



Student Guide to Examinations



Autumn Exam Diet 2019

SHSU006 – Tuesday 4th February 2020

All students sitting the SHSU006 exam at the Stirling campus should read this guide carefully before undertaking the exam.

This guide is solely for those students sitting the SHSU006 exam. There will be specific guides for other students sitting exams in the Spring, Summer and Autumn diets.

Table of Contents

1. Introduction.....	3
2. Student Availability	3
3. Publication of the Exam Timetable	3
4. Exam Venues	3
5. Split Exams	3
6. Seating Plans	3
7. Types of Exams.....	4
8. Before an Exam	5
9. Arriving for an exam.....	5
10. Bag Storage Rooms	5
11. Invigilators.....	6
12. Entry to your Exam.....	6
13. During an exam	7
14. Cheating	9
15. Prior to the End of an Exam	10
16. End of an Exam.....	10
17. Exam Adjustments for ARUAA Students	10
18. Emergency Exam Venue Procedures	13
19. Frequently Asked Questions (FAQs).....	14
20. Lost Property.....	16
21. Regulations.....	17
22. Summary	18
23. Useful Contacts	18

1. Introduction

Examinations (exams) form a core element of the University of Stirling's student assessment arrangements. As such, exams are formally arranged and operated and students are required to take exams in line with these formal arrangements.

The purpose of this guide is to provide University of Stirling students with useful information on how exams are organised and run at the University, and to offer answers to frequently asked questions. It has been prepared by the Academic Registry – Timetabling, Exams and Graduation team and if you have any comments on the guide or queries that the guide does not address, please feel free to contact us at ask@stir.ac.uk.

2. Student Availability

As a student, you are required to be available to attend exams on any day (including Saturdays) throughout each of the exam diets.

3. Publication of the Exam Timetable

It is your responsibility to ensure you know the date, location and start time of your exam and arrive at the correct venue on time. Misreading the information provided is not an acceptable reason for a student being absent from an exam or arrive to it late.

For students taking **nursing exams** you should check Canvas in advance of the exam for information on your exam start time and venue location.

4. Exam Venues

A range of venues at the Stirling campus are used for exams and exams can take place at the Cottrell or Pathfoot Buildings.

5. Split Exams

Sometimes it is necessary for the same exam to run at different venues, at the same time. Therefore, some students taking the exam will take the exam at one venue, and others taking the same exam, will be based in another venue. This is referred to as a **SPLIT** venue in the exam timetable. The split is usually done randomly by student number.

If you are sitting an exam which is split across two different exam locations like this, please ensure that you check your email as you will have been contacted with the room in which you will be taking your exam.

6. Seating Plans

With the exception of candidates with an Agreed Record of University Access Adjustments (ARUAA) and those candidates sitting exams in a PC lab all other venues will have a seating plan in operation with candidates emailed their individual desk number for their exam.

You must sit at the desk that you have been allocated. You are not permitted to sit at another candidate's desk.

You will receive an email from the Timetabling Exams and Graduation Team which will detail your exam venue and desk number. If you have not received notification of your exam venue by within five working days of your exam, then please contact the Timetabling, Exams and Graduation Team at ask@stir.ac.uk

7. Types of Exams

Unseen Exams

An unseen exam is an exam where the student does not know what questions are going to be asked and is required to answer questions based upon what they have learned over the course of their academic study.

Seen Exams

A seen exam is one in which the exam paper is pre-released to you, in advance of the exam date. Students therefore have an opportunity to decide which questions to answer, consult lecture notes, lecture handouts, etc. and then plan and draft an answer in advance of the exam. Having prepared an answer, students can then reproduce essentially the same content during the exam.

Open Book Exams

In open book exams, students are permitted to bring books and other materials into the exam, and use these resources during the exam. If you are to have an open book exam, you will be advised of this by your Faculty. Generally the resources you are permitted to bring into the exam should be unmarked, unless specifically stated.

Canvas Exams

Canvas based exams take place in a designated exam venue but will be taken on a PC, via the University's VLE, Canvas.

Multiple Choice Question (MCQ) Exams

In MCQ exams students will usually have to select the correct answer(s) to a given question from a small number of options. Unlike other exams you must mark your answers on the MCQ answer sheet in pencil. If you need to change your answer, rub out your first answer and then mark your new answer.

