

Exams: What Should I Expect?

When is my exam?

You can see the date of your exam on your timetabling app or on the Exam Timetable Student Hub webpage. The final timetable is published 6 weeks before each main exam period.

Most exams take place in our main exam periods in January and May, although some exams do take place at other times of the year. You can see the dates of our main exam periods on our [Academic Calendar](#).

Your exam will normally take place at either 9.30am or 2pm.

Where is my exam?

Exams are held across all our campuses. You might be sitting an exam in a location you've not been to before, so make sure you [download a campus map](#) before setting off.

To understand the room code for your exam, see the interactive map on your timetabling app or see the [room code guidance on our website](#).

How do I get to my exam?

In plenty of time! To avoid any additional nerves, give yourself some extra time to find your way to the right place.

Leave the car at home – parking on campus is difficult, and you don't want extra stress on the day of the exam. Instead, take the bus or train (plan your route using the [Metro journey planner](#)), or walk or [cycle](#) in – we've got showers, lockers and cycle parking on both campuses.

What do I need to bring to my exam?

The two main items are your **student ID card** and some **stationery** (although answer sheets and paper will be provided). Always bring a spare pen in case one runs out! You won't need an English dictionary, these are provided for reference use.

You're welcome to bring a drink; although try not open drinks with a loud fizz during the exam itself!

You're not allowed to bring in electronic data equipment, although in some cases **calculators** may be allowed – check with your module tutor if you're not sure.

Mobile phones must be turned off and left in your bag (which is placed at the back or front of the exam room along with your coat). If a phone is heard ringing during the exam, it may be regarded as an attempt to cheat or gain unfair advantage.

What should I wear?

You should make sure that you wear something that's comfortable and warm.

You're not allowed to wear hats or head coverings during exams, except for religious or medical reasons, so take these off before you go into the exam room.

You're not allowed to wear your watch during your exam either, you can leave this in your bag or take it off and place it on the desk in front of you.

What happens during the exam?

Remember, an exam is a formal assessment carried out under strict conditions - once you enter the exam room you're under those conditions. No communication is allowed. If an invigilator does suspect any cheating, a report of the suspicion will be sent to the Dean of your school.

If you need assistance during the exam, raise your hand and an invigilator will assist you. If you need the toilet an invigilator will escort you there and back.

If you want to do any rough work, you can ask an invigilator for lined paper, but you will need to hand this in with your answer booklet at the end.

During the exam the invigilators will move around; they will need to check your ID card and they might make checks of any calculators (if you're allowed to bring these in) or if you've been given permission to bring your own foreign language dictionary they might check this.

Once you feel that you've finished your exam you may be allowed to leave. However, you will not be allowed to leave within the first and the last 30 minutes. If your exam is an hour long you will have to stay for the duration of the exam.

At the end of the exam, stay silent and seated until an invigilator instructs you otherwise. When leaving, you must stay silent as you're still under examination conditions. Once outside the exam room, keep noise to a minimum as there may be other examinations taking place nearby.

What if I'm running late?

If you arrive late, you'll only be allowed into the exam room during the first 30 minutes after the start time. Any later than that and you won't be allowed in at all.

What if I'm ill?

If you can't attend your exam due to illness, contact your student administrator and visit your GP to get a doctor's note. You'll then need to complete a mitigation form (within five working days after the exam). For more information contact your course administrator or refer to our [mitigation and extenuating circumstances information](#).

By sitting the exam you are declaring yourself 'fit to sit', which means that you are not normally able to make any claim any mitigation afterwards if you were feeling unwell. If you do feel unwell before your exam, please contact your student administrator or your module tutor for further advice.