

Student Services Centre Central Exam Adjustment Factsheet (CEA)

CEA Room Capacity

- You may have been allocated to a smaller room or, in exceptional cases, a room on your own
 - The largest CEA room seats approximately 30 people. This is smaller than most of the main exam rooms.
 - Individual rooms seat one student and are allocated on an exceptional basis when required.
- In some cases adjustments may also state that you should be seated in a specific part of a room – near the front or near the door for example. These instructions will be followed by your invigilator.
- Your CEA outcome email will not specify a room size, unless you are allocated an individual room which will be listed as 'Individual Room'.
- Markers are not made aware that students were allocated to smaller or individual rooms but it is kept on record within the 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.
- Unless you are allocated an individual room, your exam room is likely to have a number of students in it 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.

In the exam room

- You should go to the room as normal.
- If you are in an individual room, there will be just you and the invigilator in the room for the duration of your exam.