

Exam Procedures for Candidates for all 2023/24 Exam Periods

All candidates are required to read this document in full and to follow the instructions provided.

Failing to follow these instructions could lead to your calculator being confiscated, an allegation of cheating or misconduct against you, or you being recorded as Absent from an exam. Ignorance of the rules is not an acceptable defence.

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1. Introduction

This document sets out the procedures you will need to follow when you sit your in-person exams. This document includes procedures for hand written exams and [e-Exams](#). Please read it carefully – it tells you what to expect and what to do when the unexpected happens.

All candidates must read this document in full and must follow the exam room instructions as directed by the invigilator(s) and question paper. Failure to do so may result in an allegation of misconduct and could lead to disciplinary action. Ignorance of the rules is not an acceptable defence.

If you have not already done so, please check LSE for You for your personal exam timetable. Personal timetables will be available from the dates indicated on the [Exam Timetable webpage](#). If you believe there is an error or find you are not registered for a course you are taking, please contact the Exams Team via the [SSC enquiry form](#).

These procedures apply only to in-person exams run by the School. If you are due to submit an online assessment or coursework, you should contact the academic department responsible for that assessment for submission rules and instructions. If you are taking a course with another institution, you should receive similar information directly from that institution.

2. Candidate number

Your candidate number is a unique five-digit number that we use to ensure your work is marked anonymously. Please note that:

- it is not the same as your student ID number
- if you have taken exams at the School previously, it will not be the same as your candidate number from earlier years

You should write your candidate number on your exam answer booklet(s) and not your name or student ID number.

You can find your candidate number in [LSE for You](#).

3. Exam timetables and locations

3.1. School exam timetable

While we make every effort to avoid altering the exam timetable after publication, changes are occasionally necessary. Any amendments will be clearly indicated on the online timetable.

3.2. Personal exam timetable

Your personal exam timetable on [LSE For You](#) gives details of your room and seat number for each of your exams. It also shows your candidate number (see section 2).

You must bring a print-out of your personal timetable and your student ID card to each exam. You should place it with your LSE ID card at the top right of your desk, so that the invigilator can easily check it. **You must not write or print on your personal timetable before or during the exam.** Any notes on the timetable may be considered as exam misconduct (see section 9.3).

Once your personal timetable is published, please contact Exams via the [SSC enquiry form](#) immediately if you think any of the information is incorrect.

3.3. Exam locations

Most exams will take place on campus, but we use a variety of buildings. It is common for candidates taking the same exam to be seated in different rooms or even buildings, so check your timetable carefully. It is possible August exams may take place off campus so please ensure you read all notifications carefully.

3.4. Seating

As well as publishing your personal timetable on [LSE for You](#), we post details of rooms and seat numbers by candidate number each morning in the Student Services Centre.

There are a number of reasons why you may not be allocated a seat in any of the main rooms:

- You were entered for the exam after the timetable was published
- You have [Central Exam Adjustments \(CEAs\)](#) (see section 5)
- You have [short-term Central Exam Adjustments](#) (see section 6)

If any of the above applies to you, your exam room and seat number will be posted online [here](#), in advance of your exam, and on separate lists in the Student Services Centre (we use pink paper to make it easy to find).

4. Permitted materials and equipment

Please note that if you do not abide by the instructions and specifications in this section, the School may consider your behaviour as cheating (see section 9.3).

4.1. Personal items, phones and other electronic devices

You must not use mobile phones, smart watches, stop watches, e-readers, tablets or other electronic devices during an exam. If sitting an e-Exam you will be permitted to bring in your own device on which to write your exam, as well as a power bank for your device, but these devices must adhere to the specifications set out in section 8 below which contains specific guidance for e-Exams. Calculators may be permitted (see section 4.5). Phones and smart watches must be turned off completely, not set to silent or do not disturb, and placed under your desk. Any other personal items such as religious icons or mementos must be placed under your desk. Other electronic items must be left in your bag. The invigilator will give instructions about where in the exam room you should leave personal belongings. You must not bring a large amount of luggage with you as storage space is limited in exam rooms. All bags and other personal items must be brought into the exam room rather than left in the corridor. Items left unattended outside of the exam room will be removed by the School Security Team.

