenuating Circumstances (EC) application, so your missed exam does not count as an attempt on your academic record.

Information regarding EC and how to make an application can be found here: <https://students.solent.ac.uk/studying/attendance-monitoring/extenuating-circumstances>

It is important to note that if you sit an exam then you have designated yourself as 'fit-to-sit,' and you will not be able to apply for EC after the exam has taken place. You should, therefore, not sit an exam if you are unwell or unable to complete it as EC will not be granted retroactively.

If you are due to be using an additional support venue and find that you will not be able to attend your exam, please contact the Exams Team by email so your additional support venue can be cancelled.

Please contact the Student Hub (student.hub@solent.ac.uk) if you have any questions or require any guidance with your Extenuating Circumstances application.

Academic Misconduct

The University takes all forms of academic misconduct very seriously.

The practices listed below will automatically constitute academic misconduct in an examination. The list of practices is not exhaustive and does not preclude the University from taking action where other forms of academic misconduct are identified:

- **Plagiarism:** Where a candidate incorporates another person's or body's work by unacknowledged quotation, paraphrase, imitation or other device in any work submitted for assessment in a way which suggests that it is the candidate's original work.
- **Artificial Intelligence (AI) misconduct:** Submitting any assessment which work contains work which has been generated by Artificial Intelligence. AI tools must only be used when the assessment instructions permit its use.
- **Collusion:** Where the candidate/s in the same cohort knowingly allows their work to be viewed by another candidate, in any form, and this work is subsequently incorporated in, or represented as, the work of another candidate; or the collaboration without official approval between two or more candidates in the presentation of work, which is submitted as the work of a single candidate.
- **Falsification:** Defined as the fraudulent creation, alteration or misrepresentation of data, or any other information falsely presented by the candidate as their own work.
- **Replication (self-plagiarism):** Where a candidate submits the same or similar piece of work, or substantial sections of the same work, which has already been submitted for any assessment within the University or elsewhere. Candidates repeating an assessment, module or level are expected to produce new coursework for all assessments except where the referral brief allows candidates to re-work a failed assessment. Candidates will, therefore, be required to attempt a new piece of work where they are referred in an assessment or taking repeat modules.
- The use of unauthorised notes or devices in an examination.
- Obtaining an unauthorised copy of an examination paper.
- Communicating, or trying to communicate, with another candidate or individual during an examination, or attempting to observe or copy another candidate's written and/or electronic examination script.
- Being a party to impersonation in relation to an examination.
- Failure to obtain, or breach of, ethical approval, where this is a requirement of the assessment.
- **Contract Cheating:** defined as commissioning a piece of assessment to be carried out by a third party or knowingly using a commissioned piece of assessment.
- Falsification of an Extenuating Circumstances claim.

Should a candidate be suspected of having committed academic misconduct in an examination, notification of the incident will be submitted to the Student Misconduct, Complaints and Appeals team for their review and action. Should a candidate be found to have committed academic misconduct, their exam attempt will be voided, and a penalty imposed.

Frequently Asked Questions

- *When will the main and resit exam timetables be published?*

The Exams Team endeavours to publish exam timetables with as much notice as possible. Timetables will usually be published no later than one month prior to the start of each exam period. You will be notified when timetables are available. Please note, the July resit exam timetable is released following the publication of results following the June Exam Board, which is sometime around the third/fourth week in June.

All assessment weeks are available to view on the academic calendar at the start of each academic year. This can be accessed on the Student Portal.

- *I have had additional support in previous years, will this support be provided again?*

As long as you have a current and active support plan in place, there is no need to get in touch with the Exams Team as your additional support will be provided for each year of your studies at Southampton Solent.

- *When and how will I receive my exam results?*

The university operates a 20-working-day turnaround for marks and feedback. Your marks will be released to you via SOL. If you have any questions or queries concerning your results, you should contact your module leader in the first instance, followed by Student Registry (student.registry@solent.ac.uk).

- *I have a holiday booked when I have an exam scheduled. Can I ask for my exam to be rearranged?*

No. The dates for exam periods are published in advance of the start of the academic year on the Academic Calendar, and we expect candidates to make sure that they are available to sit an exam at any point during an exam period.

Appendix A - Pre-Examination Announcements

Good morning/afternoon, this is the (exam title/s) examination.

If applicable - There are (2 or more) different exams taking place today, please check that the examination paper in front of you is the correct one.

Please make sure that all mobile phones/smart watches etc. are switched off and left in your bags. Candidates are not permitted to wear headphones of any type; these should be removed.

If you do not have a bag to store your switched off equipment in, then please place them face down underneath your desk.

Make sure that you have your **student card** or **other appropriate photo ID**, and all equipment including *pens/pencils/calculators* that you require for your exam.

Place your student card/ID on the desk so that it is visible to the invigilator. Invigilators must be able to visually identify candidates. Caps, scarves etc. must be removed. With the exception of religious headwear.

Candidates must not have any material about their person that could be construed as an aid in the examination. For example, unauthorized notes, pencil cases which are not transparent, books, papers, mobile phones or other personal electrical equipment (smart watches etc). This will be considered academic misconduct and candidates found with any such material will be subject to the University's academic misconduct procedures.

Please ensure that you check that you have nothing on your person that may be construed as unauthorised for the exam.

