

Student Services Centre Central Exam Adjustment Factsheet (CEA)

Letter of Notification

- A Letter of Notification will be included with your exam answer booklet.
- The purpose of this letter is to provide markers with guidance about your condition. It alerts the marker that you have the condition and asks for this to be taken into account in regards to sentence structure, spelling, etc. when marking.

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. Please leave the room quietly and quickly at the end of your exam so as to minimise the disturbance of other candidates.

During the Exam

- A yellow Letter of Notification will be added to the front of your answer booklet by the invigilator at the end of the exam.
- Letters of Notification will not include your exam details or candidate number. It is therefore important to ensure that it is attached securely to the front of your booklet. If you have any concerns, please speak to the invigilator before you leave the exam room.

While the marker receives the LoN, this is confidential and the Sub-Board for your programme will not be advised that a LoN has been added to your work.