You must ensure that any alarms or reminders which may create a disturbance are deactivated. If your actions or any of your equipment causes a disturbance, the School may take disciplinary action.

You are strongly advised not to bring any electronic devices or other valuables to the exam room. If you choose to do so, this is at your own risk. The School does not take responsibility for loss or damage.

4.2. Dictionaries

You are **not** permitted to use a dictionary under any circumstances, including to overcome any deficiency in your command of the English language.

4.3. Personal items

You are responsible for bringing your own pens, pencils, rulers etc. to the exam. These are not provided for you and spares are not available. You are not permitted to bring ear plugs to exams. You may request a pair of ear plugs from the invigilators by raising your hand.

If you use a pencil case or similar, it must be transparent to allow invigilators to see the contents without disturbing you or other candidates. If an invigilator cannot see the contents clearly, they are entitled to check.

You may not bring any paper into the exam, including Post-It notes or new tabs to mark permitted materials (if you wish to use tabs to mark permitted materials, you must apply these before entering the exam room).

You may bring an unlabelled, re-sealable, clear plastic drinking bottle into your exam. Food is not allowed in exams unless you have a CEA specifically allowing it (see section 5). Medication is not allowed in an exam

unless you have a CEA specifically allowing it. Please note that if your CEA permits taking medication into the exam room, the medication must be stored in a clear, label-free container.

4.4. Academic materials

Details about other permitted materials, such as notes, books, tables, statutes etc. are available from the relevant academic department. If you are unsure about what you may or may not take into an exam, you should check with the relevant department.

If your exam is '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. You are not permitted to have any electronic devices at all. If sitting an e-Exam, please be aware that you will not be able to view notes on your device. Refer to section 8 for more information.

If your exam is not 'open book' but you are permitted to bring specific texts into the exam, they must not contain annotations (notes or comments) and you may not write on them during the exam. Highlighting, underlining or unmarked tabs are acceptable; however, you must apply any tabs before entering the exam room. Invigilators will check texts during the course of the exam. Where an invigilator finds prohibited materials, such as annotations, the permitted material will be removed from the exam room. The invigilator may file a misconduct report against you which could lead to formal action being taken under the School's [Regulations on Assessment Offences](#).

4.5. Calculators

You may only use a calculator in an exam if the front of the question paper states that a calculator is permitted. If you find that you have a calculator in an exam where it is not permitted, you must alert an invigilator immediately to hand it in.

If you are allowed to use a calculator, it **must** be from the **Casio fx-83 or fx-85 range**. **All other types of calculator are not permitted** unless expressly stated on the front of the question paper. If you try to use an alternative model it will be removed by invigilators. You will not be provided with a replacement, and you may face an allegation of academic misconduct. If your calculator is confiscated during the exam, this is not a valid reason to submit exceptional circumstances. If you are sitting an e-Exam you will not be able to use the calculator within your own device.

You are responsible for ensuring that your calculator is in working order. We do not provide replacement calculators during the exam. You must not share calculators with other candidates within the exam room. There must be nothing written or scratched on to your calculator and there must be no labels or stickers on your calculator.

Unless specified by the academic department which teaches the course, you may not access information stored in the memory of your calculator or use any other software during your exam. You will be responsible for clearing any stored memory from your calculator, or if applicable, setting your calculator to test mode. If your calculator is found to have items in the memory, this may be considered academic misconduct. You must be able to demonstrate that your calculator is in test mode and has a clear memory if requested by an invigilator. If you are unable to confirm that your calculator is in test mode and has a clear memory, it may be confiscated.

You must write the make and model of your calculator clearly on your answer booklet.

5. Central Exam Adjustments (CEAs)

You may be eligible for [Central Exam Adjustments](#) (CEAs) if you have a documented medical, physical or mental health condition and/or a Specific Learning Difficulty such as dyslexia or dyspraxia. If you have not already done so, you should contact the Disability and Mental Health Service (DMHS) at disability-wellbeing@lse.ac.uk or on 020 7955 7767 for more advice. Please note that there are deadlines for applying for CEAs. Late applications cannot be considered. Please see section 6 for what to do if you have a short-term illness or condition which affects you during the exam period.