Candidates must not communicate with other candidates, either verbally or in writing, for the duration of the exam. Any attempt will be treated as academic misconduct.

Participating in any academic misconduct is not permitted. Any occurrence will be subject to an inquiry with severe consequences if academic misconduct is proved.

Candidates must remain seated at all times - if you wish to attract the invigilator's attention please raise your hand.

Except as a medical requirement, candidates must not have refreshments in the examination venue. Only a bottle of drink is permitted.

Candidates must remain silent at all times.

Candidates may not leave the examination during the first 30 minutes or the last 15 minutes.

In the event of an emergency alarm being sounded please stop writing and remain silent, and wait for the Chief Invigilator to give you instructions.

If candidates do not follow the instructions of the invigilator they will be removed from the examination.

Candidates should read the instructions on the front of the examination paper and answer book carefully.

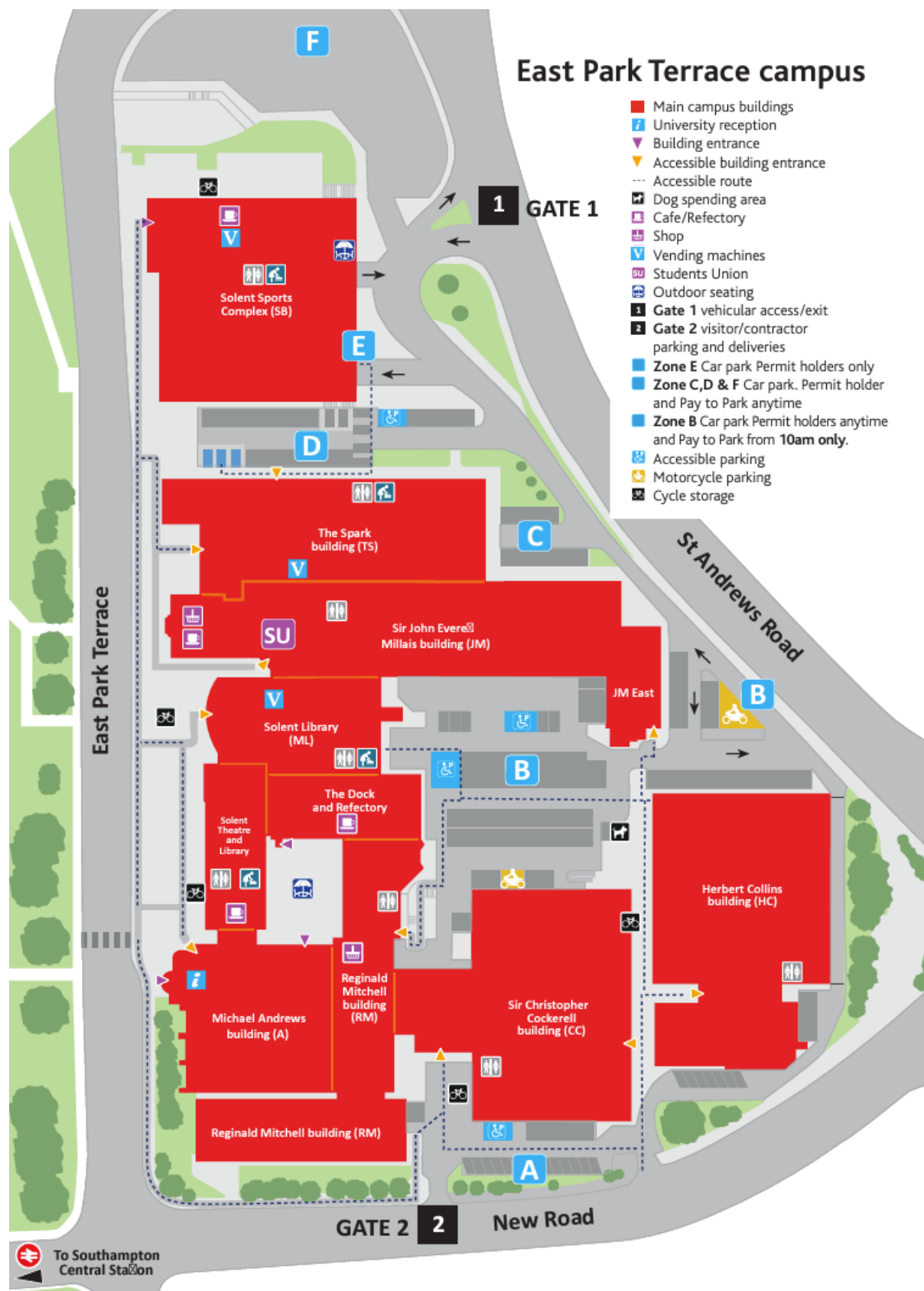
You may start filling in the front cover of the answer book - put your full name on the right-hand edge then fold where indicated and seal the flap by removing the strip to conceal your name. Fill out the other details on the front cover - your student number is on the front of your student card.

You have (duration) hours for this examination.

You will be given a warning 30 minutes before the end of the examination. A further warning will be given 15 minutes before the end, after which time no one must leave the venue.

You are now under exam conditions and will be until the end of the exam; these conditions also apply during any toilet breaks. You may now start. The examination will end at (time).

Appendix B – Campus Map



Appendix C - Map to the Exam Hall

