**Examination Provision**

**Alternative Provision**

Any student who is assessed by the Dyslexia or Disability teams as requiring a reasonable adjustment to their examination provision will be granted alternative provision. This is a change to the standard examination provision to ensure that the student is given a fair opportunity to perform at their best in the assessment.

The provision granted will be what is stated on the memo submitted to the examinations team by the end of week 10 or the alternative provision resit deadline.

Where the memo does not list any adjustment in a particular area, the student will receive the standard examination provision as detailed below for that aspect of their examination.

Please review the standard provision carefully to ensure you have a memo that covers all of your required adjustments.

**Standard Examination Provision**

**Dates and Times**

Examinations will be timetabled within the published examination dates for the semester. Examinations can be on Monday, Tuesday, Wednesday, Thursday, Friday or Saturday. Examinations will be 1, 2 or 3 hours long as stated on the module description. Examinations will start at 09:30, 13:30 or 17:30.

No student will have more than 2 consecutive examinations (including from evening to morning). This means you can have a maximum of two exams per day.

**Locations**

Examinations can be held at Wheatley, Headington, Marston Road, Harcourt and the Kings Centre for Oxford based students.

Examinations can be held at Joel Joffe or the Steam Museum for Swindon based students.

If a student has consecutive examinations on a single day these will be held on a single campus.

**Exam Desk**

Students will be seated on a chair at a desk with a minimum size of 600mm by 600mm. There will be a 1 metre space in all directions, except where the desk is positioned beside a wall.

All students in the room will be sitting an exam with the same duration.

Students will be required to sit at their allocated desk in the room.
Examination Materials
Students will have papers printed double sided in black on A4 ivory paper in Arial 12 point font. Titles and emphasised text will be bold. Italics will be used for subject terms or references only. Text will be 1.5 line spaced and left aligned. Underlining will not be used. Mathematical formulae will use Times New Roman font. Computer text will be in Courier font. There may be variations to this if requested by the module leader e.g. colour printing on white paper for Art History reference pictures or different fonts in academic papers used as a reference material. No rough paper is provided. Students should complete rough work in the answer book and cross it out. Answer books will have coloured covers (blue, green, yellow or pink) with lined white pages. No dictionaries are permitted. No watches may be worn. If a calculator is required, students must use the Brookes calculator provided. Students may not bring their own calculator.

Permitted Items at the Desk
All students may bring a small, transparent, decoration-free, writing-free and label-free bottle of still water. Students may request permission for food, medicines or medical items to be kept at the examination desk where they have a medical reason to need them. Students may request permission for non-electronic ear plugs at the examination desk.

Computer Use
Students will only be allocated a computer where the examination is a computer based assessment.

Noise
All students are expected to remain silent in the examination room.

Breaks
Students may request an accompanied visit to the toilet during the examination but will not be granted any additional time to make up for the time lost.
Frequent unexplained breaks can result in a conduct investigation as this can be an indication of cheating attempts.

**Time Allowance**

Students will only be allowed the published exam duration to complete their work. Students will not be allowed any additional time for arriving after the start of the exam. Exams are normally 1, 2 or 3 hours long.

**Prompts**

Students will be reminded when they have 15 minutes until the end of the examination. No other prompts or reminders will be given.

**Reading**

Students will be expected to read and understand the content of the paper themselves. No assistance with reading the paper will be permitted.

**Writing**

Students should write their work by themselves in black pen. Pencil should be used for multiple choice answer sheets and may be used for diagrams. Students are responsible for ensuring their work is legible. Illegible work may be transcribed with the permission of the module leader for a fee. Illegible work will not be marked.