

Student Services Centre Central Exam Adjustment Factsheet (CEA)

Extra Writing Time

- You are given extra working time to complete your exam.
- In the CEAs outcome email extra writing time will be shown as a percentage for each hour of the exam, for example **25% extra writing time per hour**.
- Only in exceptional circumstances will more than 25% extra writing time be awarded.
- The extra time will be calculated based upon the exam duration **excluding** any specific reading time.
- In the exam you will be given a revised finish time which reflects the extra time. This will be written against your candidate number on the whiteboard in the exam room.
- You can take all or a proportion of the extra time and you are not obliged to take any or all of the extra time agreed.
- The clock **does not stop** if you have to leave the room to use the bathroom.
- Markers are not made aware of any extra writing time made available to students but it is kept on record within invigilator reports by the Exams Team.

Room Allocation

- You will be allocated to a different room to the main exam. This room will be staffed by specialist invigilators.
- Your exam room may have a number of other students in it, all with different finish times. As such please leave the room quietly and quickly at the end of your exam so as to minimise the disturbance of other candidates.