If you have approved CEAs, you will be notified before the start of the exam period. The Exams Team will send this information to your LSE email account.

If you have CEAs, you will not sit your exam in the main room(s) with the other candidates. Details of where you will sit your exam(s) will be available online, in advance of your exam, [here](#) and on separate lists in the Student Services Centre (we use pink paper to make it easy to find).

If your CEAs are agreed after your personal timetable is published, you may have already been allocated a seat in one of the main rooms, rather than a CEA room. If you take up your seat in the main room, rather than the room indicated online or on the pink lists in the Student Services Centre, your CEAs will not be applied.

CEAs are intended to remove inequality at the point you take the exam, so Exam Boards are not made aware of approved CEAs for any individual candidate. If you feel that your CEAs were insufficient, e.g. as the result of an acute episode of a chronic condition, you should inform the Exam Board by submitting proof of [Exceptional Circumstances](#) (see Section 9.6).

6. Short-Term Central Exam Adjustments (ST CEAs)

If you experience an unexpected medical problem which you think may warrant particular exam arrangements, you must submit your application for short-term CEAs **a minimum of one week (7 days) prior to the exam** you wish to have adjustments in place for. Applications should be submitted via the [short-term CEA form](#).

You should also think carefully about whether you should be attempting the exam(s). The School operates a fit to sit policy and therefore you should think carefully before attempting the exam. You can seek further guidance from your home department or the [Student Advice and Engagement team](#). If you wish to obtain an [extension](#) or [deferral](#), please refer to section 9.5.

Please note that short-term Central Exam Adjustments will not be put in place for long term or chronic conditions or any contagious illness (such as Covid-19, chicken pox or mumps). If you contract a contagious condition you should inform the SSC and remain in isolation as far as possible. All of the necessary processes can be completed via the enquiry form/email, and under no circumstances should you come to the School. If the School is made aware that you have a contagious condition you will not be allowed to sit your exam.

Exam Boards are not made aware of approved ST CEAs for any individual candidate. If you feel that the agreed ST CEAs were insufficient, you should submit proof of [Exceptional Circumstances](#) (see Section 9.6).

7. Sitting the exam

By entering the exam room you are declaring yourself fit to sit the exam. If you have experienced disruption to your studies prior to the exam (from personal difficulties e.g. bereavement or illness etc.) you must think carefully about whether you should attempt the exam or whether you should discuss [deferring the exam](#) with your academic department. If you go on to request a deferral this will be considered by the Student Services Centre. If you feel unable to attempt an exam or set of exams you should carefully consider if you should defer. You must submit your deferral request no later than 24 hours before the start time of the exam. Requests received less than 24 hours before an exam cannot be considered. See section 9.5 below.

Should you decide to attempt your exam(s), despite your circumstances or because it was too late to request to defer, you should submit Exceptional Circumstances and appropriate corroborating evidence. Though you should note the Exam Board are entitled to take the fact you had declared yourself fit to sit into account. If you present yourself to an exam, you are expected to make a reasonable attempt at the assessment by answering the questions in the paper. If you fail to do so, your attempt may be treated as an absence and this could have significant consequences for your results and eligibility for an award. You cannot request to defer with less than 24 hours before the start of the exam or submission deadline. .

7.1 Entering the exam room

You should arrive at the School in good time for each exam and be at the room at least **30 minutes** before the scheduled start. Please ensure you have checked travel arrangements and allow sufficient time for your journey and time to get to the exam room. The invigilator will tell you when you may enter the room and where to leave any bags, coats or other personal belongings (see Section 4).

7.2 Clothing

There is no dress code for exams but you should not wear any clothing which would prevent an invigilator from being able to identify you from your student ID card or which may conceal headphones. You may be asked to remove any headwear which is not worn for religious purposes.

