

Examination Information for Candidates

Period 1 (January)

Period 2 (April & May)

Period 3 (August)

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Registering for Examinations

How to Register

Registering for the subjects that you study and your examination registration is one and the same. Your Records Centre or equivalent will issue you with all the necessary information regarding how and when you need to register by.

Checking Examination Registrations

You can check your module registrations on Student Records by following the link 'View Module Registrations'. It is your responsibility to check and where necessary make amendments to your module registrations by the prescribed deadlines. The Examinations Team cannot make changes to your module registrations, you must contact your Academic Centre or equivalent.

Examination Timetable

Examination Period

The College examination periods will take place as follows:

Period 1: Friday 5 January - Thursday 11 January 2024

Period 2: Monday 29 April - Wednesday 29 May 2024

Period 3: Monday 5 August - Friday 16 August 2024

Timetable Publication

The timetables will be published online via Student Services Online on the following dates:

Period 1: Wednesday 15th November 2023

Period 2: Wednesday 13th March 2024

Period 3: Wednesday 24th July 2024

Please note that it is your responsibility to know the date, time and venue of your examinations. Misreading the timetable is not a valid excuse for missing an examination.

Personalised Examination Timetable on KCL My Timetable

A personalised examination timetable will also be available to you on KCL My Timetable showing the exams you are registered to take and the date, start time, venue and seat number for each examination.

Please note that your seat number may not be available once the timetable has been released, however will be published onto the timetable closer to the examination period.

Candidate Numbers

Candidate Number

Your candidate number ensures that your exam scripts and coursework are marked anonymously. You will be issued with a new candidate number for each academic year and you must use it on all examination stationery.

For the 2023/4 academic year, your candidate number will begin with two letters ('AE') followed by 5 numbers (e.g. AE12345).

Where to find your Candidate Number

Your candidate number will be available to you via Student Records from early October. It will also appear on your personalised examination timetable (on Student Records). You must ensure you know this prior to your examination. Please ask an invigilator at the examination if you are unsure.

If your candidate number does not appear on Student Records then please get in touch with Student Services Online and include your seven-digit student number as shown on your KCL ID card.

Please note that the Examinations Team will not provide candidate numbers over the telephone or email.

Examination Venues

Main Examination Periods (Period 1, 2 and 3)

Most College examinations during the main examination periods take place at the external venue listed below (although some are still held on campus). Please ensure that you check the location of your exam and consider how you will plan your journey in advance (<https://www.excel.london/visitor/getting-here>).

You should also take into consideration that the external exam venue is large in size (ExCel London has up to 1800 seats in total) so you are advised to check your seat and candidate number in advance.

If your exam is at ExCel London, you should **arrive at the venue at least 30-60 minutes before** your exam is due to start.

You may still enter the exam hall/room **up to 60 minutes after the start of your exam but you will not receive any additional time to complete your exam**. You will not be permitted to enter after this time.

Exam Venue Location (Period 1 & Period 2):

Excel London
Royal Victoria Dock,
1 Western Gateway,
Royal Docks,
London E16 1XL

On the day of the exam, candidates will be asked to alight at either Custom House DRL and enter the venue via the **WEST entrance** or Prince Regent DLR and enter the venue via the **EAST Entrance**.

Personalised Assessment Arrangements venues

Depending on your individual arrangement, exams for students with PAA may take place at the main external venue or on campus (usually the Franklin Wilkins building). In these cases, the KCL room and building you have been allocated to will be displayed on your personalised exam timetable; if you cannot find this information on your timetable, please contact us immediately (PAA-Exams@kcl.ac.uk).

Restrictions and Requirements in Regard to Covid19

Please refer to the ExCel Centre website for any current Covid restrictions and guidance: [Visiting ExCeL | Welcome to ExCeL London](#)

Please also refer to the current King's information on Covid restrictions and requirements: <https://www.kcl.ac.uk/coronavirus>.

These restrictions and measures are currently in place but are subject to change either due to a change in University policy or the external venue's policy.

Before the Examination:

Please note security at the venue may perform a full bag search on candidates upon entering the building. Please be aware that this may cause some delays entering the building, so please do allow time for this when travelling to the venue. **We would strongly urge you to limit your possessions and try not to bring bags at all, if possible.**

Candidates will be required to put their possessions under their examination desk and they should not be touched again until the examination has concluded, and candidates have left the examination room.