Audio/Visual Exams

For some film and media exams you may be required to watch a film clip at the start of your written exam. This clip may be played more than once during the exam. Please refer to your module handbook for further information.

Objective Structured Clinical Exams (OSCEs) – Nursing Students

Within a simulated clinical environment a nursing candidate is provided with a scenario involving a patient (patient may be an actor). Clinical decision skills are required to be demonstrated and may involve clinical equipment and recording findings using clinical documentation. Two markers provide a scenario and observe the candidate in order to agree a contemporaneous mark. The OSCE may also be recorded and may be designed to be written.

8. Before an Exam

We would encourage all students to plan ahead for exam days. Make sure you know where your exams will take place, how to get to the venue, the time the exam will begin and your desk number. If you have not been to the exam venue previously, you should work out how you are going to get to your exam and how long it will take.

A map of examination venues at the Stirling campus can be accessed [here](#).

Please take time to organise anything you will require to bring with you to an exam. For example, if your Faculty has advised that you are permitted to bring a calculator or dictionary to an exam, make sure you have these ready well in advance.

Toilet facilities near your exam venue may be limited so make use of facilities elsewhere before you arrive at the venue to avoid being late for the start of the exam.

9. Arriving for an exam

You should arrive at your exam venue at **least twenty minutes before** the start time of your exam.

Please note that if you arrive late for an exam, you will not receive any additional time to take the exam.

10. Bag Storage Rooms

Bags **are not allowed** in exam venues. Therefore you should only bring what is absolutely essential with you to an exam.

There are strict rules about what can be brought into an exam. Items which are permitted to be taken into an exam venue are:

- ✓ Your University of Stirling ID card¹
- ✓ Bottled water in a clear bottle (no labels) of no more than 500ml in size²
- ✓ Calculators³
- ✓ Clear pencil case containing necessary stationery items
- ✓ One switched off mobile/smart phone (only when stored in the clear plastic box provided in the exam).

A small clear plastic box will be provided in the exam venue in which you will be required to store any items which are not permitted to be on your desk during the exam. You will be required to place the plastic box on the floor under your desk for the duration of your exam.

If you choose to bring any additional personal belongings or baggage you will be required to leave your belongings in one of the designated bag storage rooms. It will be necessary for

¹ If you have mislaid your card please visit the Student Services Hub or you can order from the University online shop and get a new one before your exam

² Except where approved by Accessibility & Inclusion Service as part of an ARUAA or for those sports students taking exams off campus due to sporting commitments

³ You will be advised by your Faculty in advance of the exam if calculators are permitted and which ones.

you to 'check in' any baggage into the bag storage room, and then to collect it again after you have completed the exam and left the exam venue. For this exam the bag venue will open at 09:30.

Please note that there may be a queue to check in or collect baggage and so if you decide to bring baggage or other items with you to an exam that you require to have stored, it is essential that you leave plenty of time in advance of the exam start time to check in your items.

Details of the rooms agreed for bag storage will be provided in the e-mail you receive confirming your seat number.

11. Invigilators

An invigilator will be present at all University of Stirling exams. The role of the invigilator is to: manage the running of the exam; provide students taking the exam with information relevant to their taking the exam; oversee student conduct and ensure that cheating does not occur; ensure the exam venue is safe and comfortable.

If you have any queries during an exam, you should raise your hand and an invigilator will come to you.

Invigilators will not answer questions about an exam paper, including interpreting words or questions. However if you think there is a genuine error on an exam paper, you should notify an invigilator immediately.

12. Entry to your Exam

As soon as you enter the exam room you are under 'exam conditions'. This means that you: **must not** talk to other students once you have entered the exam venue; and you **must** abide by the rules and requirements of the exam.

Please listen to the instructions from the invigilator as you enter the venue. There may be more than one exam taking place within an exam venue and it is therefore essential that you sit at the desk that you have been allocated.

Items which are permitted to be brought into an exam venue are noted in section 9 of this guide (page 6).

You will not be permitted entry to an exam venue with any item which is not permitted, except where specific items have been approved by Accessibility & Inclusion Service as part of your ARUAA.