If you wear a facial covering for religious or cultural reasons, a member of staff (of the same sex as you) may ask you to accompany them to a private room to check your identity after the exam. They may also check that you are not bringing in any equipment or materials, other than those permitted (see Section 4).

You may wear a face mask for health reasons in the exam room if you wish. If you do so, invigilators reserve the right to ask you to briefly remove your face mask to check your identity when taking the attendance register. Invigilators may also request that you show them you do not have any unauthorised material on your person. This might require you to show them the contents of your pockets, sleeves or baggy clothing and the inside of your face mask. Please also refer to section 7.7. regarding toilet breaks.

7.3 Conduct during the exam

You are expected to conduct yourself honestly and respectfully during the exam. This means following all invigilator instructions, being aware of your surroundings and being aware of how your behaviour may impact on other students in the exam room. Failure to comply with instructions could lead to formal action being taken under the [School's Regulations on Assessment Offences](#) or the School's [Disciplinary procedures](#).

7.4 Question papers

Before the exam starts, you must **check** that the question paper on your desk is correct for you. You should also **check** that you have an answer booklet and that you have been given any/all permitted materials which the School provides. If sitting an e-Exam, please refer to section 8 for more information.

If there are different papers for different years of study, you will sit the paper that corresponds to the last year in which you received teaching for that course. Check the question paper to make sure the year on the paper corresponds to the year in which you received the teaching. If you are concerned you do not have the correct paper, you must raise this with an invigilator as soon as possible. It may not be possible to rectify this if we are notified once the exam is underway or you have begun to complete the exam. The syllabus year will be shown on your personal timetable. If the year shown on your timetable is incorrect, please contact the Exams Team as soon as possible via the [SSC enquiry form](#). We print papers specifically for resit/deferred candidates on coloured paper to make them easy to identify.

Read the instructions on the front of the paper carefully.

Make sure you take time to read through the whole paper at least once before you start writing.

Check that you know how many questions there are and how many you need to answer.

Reading time may be permitted if indicated on your exam paper. This is additional time to the duration of the exam. This time can only be used for reading the exam paper, unless otherwise stated. **You may not take notes or write in your answer booklet**, unless the exam paper explicitly states you may make notes during reading time. **You may not use a calculator in reading time**, unless the exam paper explicitly states that you may. Invigilators will inform you of the start and finish of reading time and when you may begin writing. If you begin writing before permitted, this may be considered to be academic misconduct.

7.5 Answer booklets

For handwritten only exams, you will be provided with one answer booklet per exam. For e-Exams where you decide to hand write your answers you will need to raise your hand to request an answer booklet. If sitting an e-Exam, please refer to section 8 for more information. In all cases, once you have an answer booklet, the following applies:

If you need additional answer booklets, you should raise your hand and an invigilator will bring you a supplementary booklet. At the end of the exam, please tie together all booklets you have been given securely with the stationery provided, including any rough work. It is your responsibility to ensure all answer booklets used are securely tied together.

Your answers must be written in English unless the paper specifies otherwise.

You must write legibly, preferably in dark blue or black ink. You may use pencil if you prefer but please bear in mind that pencil can be faint to read and can smudge, and this may affect the ability of the marker to mark your answers. Be careful not to lose marks because your answers are difficult to read.

You will be asked to enter your candidate number and details of the exam on the front of your answer booklet. If you have used any supplementary booklets, you must ensure this is clearly noted on the front of the main answer booklet. You should also write your candidate number clearly on any supplementary booklets. Please do not write your name or your student ID number on your booklet(s).

If a note paper section has been included with your **question paper**, you may use this for any rough work or preparatory notes. **This section is specifically for rough work and will not be submitted or marked.** Do not use this section to write any part of your answer that you wish to be marked. Any rough work or preparatory notes made in your **answer booklet(s)** must be submitted. If you do not want a marker to mark something you have written in an **answer booklet**, whether that is part of an answer or rough work, clearly cross it out in your booklet. Some exam papers state that answers should be written on the question paper, in which case you may do so, and this will be submitted and marked, but you must also submit your answer booklet, even if you have not written anything in it. You may not write anywhere else – this includes writing on body parts. If you are found with writing anywhere other than where it is explicitly permitted, this may result in an allegation of misconduct.