Should you have any questions, or if you are an unregistered student, please report to the exam hall and speak with a member of staff who will be able to help you. Approximately 30-45 minutes before the start of the exam, there will be an announcement calling students to make their way into the exam hall and take seat.

ExCel London is a large international exhibition and convention centre which hosts a variety of events so please be aware that there could be other events taking place in other areas of the venue. There will be signs directing you to the location of the examination halls upon arrival and King's College London & ExCel staff will be on hand in the reception area to provide any assistance locating the waiting area and exam hall.

Leaving the Examination to go to the Toilet:

Please note, for students without a PAA, toilet breaks are not permitted during either the first 75 minutes or the last 15 minutes of your examination. For students with a PAA, toilet breaks are permitted at any time.

You will always need to take your student ID card with you if you go to the toilet during the examination.

What to take to Examinations

Checklist

Permitted items:

- Student ID card
- Pens, pencils, erasers, rulers, sharpeners etc. (must be unmarked)
- Calculator (from the Casio Fx-83 or Fx-85 range and if permitted in that exam)
- Non-carbonated and non-alcoholic drinks (not in glass bottles or cans)
- Clear bottles with no labels
- Standard or digital watch
- Face mask
- Hand sanitizer in clear bottles

Non-permitted items:

- Mobile phones or smartphones
- Revision or course notes
- Books, statutes or dictionaries (except where approved by the examiner, this will be detailed on the front of the exam paper)
- Paper for rough work
- Laptops, media storage devices or audio players
- Ear plugs – unless permitted as part of your PAA provision
- Headgear (except on religious grounds)
- Carbonated or alcoholic drinks or beverages in glass bottles or cans
- Food – unless permitted as part of your PAA provision
- Smartwatches/smartbands

Bags, Coats and Valuables

All bags and coats should be placed under the candidate's exam desk, along with any valuable items such as a mobile phone, wallet/purse, Oyster card etc. Candidates must not touch or open these items once seated and during the exam. When the candidate has finished the exam, all items must be taken with them out of the exam hall. **Please limit the number of possessions you bring into your exam to avoid unnecessary clutter or problems.**

Candidates with oversized items will be asked to store these at the side / back of the exam hall therefore, you are **strongly advised NOT to bring oversized bags or items**

of value to your examinations. The College cannot accept any liability for any items lost or stolen from the venue.

Clocks & Watches

Although there will always be a clock on display at the exam venue, it is not always possible to ensure that all candidates are able to clearly view it. Therefore, you are advised to bring a watch to your examinations so that you can always keep track of the time. However, all watches (standard or digital) must be taken off and placed on your desk.

Please note that you are not permitted to use a mobile phone, smart watch or smart band as a timekeeping device. These must be removed and placed underneath your desk.

Revision or Course Notes

It is an examination offence to have ANY revision or course notes either on your person or on/under your desk (unless in your bag) during an exam. You will not be permitted to bring any revision or course notes inside the exam hall. Should you accidentally bring some, these must be disposed of before entering the exam hall.

Calculators

Calculators are only permitted in some examinations. Your Module Leader or Department should make you aware of whether they are allowed prior to the exam period but if you are unsure then please check. If a calculator is permitted, then this will also be detailed on the front of the exam paper.

PLEASE NOTE: you are required to purchase your own calculator. You will NOT be provided with one at the examination.

ONLY the following approved models of calculator are permitted in examinations (you will be committing an exam offence if you try to use an alternative model and it will also be removed from you during the exam and not replaced):

Casio fx-83 or fx-85 range

You should ensure that there is nothing written or scratched on to your calculator **(including the lid)** and calculator lids must be placed under your desk. Any markings that are seen will be reported to the Student Conduct and Appeals Office.

Dictionaries

Dictionaries are ONLY permitted in open book exams or for some foreign language exams (and never for non-foreign language exams, unless they are open book).

Your Module Leader or department should make you aware of whether they are allowed prior to the exam period but if you are unsure then please check. If a dictionary is permitted, then this will also be detailed on the front of the exam paper.

Open Book or Limited Open Book Examinations

The majority of College examinations are closed book which means that you are not permitted to bring any written/printed material into the examination.

Some exams though are classified as 'open book' or 'limited open book'. Your department should make you aware of whether the exam is either of these prior to the exam period and this will also be indicated on the front of the exam paper.

Open Book Examinations

If the examination is classified as 'open book' you are permitted to bring in any written/printed material into the exam including written notes and textbooks. Your textbooks may be marked with written notes or highlighting. You are NOT permitted to have any electronic devices at all. Please consider the limited space you will have on your exam desk to place additional books and notes.