These items include:

- ✗ Bags
- ✗ Devices with internet or storage capabilities on your person
- ✗ Notes (this is classed as unauthorized material)

- ✗ Paper for scrap (answer booklets will be provided by the invigilator for scrap if required)
- ✗ Food or other hot/cold drinks⁴
- ✗ Wearing of any head wear such as hats or scarves⁵
- ✗ Glasses cases/calculator cases
- ✗ Headphones
- ✗ Mascots

Religious headwear

The University of Stirling is committed to equality of opportunity and religious headwear is permitted in exams so long as your identity can be confirmed by an invigilator. Confirmation of identity can take place discreetly and in a private area away from other candidates before the commencement of the exam.

13. During an exam

Once in the exam venue you should sit quietly at your desk. You will be under exam conditions so are not permitted to talk to other students or access unauthorised materials. At the start of the exam the invigilator will make a series of announcements. It is important to listen carefully to everything the invigilator tells you. You will hear these announcements at every exam, but please still listen even if you have heard the information before as the information may be supplemented by instructions that are specific to the exam you are doing and your performance may be impacted if you do not abide by them.

You will be told by the invigilator when you can start the exam. The question paper **MUST NOT** be turned over/accessed (if PC based exam) until this direction is given.

You should:

- ❖ Carefully read the instructions on the front of the question paper before beginning to answer the questions.
- ❖ Complete the attendance sheet form and leave on your desk.
- ❖ Leave your ID card on the desk in the right hand corner where it will be inspected by an invigilator and checked against a list of those eligible to take the exam. This is your proof of identity.
- ❖ Complete the front section of the answer booklet with your student number. Do not write your name as anonymous marking will be in operation.
- ❖ Remember to note your student number on your answer booklet since scripts without a student number will be deemed invalid.

Use of Scrap Paper

Under the University Academic Misconduct Policy scrap paper is not permitted in an exam. If you are wanting to make notes etc. then you should raise your hand and ask an invigilator

⁴ Except on religious or medical grounds (prior approval required for the latter) or for those sports students taking exams off campus due to sporting commitments

⁵ Except on religious or medical grounds (prior approval required for the latter)

for a scrap answer booklet. All rough work must be done in a scrap answer booklet. Work in scrap booklets will not be marked. The scrap booklet must be submitted with your answer booklet.

Use of calculators

If your exam permits the use of a calculator, it is your responsibility to ensure that you bring a functional, approved non-programmable calculator with you. Invigilators do not have any spare calculators to lend you, and you will not be allowed to retrieve a calculator from outside the exam venue once you have entered the venue or borrow one from another candidate.

Use of dictionaries

Dictionaries are not permitted in the exam unless specifically authorised beforehand by the Chief Examiner. If candidates are allowed to use a dictionary the invigilator will check, during your exam, that there is no additional information contained within. Invigilators do not have any spare dictionaries to lend you, and you will not be allowed to retrieve it from your bag once you have entered the exam room or borrow one from another candidate.

Temporarily leaving the exam room during an exam

You should try to remain in the exam venue throughout the entire duration of an exam in order to ensure you use all the available time for the exam paper. In order to minimise disruption, students are not permitted to leave an exam venue during either the first 30 minutes or last 20 minutes of an exam, other than in an emergency or if you become unwell.

Therefore, you will not be permitted to go to a toilet during either the first 30 or last 20 minutes of the exam. If you require to leave the exam venue out with these times to use a toilet then you should:

- ❖ Raise your hand to obtain the attention of an invigilator and request to leave the exam venue to go to the toilet. You may need to wait your turn if other students are in the process of being escorted to the toilet.
- ❖ Follow the instructions of the invigilator/staff member as they escort you to the toilet.
- ❖ Turn your exam paper and answer booklet over before you leave the room, ensuring that no information is visible to others. If your exam is PC based then the invigilator will cover your PC screen before you leave the room.
- ❖ Be aware that an invigilator must satisfy themselves that you have no unauthorised materials or equipment in your possession before you enter the toilet cubicle so you may be asked to empty your pockets first.
- ❖ Note that any time spent out of the exam room will be lost, unless previously agreed with the Accessibility & Inclusion Service.

Leaving the exam early

If you wish to leave the exam before the specified end time of the exam, and before the last 20 minutes of the exam you should raise your hand to attract the attention of an invigilator.

You should remain in your seat until your answer booklet and exam paper has been collected and you have been granted permission by the invigilator to leave the exam. You should leave the venue as quietly as possible, so as not to disturb the other candidates.