You must stop writing as soon as the invigilator announces the end of the exam. This applies even if you have not finished an answer, sentence or word – you must stop writing immediately. This also applies if you just need to complete the details on the front of your answer booklet(s). If you do still need to put your details on the front of the answer booklet(s), you should raise your hand and wait for an invigilator. Please note that if you do not abide by this instruction, the School may consider your behaviour as academic misconduct (see section 9.3). You will not be able to make any changes to your answer booklet(s) after you have left the exam room; this includes requesting that changes are made to the details you completed on the front of your answer booklet(s).

You must not remove any materials supplied by the School from the exam room. It is now strictly prohibited to remove the question paper from the exam room. Please see section 7.7 for further guidance.

7.6 Exam question queries

Please note that exams are intentionally difficult. The cachet of LSE degrees, in the eyes of other universities and employers, is at least in part based on the School's rigorous academic standards. You should not, therefore, be surprised if your exams feel more difficult than the previous years' papers or practice questions you may have attempted.

Exams may contain questions that surprise you and that are unlike past questions. This is intentional: the examiners want to test that you have understood the material well enough to cope with new types of problems. Though challenging and difficult, the exam will also be fair.

During the exam, if you have a concern about the content of the question paper e.g., you think something is incorrect or does not make sense, you should alert the invigilator. They will contact the Exams Team who will then check your query with the examiner. Invigilators are not able to help with interpreting questions or assisting with your understanding of a particular word or phrase. In the rare event that an exam paper contains a substantive error the Exams Team will work with the relevant academic department to resolve the issue during the exam if possible. However, you will not normally be granted any additional exam time.

If you still have concerns after the exam, you must raise the matter in writing with the Student Regulations Team via the [SSC enquiry form](#) within seven days of the exam in question.

In the very rare event that an exam paper contains a substantive error which may have affected all candidates, a member of staff from the SSC will liaise with the Chair of the Sub-Board of Examiners and all candidates will be informed of any action taken. Therefore, you only need to submit an [Exceptional Circumstances Form](#) if you feel there were specific circumstances that affected you as an individual that the Sub-Board would not be able to take into account without specific information from you.

7.7 Leaving the exam room

You are not allowed to leave the room during the first 30 minutes or last 30 minutes of the exam.

Outside these times, if you wish to leave the room you must raise your hand and seek permission from the invigilator.

You will be escorted by an invigilator on any toilet breaks. You must stay with the invigilator at all times when out of the exam room. The invigilator will direct you as to which toilets and which cubicle to use and you must follow their instructions. If you leave the exam room for a toilet break, you must leave all stationery, exam materials and personal belongings at your desk. You will be asked to show the invigilator that you are not carrying any prohibited materials; this will mean emptying your pockets and/or rolling up sleeves or any loose clothing prior to entering the toilet. If you opt to wear a mask during the exam, the invigilator will also ask you to show them the inside of your mask. You will not be given additional time if you take any toilet breaks.

Please ensure that you take all your personal belongings with you when you leave at the end of the exam. You might be surprised how many candidates leave their phones under the desk or forget their bag!

Taking photographs in exam rooms or buildings is prohibited before, during and after exams.

Please leave the exam room and the surrounding area as **quietly as possible** to avoid disturbing fellow candidates as other exams may still be continuing. If you are taking an exam in Clement House, you must exit the building via the back staircase, as directed by the invigilators.

New for 2023/24 - You are no longer permitted to take any question paper away with you or remove it from an exam room after an exam. The question paper should be placed within your answer booklet at the end of an exam. This is also true of any exam materials that you are provided with e.g., answer booklets and permitted materials.

Removal of any question papers or exam materials from an exam room may result in an allegation of academic misconduct.