Limited Open Book Examinations

Where an examination is classified as 'limited open book' you are only permitted to bring specified texts into the examination. You will be informed which texts are permitted by your department and they will also be stated on the front of the exam paper.

The specified texts must NOT have any written notes inside them or any other paper/notes stapled or added to them. However, key words or phrases can be highlighted or underlined and small tabs may be used (nothing must be written on these tabs but they can be different colours).

The texts will be checked during the exam and any texts containing markings outside of the rules will be confiscated at the end of the exam and you will be reported to the Student Conduct and Appeals Office.

Exam Hall Dos and Don'ts: Before the Exam

PLEASE DO...

- **...ensure that you sit at your assigned desk.**
Your seat number will be indicated on your personalised exam timetable (available on KCL Timetable) as well as on the seating plans displayed outside the exam hall.
- **...place your ID card on your desk.**
This will be checked by invigilators during the exam so should be clearly visible and placed face-up.
- **...ensure that you know your candidate number and use it on all exam stationery.**
This is available on Student Records and is the number that is used to identify your script and ensure that marks are awarded to the correct candidate.
- **...switch off your mobile phone and place it underneath your desk.**
Mobile phones and/or electronic devices must be switched off prior to entering the hall and placed in your bag; they must NOT be in your pockets. It is an exam offence to touch/look at a phone in the exam hall or for a phone to make any noise at all.
- **...complete the details on the exam script envelope and top of each answer booklet or MCQ sheet.**
The front cover of the exam paper will detail the module code/title of the exam if you are unsure. Details on how to complete an MCQ sheet will be on an instruction sheet on your desk.

PLEASE DO NOT...

- **...talk to or speak to other candidates once you have entered the exam hall.**
It is an examination offence to talk to other candidates once you are in the exam hall. If you have any queries then you should raise your hand and wait for an invigilator.
- **...open the question paper until told to do so.**
You may read the front cover of the exam paper to check the module code, title and details but you must not open the paper until the start of the exam has been announced.
- **...write anything on the exam script envelope or other exam stationery other than the details requested.**
You may not write any notes, formulae etc. on the exam stationery.

Exam Hall Dos and Don'ts: During the Exam

PLEASE DO...

- ...write clearly and in English (unless another language is specified for the exam) and use blue or black ink only.

You must write using a pen with blue or black ink, apart from for MCQ sheets where you must use a pencil. You may also use a pencil for any diagrams, charts or graphs.

You must NOT use correction fluid, tape or pens to erase work. Just put a line or a cross through it.

- ...raise your hand if you have a query, feel unwell or require more stationery.

An invigilator will come to your desk as quickly as possible to assist as appropriate.

Please do not ask for more stationery before the exam has started as none will be given. You will also only be given one answer book at a time during the exam.

- ...take off your face mask/covering if you wish to ONCE SEATED.

You may only take off your face mask/covering once seated, if you wish to. Please ensure this is put back on when you stand up, e.g. When going to the toilet.

PLEASE DO NOT...

- ...leave your exam or go to the toilet during the first 75 minutes or last 15 minutes of your exam.

You may not leave the exam hall or visit the toilet at any point during the first 75 minutes or the last 15 minutes of your exam (unless instructed to do so in the case of an emergency).

If you need to visit the toilet (after 75 minutes and before the last 15 minutes only) you must take your student ID card with you as your details will be logged. You will be escorted by an invigilator and you may be asked to empty your pockets.

If you decide to leave your exam early (after 75 minutes and before the last 15 minutes only) then you must raise your hand and inform an invigilator. You must not leave the hall with your script but leave it on your desk and ensure all details have been completed.

- ... use scrap paper for rough work.

All rough work must be done in the answer booklets provided and crossed through if you do not want it marked

Exam Hall Dos and Don'ts: After the Exam

PLEASE DO...

- **...ensure your exam paper, answer books and/or MCQ sheet are placed INSIDE the exam script envelope.**
You must hand in any answer books that you have used, even if they just contain rough work. Exam papers must be enclosed inside your exam script envelope too.

It is your responsibility to ensure that all work to be marked is inside the exam script envelope. All answer books and/or MCQ sheets must be placed inside the envelope together with the examination paper at the end of the examination.
- **...remain at your desk at the end of the exam until your script has been collected and it has been announced that you can leave the exam hall.**
You must not leave your desk until instructed to do so via the announcement that will be made at the end of the examination. You may be asked to leave the room in small groups to ensure student leave quickly and quietly.
- **...leave the hall quickly and quietly and remember to take your personal belongings with you.**
As soon as you have been permitted to leave, please leave the exam hall quickly and quietly as there may be other students still taking exams. Please ensure you take all your possession with you when you leave.