Once you have left an examination, you will not be permitted to re-enter the exam venue.

⚠ You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam (statistical tables, data books, etc.)

Illness/disruption during an exam

If you feel unwell during an exam you must inform an invigilator. The invigilator will assist you and will note the circumstances completing the appropriate documentation. You are only expected to see a doctor if medical assistance is required. Unless you have completed a significant part of the paper and want it to stand, you may apply to [defer](#) the exam. In these circumstances the Invigilator Report, completed by the invigilator, serves as the supporting evidence for your deferred exam request.

⚠ A deferred exam application on grounds of incapacity to complete an exam will not be entertained if you have left within the last quarter of the exam. If you leave the exam in the last quarter due to illness the Invigilator Report will be taken into account by the Exam Board.

If you become aware of a distraction or disturbance during an exam, this should be alerted to an invigilator.

14. Cheating

The University of Stirling takes cheating of any form very seriously and there are a range of academic penalties that can be applied to students who are found to have been cheating.

Please be aware that anyone found with unauthorised material in an exam or during a comfort break, will be deemed to have engaged in Academic Misconduct, regardless of whether they were caught using the material. It is the role of the invigilator to monitor student conduct during exams including during any toilet or respite breaks.

Unauthorised material can be any of the following:

- ❖ any electronic devices other than mobile phones, such as iPods, mp3 players, PDAs, internet enabled watches or anything similar that are used during an exam or toilet/respite break;⁶
- ❖ any notes on: paper, drinks bottles, clothing, possessions or bodies;
- ❖ additional unauthorised notes inside dictionaries or in open book material;
- ❖ concealed electronic devices such as mobile phones or smartwatches that are used during an exam or toilet/respite break;
- ❖ calculator instruction booklets.

⁶ Except where approved by Accessibility and Inclusion as part of your ARUAA.

⚠️ Please read and follow the University's Academic Misconduct Policy to ensure that you do not cheat in an exam, intentionally or otherwise.

⚠️ You must note that to make use of unfair means in any exam, or to assist another student to make use of such unfair means, is a University disciplinary offence.

15. Prior to the End of an Exam

An invigilator will announce when you have 10 minutes remaining in your exam.

16. End of an Exam

❖ At the end of the exam you will be told to stop writing by the invigilator. You should stop IMMEDIATELY.

❖ Remain seated until you are told that you may leave the venue.

❖ Ensure that you have completed all the details required on the answer booklet or answer book cover, and have inserted any other material (e.g. graph paper) into the answer booklet.

❖ Wait for your script to be collected while you are seated.

⚠️ You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam (statistical tables, data books, etc.)

⚠️ Out of consideration to other students, you should not cause any noise disruption in the vicinity of exam venues. Do not begin talking until you are well away from all exam venues.

17. Exam Adjustments for ARUAA Students

If you have an ARUAA (Agreed Record of University Access Adjustments) you will have agreed your exam adjustments with the Accessibility & Inclusion Service. You can also check your exam arrangements by logging onto your student portal and clicking on the 'My ARUAA' link. ARUAA students should check exam arrangements before the start of the exam diet to ensure they are correct. No exam arrangements can be changed during the exam diet. By sitting your exam you are confirming that your arrangements have been met.

ARUAA students will receive an email from the Timetabling, Exams and Graduation Team, approximately four days before their exam advising of which venue their exam will be held in. An email will be sent for each exam so students should read the email carefully to ensure they attend the correct venue.

ARUAA students must attend the designated exam venue as agreed in their ARUAA and as communicated by the Timetabling, Exams and Graduation team

If a student wants to change this arrangement as they now wish to sit an exam in the main venue then they must make an appointment to see an Accessibility & Inclusion Adviser first. Only when this request has been approved by Accessibility & Inclusion will a student be permitted to sit in the main venue, but only with effect from the next exam diet.

⚠ Students sitting exams in a main exam venue are allocated a desk in advance of the exam. Therefore it is not possible to accommodate ARUAA students without prior approval.

Your ARUAA will show if your exam adjustments include the use of a reader and/or scribe. If you have a reader and/or scribe they will also act as your invigilator during the exam.