7.8 Emergency evacuation and pausing an exam

In the event of an emergency evacuation, for example a fire alarm sounds, you must follow the invigilators' instructions at all times. Safety is the priority, so you must follow all instructions to ensure an efficient evacuation. If evacuation is required, the invigilators will instruct you to leave the building safely, efficiently and in silence and they will guide you to the assembly point. You must not stop to collect belongings, and you must leave all exam materials in the exam room.

You will remain under exam conditions unless otherwise notified. This means that, amongst other things, you are forbidden from using mobile or other devices, consulting materials or communicating with other candidates. Failure to comply with these procedures and verbal instructions may result in disciplinary and/or academic misconduct action being taken against you and may affect the likelihood of the exam being resumed.

You must not attempt to re-enter the building until the invigilator, or a member of the Exams Team directs you to do so. On re-entering the exam room, please follow the instructions of the invigilators.

Whenever possible, exams will restart following an emergency evacuation. The invigilators will give you full instructions if this happens. If the exam is re-started you must not start writing until you are told you can do so.

All answer booklets will be marked in accordance with usual School procedures. However, examiners will be notified of the disruption.

The SSC will ensure that Exam Boards are notified of the circumstances so that they can be taken into account when ratifying marks, progression and classification. You only need to submit an [Exceptional Circumstances Form](#) if you feel there were specific circumstances that affected you as an individual that the Sub-Board would not be able to take into account without specific information from you.

If it is not possible to restart the exam, it may be necessary to reschedule an alternative sitting but the School will do what it can to avoid this where it is academically appropriate.

7.9 Pausing an exam

In very rare circumstances the Exams Team may decide that an exam should be temporarily paused meaning all students must stop their exam but remain seated within the exam room. In the event of a paused exam,

you must follow the invigilators' instructions at all times. You will not lose any writing time as a result of a paused exam, and you remain under exam conditions unless notified otherwise.

8 e-Exams

e-Exams, like handwritten exams, take place in-person on campus and under invigilated exam conditions. e-Exam answers are typed and submitted using your own personal device via pre-installed e-exam software called Digiexam. e-Exams are different from online assessments. For online assessments there is no requirement to be on-campus and there is no invigilation.

For more information, please see the [e-Exams webpage](#).

In addition to the specific details contained in this section, all other current exam procedures must be followed.

8.1 Sitting the exam

You should arrive at the exam room 30 minutes before the start of the exam. The invigilators will inform you when you are permitted to enter the exam room.

You will be provided with a hard-copy exam question paper, hard-copy e-Exam guidance sheet and any applicable supplementary materials (e.g. graph paper) on your exam desk.

Answer booklets will not be placed on desks for e-Exams. If you need an answer booklet before or during the exam, raise your hand to request one from an invigilator. Any answer booklets you have been given must be submitted at the end of the exam. If you have only used the answer booklet for rough working/notes you should cross that work out if you do not wish it to be marked but you are still required to submit these answer booklets. Please see section 7.5 for more information.

Your device must be closed or locked with no programmes or applications running when you enter the exam room. Approximately ten minutes before the scheduled start of the exam, you will be instructed to open your device, log into Digiexam and open your exam. You should not be accessing notes/other applications on your device when at your desk in an exam room. Invigilators will provide instructions on how to do this and e-Exam Support Assistants (ESAs) will provide assistance if necessary. Once the exam is open on Digiexam, your device will be locked down and you will be unable to access any other applications and only the answer screen will appear. If calculators are permitted in the exam you are sitting you will not be able to use the calculator within your device. You will need to bring in a separate calculator in accordance with section 4.5. You must not start typing until the invigilator tells you to do so. Typing before instructed may constitute academic misconduct.

At the start time of the exam, the invigilator will instruct you to turn over your exam question papers and start the exam. Digiexam will not give you the start or end time of the exam, invigilators will notify you of when to start and stop typing. The exam questions will not appear in Digiexam. Use the text box on screen to indicate which questions you are answering and provide your full answers, just as you would in a hard-copy answer booklet. Spell check within Digiexam will be activated during all e-Exams. However, the spell check feature may not recognise names or technical words which may show as incorrect even if they are spelt correctly. Please see the [e-Exam webpage](#) for further information.