PLEASE DO NOT...

- **Continue to write after the exam has finished.**
It is an examination offence to continue to work after the announcement has been made. You must stop writing immediately.
- **...take the exam paper, any used or unused answer booklets or MCQ sheets with you outside of the exam hall.**
It is an examination offence to remove any exam papers or exam stationery from the exam hall. Any used answer books and MCQ sheets must be handed in for marking. Your exam paper should also be enclosed inside your exam script envelope.

Exam Hall Offences

Penalties for Exam Hall Offences

Examination offences are taken very seriously. Penalties for examination offences include (but are not restricted to) the following:

- Suspension or expulsion from the College
- Assignment of the minimum mark for the module or all modules taken
- Failure of the module or all modules taken

Anyone either suspected of or caught committing an examination offence will be reported to the Student Conduct and Appeals Office for further investigation.

Exam Hall Offences

Examples of examination misconduct include the following:

- Having unauthorised items either on your person or underneath your desk, in the examination hall (apart from in the appropriate 'Bag & Coat Drop' area), including the toilets
- Cheating, attempting to cheat or assisting another candidate to cheat
- Opening the exam paper before the exam has started
- Writing anything on the examination stationery other than the information requested (i.e. candidate number, module code, exam title etc) before the exam has started
- Having writing on any part of your body or added to your clothes
- Talking to any other students once in the exam hall (including after your exam has finished)
- Removing any used or unused answer books, exam papers or any other examination stationery from the exam hall, even temporarily
- Having a mobile phone that makes any noise at all during the exam or that is not switched off when in the exam hall, or having a mobile phone on your person at any time when in the exam hall (including the toilets)
- Leaving the hall during the first 75 minutes of the exam or during the last 15 minutes of the exam (unless instructed to do so)
- Continuing to write after the exam has ended
- Ignoring or disobeying any other instructions given by an invigilator or member of the Examinations Team

Misconduct Regulations

Please read the following for more information concerning the Misconduct regulations relating to examinations:

- Regulations: G27 Misconduct Regulations 2023/24 (Regulations Concerning Students)
<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-23-24/academic-regulations-2023-24.pdf>
- Misconduct regulations: Guidelines for students
<https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/Misconduct.aspx>

Emergency Evacuation Procedures

What to do in the case of an Emergency

In the event of a fire alarm or other emergency situation, you must stop writing, remain in your seat and await instructions from the invigilators or examination venue staff. You should remain silent in order that all instructions can be clearly heard by all candidates. If you are required to leave the exam hall you should not remove any exam stationery from the room.

Recommencing the Examination

Wherever possible, examinations will recommence after an emergency evacuation and you should therefore be prepared for this situation.

On re-entering the examination hall, you will be instructed to draw a line under your work in order to indicate to the examiners the point at which the examination was disturbed. If at all possible, the full remaining examination time will be given but this will depend on the length of the disruption. Further information regarding this will be announced prior to the recommencing of the examination.

Examination scripts will be marked according to the standard procedures although examiners will be fully informed of the nature, length and severity of the disruption. Please note that these circumstances will also automatically be taken into account by the Board of Examiners so you do not need to take any further action.

Illness and Mitigating Circumstances

Withdrawal from Examinations

If you wish to withdraw from your examinations because of illness or other good cause then you must complete and submit a Mitigating Circumstances application on Student Records (see below). A request for withdrawal from your examinations must be submitted at least 7 days prior to the commencement of your first examination.

Missing an examination

If you miss an examination because of illness or other good cause (this includes those occasions where circumstances arise within 7 days of the examination and cannot therefore be considered in advance), then you should complete a Mitigating Circumstances form (see below).

During an Examination

In this instance you should report your illness to an invigilator in the examination hall who will complete an irregularity form for you online (a copy will go to your department). You should submit a Mitigating Circumstances application via Student Records (MCF) as soon as possible and normally no later than 7 days after the date of the examination. You will also be required to obtain and submit a medical certificate as soon as is reasonably possible, and in all cases within 21 days of the date of the examination.

Mitigating Circumstances Form

You can submit a Mitigating Circumstances application form via Student Records. Please ensure that you pay particular attention to the deadlines.