Duties of a Reader (invigilator):

- ✓ Read through the assessment material and questions as they are written
- ✓ Read back over parts of the assessment material as often as you require (within the time period of the exam)
- ✓ Read back your answers as requested

What they won't do

- ✗ Give advice regarding which questions to answer, in which order the questions should be answered etc.
- ✗ Indicate by word or expression what they think of your work
- ✗ Suggest or choose which parts of the script to read again
- ✗ Give the meaning of words
- ✗ Continue reading once the examination has finished

Duties of a scribe (invigilator):

- ✓ Write down or word process answers exactly as they are dictated, including punctuation as stipulated by you
- ✓ Require you to provide spellings for specialist or technical terms used in your answer
- ✓ Allow you to review and seek correction of the script

What they won't do

- ✗ Give any factual help or offer you any suggestions
- ✗ Give advice on which question you should answer or in which order
- ✗ Give advice to when you should move onto the next question
- ✗ Continue writing answers once the examination has finished

Respite breaks

Your ARUAA will show if your exam adjustments include respite breaks. Respite breaks can be in addition to extra time and are pauses in the exam where the exam time is stopped for you to take a break. If you need to take a break then you should put your hand up to gain the attention of the invigilator. You should turn your exam paper over or if using a PC your screen should be covered during rest breaks.

You can choose to stay in the venue for your respite break, or you may leave the room if supervised by an invigilator or member of break cover staff. This can include going to the

toilet, taking a drink or snack if recommended, or moving around to relieve physical discomfort or any other adjustment. During a respite break you must not talk about or work on your exam.

Extra time

Your ARUAA will show if your exam adjustments include extra time. Your invigilator has a record of any additional time that you are permitted and during the course of the exam will leave a time card on your desk advising when you have 10 minutes remaining.

Use of computers

If your ARUAA permits the use of a computer in exams:

You should alert the invigilator if there are any issues with your computer and/or assistive technology.

- In MS Word (answer document) you can make any required adjustments yourself, e.g. font, page colour, spell checker. You should note that internet access will be disabled on the PC.
- In Texthelp Read&Write you can make any required adjustments yourself e.g. voice, speed.

Computers will be connected to a default printer in the exam venue. You will print your answers which the invigilator will collect and pass to you for checking.

You may ask for the script to be printed once during the exam for proofreading purposes. Your final script will be printed after you have completed your exam. The invigilator will print your final script which you will need to annotate with your student number on each page. This is also your confirmation that this is your work. You may not alter the script once your exam time has elapsed.

Other adjustments may include:

- Changes to exam paper format which have been agreed in advance
- Ergonomic equipment
- Environmental adjustments
- Any other specific adjustments which have been agreed in advance

Canvas exams

You should attend the main venue for Canvas exams and not the ARUAA venues unless as part of your ARUAA you use a scribe/reader or sit your exam in a booth. If you sit your exam in the main venue you will still be entitled to extra time and respite (where applicable). However, as the exam is Canvas based, it is more practical for you to sit it in the main venue so that you can benefit from the technical support of your Module Coordinator and colleagues.

ARUAA student exam arrangement deadline dates

The Accessibility & Inclusion Service will set deadline dates for new exam adjustments to be agreed in the run up to exam diets. The deadline date is the date after which the Accessibility & Inclusion Service will not be able to put in place any new exam adjustments

until after the exam diet is finished. These deadline dates will normally be 4 weeks in advance of main exam diets, and 1-2 weeks for resit/deferred exam diets.

Late arrangements

If your agreed exam adjustments cannot be met for a specific exam diet (e.g. if you have missed the deadline date) your exam adjustments will be recorded and marked as late for this exam diet. Your exam adjustments will then be put in place for the next exam diet. If you are late in seeking to establish exam adjustments, and feel that you could be disadvantaged by not receiving adjustments, you can complete a form to send to the relevant Faculty Chief Examiner. You can get the form required for this from the Student Services Hub. The form must be authorised by an Accessibility & Inclusion Accessibility Advisor or Duty Advisor before it is submitted to the Chief Examiner.

You may also choose to apply to [defer](#) an exam/exams, if you have missed the cut off date. You can complete a deferral application.

