What should I do if I am unwell before an exam and think that I may miss it?

You must do ALL of the following:-

a. Immediately contact the Dept by one of:-
   Student Office administrator: Britta Ross: 0207 594 5122 (b.ross@imperial.ac.uk)
   or Senior Tutor (for UGs): Prof Manos Drakakis: 0207 594 5182 (e.drakakis@imperial.ac.uk)
   or PG Tutor (for PGs): Professor Rob Krams: 0207 594 41473 (r.krams@imperial.ac.uk)
   or Academic Tutor: Mr Martin Holloway: 0207 594 5176 (m.holloway@imperial.ac.uk)

b. Contact a registered medical doctor as soon as possible
   They are the only people who can pronounce that you are medically unfit to take an exam. We highly recommend that you do this by contacting the College Health Centre - they are geared up for this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
   Health Centre: +44 (0)207 58 49375/6
   Internal: 49375/6
   imperialcollege.hc@nhs.net
   http://www.imperialcollegehealthcentre.co.uk
   http://www3.imperial.ac.uk/students/welfareandadvice/thehealthcentre

   If you go to another Doctor it is important that they state on the medical certificate that you are not well enough to sit an exam on a specified date (of range of dates).

   c. Complete the form requesting consideration of mitigating circumstances and submit it to the Department within 5 working days

   Fill in the form giving necessary details, explain which exams were affected and submit it, together with the documentary proof (doctor's note stating that, in the doctor's medical opinion, you are not well enough to take the exam) as soon as possible. The form should be submitted to the Teaching Office (RSM 307) except in the case where confidentiality is essential, in which case it should be submitted to the Senior Tutor and the Student Office should be notified that it has been submitted.

   If you do not complete this process the Board of Examiners will NOT consider a replacement exam, or other alternative and the exam is considered to have been attempted and failed.

What if I am delayed on the way to an exam - for example I oversleep, or get stuck in traffic?

You should IMMEDIATELY contact the Student Office to inform them by telephone (0207 594 5122) or if that is not possible by email b.ross@imperial.ac.uk or m.holloway@imperial.ac.uk.

The information for invigilators says (http://www3.imperial.ac.uk/registry/exams/departments) :-

"A candidate arriving up to half-an-hour late may, at the discretion of the Examinations Officer in your Department, be given extra time. In all such cases a report should be made
to the examiners of the time the candidate started and the extent of the extra time allowed."

"All candidates who arrive more than half-an-hour after the start of the examination should be reminded, before starting the examination, that their work will be accepted only at the discretion of the examiners, and a full report of all circumstances should be sent to the examiners with a note pointing out that they may accept the candidate's work in that element of the examination at their discretion."

If the delay was for factors outside your control, then you should immediately complete the form requesting consideration of mitigating circumstances


and submit it, together with the documentary proof as soon as possible and within 5 days.

What must I bring to the exam?
You must remember to bring your College CID card - you need this with you to be allowed to take the exam. This is to prevent cases where someone takes the exam in place of the student.

You must bring your own writing instruments - pens, pencils, rulers. If you bring a pencil case, it must be transparent, or you can use a transparent plastic bag. You are allowed to bring a single transparent plastic bottle of drinking water into the exam room, but no other food or drink (unless you have Registry approval due to a medical condition).

What must I NOT bring to the exam?
- Mobile phones, smart watches or palm pads and bags are not allowed in the exam room.
- Revision notes – check you pockets for these before entering the room.

We will attempt to find a room to leave bags, but you should try and leave your bag (with mobile phone inside) safely in a locker, or just not bring one at all. If you do find yourself sitting at your exam desk with your mobile phone in your pocket - please let an invigilator know before the exam starts.

Please note that Registry sent around an email asking exam invigilators to be extra aware of cheating, as there have been several cases reported in other departments. Therefore, please double check that you have nothing on you when you enter the exam room - such as revision notes left in your pocket - that could accidently be misconstrued as an attempt to cheat.

What must I NOT take from the exam room?
You must NOT remove examination answer books from the exam hall. It is also common for the examination papers to be withheld at this stage.

Should I bring my own stationery and calculator?
You may only use the exam answer books supplied in the exam, and you may only use the calculators provided.

Exam scripts are identified by CID only, to anonymize your answers so that the marker does not know whose script they are marking. On your desk will be a sheet of stickers that has your name in the top left hand corner, and your CID printed on each sticker. A sticker should be stuck on the front of each answer book you use. (This is because sometimes a 4 looks like a 7 looks like a 1 if handwritten.) Please do not take these sheets away - they will be set out for each exam.
Each main answer book has a panel on the right hand side where you should write your name and signature. There is a plastic strip which you tear off, and then fold over the edge of the book to cover this name. In the unlikely case that a sticker has not been put on, the fold can be opened and the answers can be identified.

Rough work must be done in the exam books, and must be submitted. It has been known for a student to put the correct work in rough, but then write the incorrect answer in the book. The marker may spot this.

**Do I sit anywhere? NO!**
Seating plans will be published by at least the day before the exam, so that you can save time and any unwelcome kerfuffle finding your seat. Years 1 and 2 will keep the same seat for every exam where possible.

**What do I do if I need to go to the toilet during the exam?**
Raise your hand and the invigilator will escort you to and from the toilet. Please note that you will be asked to show the contents of your pockets before you enter. This is because Registry report that they have seen cases of notes being read in toilets, or even left beforehand in the toilet (For this reason, invigilators have been asked to check all toilets before the exam).

**What do I do if the fire alarm rings?**
In the unlikely event of a fire alarm, you will be asked to stop writing, leave everything in the room and follow the invigilator, exiting the room and proceeding to the appropriate assembly point. **There should be absolutely no talking.**

**Is there anything else I should know?**
Note that talking is not permitted at any time in the exam room. You must wait until you have left the room to talk.

Please listen closely to any instructions from the main invigilator, and read the rubric on the front of the exam thoroughly before starting.

Further information can be found in the student handbook. [http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/](http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/) (look in the year’s ‘essential’ pages)