

Dear Student,

Assessment weeks 2016/17
Week beginning Monday, 14th Aug 2017.

You must ensure you are registered for modules in order to sit the examination, please check your module registration by using Learning Space or contact registry@marjon.ac.uk as a matter of urgency if you have any queries.

You must bring your Marjon Library card or photographic identification with you to all your examinations and place it on your desk so that it is clearly visible to the invigilators. If you cannot find your seat ask an invigilator to help you. It is most important that you check you are sitting at the correctly numbered desk, as you will be asked to write your student number on your answer booklet. Your name must NOT be entered on any of your answer booklets so that your answers can be anonymously marked.

Once the exam has started, any student wishing to leave their seat must raise their hand and wait for the invigilator.

I would like to remind you that no unauthorised materials should be taken into the examinations room. You must not start to write until you are told to do so. You will be given the opportunity to fill in the cover sheet at the end of the examination. Pencil cases should be clear plastic and all bags and coats should be placed at the rear or side of the exam room. Please do not bring valuable items in to the exam room and ensure all mobile telephones are switched off. These should also be left with your bags.

Examination Regulations

You will find detailed Information for Candidates regarding Examination Arrangements in Section 13 ('Assessment Practices') of the *Student Regulations Framework 2016-17*. This document is available via Learning Space and the Marjon website. You are advised to read it carefully before attending the examinations.

Additional Arrangements/Extra Time

If you require additional arrangements (for medical or other valid reasons) that have not already been confirmed you should contact the Disability Information Adviser in Disability & Inclusion Advice Service (DIAS - ground floor of HDC Building) as soon as possible (see *Student Regulations Framework*, section 13.9).

Extenuating Circumstances

By sitting an exam you are confirming that you are fit to do so. If you are unable to sit the examination due to illness or for other valid reasons you must submit the completed Extenuating Circumstances Form to Registry, together with full documentary evidence and covering letter (see the *Student Regulations Framework*, Section 4 'Extenuating Circumstances'). An Extenuating Circumstances form can be downloaded from Learning Space (Study & Learn > Registry Documents section). Forms will not be accepted without the relevant documentary evidence and covering letter.

Results

Official results are published via Learning Space. All undergraduate students will be notified of their confirmed module marks on Fri 15th Sept 2017 (after 2pm) via Learning Space.



Stephen Plant
Head of Registry Services

Useful contacts:

Assessments Officer	exams@marjon.ac.uk	Tel: 01752 636 746
Student Support	studentsupport@marjon.ac.uk	Tel: 01752 636 891
Disability Support	disability_support@marjon.ac.uk	Tel: 01752 636 700 ext 2033

Student Regulations Framework 2016-17:

<https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework-2016-17-current-version/>