18. Emergency Exam Venue Procedures

In the event of a fire alarm, power cut or other emergency necessitating the evacuation of the exam room all students should follow the emergency procedures:

- ❖ On instruction from the invigilator cease writing and leave your answer booklets face down on the desk.
- ❖ Exam conditions still apply so you must not talk to any other students.
- ❖ In the event of a power outage if the invigilator considers that there is enough natural light to allow you to continue, then continue.
- ❖ If you are instructed to evacuate the exam then do so as quickly as possible. Do not stop to collect personal belongings.
- ❖ Leave the building and assemble at the appropriate assembly point following the instructions of the invigilator(s).
- ❖ Students should remain at the emergency points where they will be kept informed and given further instructions as to when they may return to the exam room or what alternative arrangements have been made.
- ❖ Do not return to the exam room to collect personal items until advised by the Invigilator(s) that it is safe to do so.
- ❖ If the emergency only caused a brief interruption then candidates may be provided with the additional time to account for any time lost.
- ❖ If the emergency results in an exam being cancelled then Registry will email candidates within 48 hours with information concerning the exam.

19. Frequently Asked Questions (FAQs)

What if I can't remember/find my desk number?

Please contact the Student Services Hub.

What if I arrive late for an exam?

If you arrive at an exam venue 30 minutes or later after the start time of the exam you will not be granted entry to the exam. You should contact your Faculty to request a discretionary resit (main diet only).

What will happen if I'm unable to sit an exam due to illness, representing the University at competition level, or other extenuating circumstances?

If you are been ill, or have encountered other extenuating circumstances in advance of the exam diet and this has affected your exam preparation we expect you to take your exam(s) but you should let the Chief Examiner know about your circumstances **before** the exam diet, please email them initially, or ask at the Divisional Office. You should be aware that independent supporting evidence will be required in time for the Exam Board meeting. More information on what the university deems to be extenuating circumstances and the procedure to follow can be found [here](#):

If you are ill on the day of an exam or will be away from the University as you are representing the University at a competitive sporting event, or have encountered other extenuating circumstances e.g. bereavement, disability related reasons and are unable to sit your exams, you can apply to defer them. Please refer to the University Policy on [Deferred Exams](#).

If you need to apply to defer your exam(s) you should use the Apply for "Exam Deferral" link from your Portal home page. Please be aware that independent supporting evidence is required with every deferred exam application.

ARJAA students wishing to apply for deferral on the grounds of disability who do not wish to share their medical evidence with anyone other than the Accessibility & Inclusion Team, should visit the Student Hub for a supporting statement to be provided by an Accessibility Adviser. The supporting statement will be sent electronically to you and you should attach this to your online deferral form.

What if bad weather on the day of the exam causes transportation difficulties?

If there is bad weather over the exam diet, the exams will still go ahead and students are expected to make all reasonable efforts to attend their exams. Transportation difficulties are not normally considered grounds for deferred exams, but concession may be made if there are wide-scale cancellations and this will be notified on the portal. e.g. If you normally travel by train, and the trains are all cancelled, we will consider an application for deferred exams, in this case your supporting documentation could be a photograph of the departures board at the station which shows the date and the cancellation details or a screen shot of the appropriate website e.g. Scotrail.

What should I do if I wish to observe a religious commitment during an exam?

Examinations occur throughout the year, and can take place Monday to Saturday. The University recognises that the exam timetable might clash with religious observance.

University exam diets are published in advance on the University website. You should alert Registry to any dates that your religious observance might clash with University exams. You can do this by completing the 'Religious Observance Form' and submitting to ask@stir.ac.uk.

Though the University will consider your request constraints placed on the timetable might make this impossible given the logistics of scheduling a very large numbers of exams involving hundreds of students within a limited exam period.

Where clashes with religious observances have been unavoidable you should contact your religious leader to obtain a special dispensation in order to attend your exam. If dispensation is not authorised by your religious leader then you should submit proof of religious observance requirements e.g. a letter on headed paper from your place of worship in order to support your application to [defer](#) your exam.

 **Candidates are not permitted to leave a scheduled exam in order to pray.**

What if my exam is scheduled during Ramadan?

The University does not deem the event of Ramadan to be a legitimate extenuating circumstance or reason for claiming extenuating circumstances for exams unless fasting significantly affects your health and/or you have a medical condition which may impair your performance or prevent you from attending an examination. In such cases you will need to provide documentary evidence to support your claim for extenuating circumstances to be submitted to the Faculty Examination Board.

What should I do if I am participating in a sports competition or attending a sports camp on the scheduled exam date?

