

CONDUCT OF EXAMINATIONS AND CHANGES TO EXAMINATION AND ASSESSMENT ARRANGEMENTS

Conduct of Examinations

Examinations timetables

1. The timetables for examinations are made available in a timely manner and are published via School or Departmental Examination notice boards. Students can also access personalised individual timetables via their Sussex Direct Study Timetable. Timetables are also published on the University website at the following URL:
<https://student.sussex.ac.uk/assessment/exams/timetable>

Attendance lists

8. A record of attendance will be taken as soon as possible after the start of on campus examinations. At the end of the examination session, any absences will be reported to the Student Administration Office by the Chief Invigilator. A record of the scripts submitted by each student will be made on the attendance sheet. Copies of these attendance sheets will be sent to Deputy Chairs of PABs on request or may be checked in the Student Administration Office in the event of any queries over the number of scripts submitted by students.

Examination aids

9. For certain papers, specific aids or handouts will be provided by the invigilators where questions necessitate their use. The use of other aids (such as dictionaries) is not permitted.

Calculators

10. Students are allowed to use any of the following non-programmable CASIO calculators in campus examinations: fx50 fx82, fx83, fx85, fx115, fx350, fx365 fx570 and fx-991 (all with any suffix). Students are not allowed to take instruction notes or booklets relating to their calculator into an examination room or to transfer their calculator to another student.
11. If a student has forgotten to bring a calculator or their calculator breaks down or where they have brought an unauthorised calculator, the invigilators will provide one if available.

Recording of music performances

Deferral of a scheduled examination (not a resit)

17. Students wishing to observe religious festivals and holy days, or who have a scheduled competitive sporting event, a work placement or internship commitment which may clash with a scheduled examination may make a formal request to the School Director of Student Experience (DoSE) accompanied by a letter from the

observe/attend the event and the date/duration of the event. Any requests must be

University errors with printing and technical services

25. Exceptionally where there has been a systematic University printing error, or an error with specialist equipment provided by the University, the Student Administration Office will reset the assessment deadline, provided that the University service where the error occurred provides appropriate evidence of such an error.