If you are competing in a sporting competition or attending a sports camp then you should contact the [Sports Development Service](#) in the first instance. The Sports Development Service will liaise directly with the Timetabling, Exams and Graduation Team regarding your exam arrangements. Whilst the University will seek to support sports scholars taking exams off campus the University must be satisfied with the exam arrangements being proposed.

What should I do if I am on a research visit on the scheduled exam date?

You should contact the [Timetabling, Exams and Graduation Team](#) to discuss your request.

I was on Study Abroad at the University of Stirling, but I am required to return to my home institution so I will not be on campus for my resit/deferred exam. What should I do?

If you have completed a study abroad period at the University of Stirling and have to return to your home country to recommence your studies which clashes with a resit/deferred exam then it may be possible for you to sit your exam at your home institution. You should contact the [Timetabling, Exams and Graduation Team](#) to discuss your request.

Whilst the University will seek to support study abroad students taking resit/deferred exams at their home institution the University must be satisfied with the exam arrangements being proposed.

What should I do as I have a resit/deferred exam, but it clashes with when I am due to commence a period of study abroad?

You should contact the [Timetabling, Exams and Graduation Team](#) to discuss your request.

What if I'm unable sit an exam due to short term injury or have suffered an injury which impedes my ability to write?

If you have a short term injury or temporary illness which will have an impact on your ability to sit an exam e.g. broken arm, dislocated shoulder then you should contact the Faculty to discuss your options for the module exam(s) effected. Whilst the University will seek to assist students, in certain circumstances it may not be appropriate to offer an alternative assessment to an exam. Where the Faculty have been unable to offer an alternative form of assessment then you will be advised to apply to [defer](#) your exam(s).

⚠ Any arrangements agreed with the Faculty for short term injury or illness will only apply for the current or forthcoming diet only and MUST NOT be used as an interim period if you have missed the Accessibility & Inclusion deadline for long term arrangements.

What if I am pregnant and due to sit exams?

If you are due to give birth near to or during an examination diet you will not be prevented from taking an exam. Registry is responsible for agreeing any adjustments for pregnant students taking examinations. Adjustments may include rest breaks, more frequent toilet breaks or a more comfortable supportive chair or the addition of a cushion for additional comfort. Consequently, you may need to sit the exam in a location separate from the main exam venue.

Applications for temporary exam arrangements due to pregnancy should be submitted 4 weeks in advance of the exam diet. You should email ask@stir.ac.uk attaching your MAT B1 form to request a meeting with a member of the Timetabling, Exams and Graduation Team to discuss your exam arrangements. Each candidate's application will be assessed on her individual circumstances and you will be informed of the agreed arrangements via email.

If your midwife or doctor advises against sitting an exam then you should apply to [defer](#) your exam for which supporting medical evidence is required.

20. Lost Property

Property left behind in Stirling exam venues will be stored by the Lost Property Office located in Cottrell 4Z for a period of 3 months. After that time, property deemed non-valuable will be distributed to local charities, property deemed of value will be sent to the Police in Stirling.

21. Regulations

Students should familiarise themselves with University regulations:

[Assessment and Academic Misconduct Policy](#)

[Attendance and Engagement Policy](#)

22. Summary

- 1) Double and triple check the date and time of your exam.
- 2) Make a note of your desk number (not applicable to ARUAA venues, PC labs or lecture halls)
- 3) Bring your University ID card with you to the exam.
- 4) If you bring a bag with you then you must drop it off at one of the designated bag venues.
- 5) Arrive with at least 20 minutes to spare.
- 6) Familiarise yourself with permitted extra materials for your paper and bring them with you.
- 7) 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.
- 8) Come prepared - invigilators do not have spare pens, calculators, statutes, dictionaries or textbooks.
- 9) Dress appropriately – exam rooms can go from very cold to very warm and back again.

23. Useful Contacts

Service	Location	Phone Number	Email
Academic Registry – Timetabling, Exams and Graduation team		01786 466022	ask@stir.ac.uk
Student Services Hub	Cottrell 2A1	01786 466022	ask@stir.ac.uk
Student Learning Services	Cottrell 2A1	01786 466022	sls@stir.ac.uk
Lost Property Stirling Campus	Cottrell 4Z	01786 467102	lostproperty@stir.ac.uk

Notes

On behalf of the Academic Registry - Timetabling, Exams and Graduation Team - good luck in your exams.