If you need any assistance at any point, raise your hand. Please see section 8.5 for more information. If you need to leave the room you must be accompanied by an invigilator e.g. for a toilet break or rest break where applicable, within Digiexam you can click on "Exam Information" to take you back to the front screen of your exam. This will prevent anyone being able to see your answers. Once you have returned from your break, you can return to the text box and continue your answer by clicking on "Go to first question". If you accidentally hand in your exam or close your device, please raise your hand to ask for assistance.

You must stop typing your answers when instructed by the invigilator. You will be instructed to hand in your exam by clicking the "Hand in" button in the top right-hand corner. Typing after you have been instructed to stop may constitute academic misconduct.

Once you have handed in your answers, you will not be able to revisit them. Other applications will be able to run on your device again as normal - however your device must be closed or locked and remain so until after you have left the exam room otherwise you may be in breach of the School's academic misconduct rules.

8.2 Use of keyboard shortcuts

Not all keyboard shortcuts are supported in Digiexam. Instead of Cut + Paste, we recommend using Copy + Paste and then deleting the duplicated text. We recommend using the native undo/redo buttons provided in the text editor instead of undo/redo keyboard shortcuts.

8.3 Permitted materials and equipment

Downloading the Digiexam app is an essential step before entering an LSE exam room. You will not be given additional time or support to set up the app in an exam room.

Your device must have a battery capable of lasting the length of your exam - usually two to three hours, plus time to set up beforehand and submit your work at the end of the exam. Please test your device to check that this is the case.

It is your responsibility to make sure your device is in full working order and brought to the exam room with as close to maximum battery charge as possible. If not, or if you do not bring a device, you will be instructed by e-Exam Support Assistants (ESAs) in the exam room to complete your exam on a paper answer booklet.

Your device must be a laptop or a tablet device with an integrated keyboard. Tablet devices which do not have an integrated keyboard are not suitable. You must only bring one device into the exam room i.e. you cannot have two laptops/tablets on your exam desk. **Your device must have a USB or USB-C port.** In the unlikely event of WiFi connectivity issues, the e-Exam Support Assistants will use a USB device to enable you to submit your answers. If you bring a device which does not have a USB or USB-C port and need your answer file to be recovered, this will not be possible. Not bringing a suitable device is not a valid reason to apply for Exceptional Circumstances.

You are permitted to bring one portable power pack with a suitable charging cable into the exam room to provide additional charge to your device. It must be placed under your desk when not in use. You will not be able to use a charging point (plug socket) in the exam room. Other technology-related items are not permitted in exam rooms, this includes external mice, external keyboards and laptop stands. If you have a documented physical, medical or mental health condition, and/or specific learning difficulty and therefore need additional equipment, please see section 8.4 for more details. You **must not** have any notes or markings on any of your permitted equipment, e.g the outside of your device or power pack. Invigilators have the right to check any markings or stickers attached to your device or power pack. You must not have anything plugged into your device (i.e. a USB stick), except for a power pack (optional). Instances of the above may be considered academic misconduct.

Eduroam is the recommended Wifi network, make sure that you have this as a saved network before entering the exam room.

You must bring your mobile phone, adequately charged, with you into the exam room in the unlikely event that the Digiexam software needs you to use Multi-Factor Authentication (MFA) to log in. Phones must be turned off completely, **not** set to silent or do not disturb, and placed under your desk. If you need to use your phone for MFA, you **must** raise your hand and an invigilator **must** supervise you. You must ask for permission before picking up and using your phone for any reason. Picking up your phone without asking for permission may constitute academic misconduct.

If applicable to your exam, you must bring an external calculator as you will not be able to access any calculator from within your device. More information about permitted calculator models can be found in section 4.5.

Laptop/tablet bags/cases must be placed with your other belongings, not under your chair/desk.

You must bring pens, pencils, rulers etc. with you, in case you are required to switch to paper. These are not provided for you and spares are not available.

8.4 Central Exam Adjustments (CEAs) (e-Exams)

If you currently have CEAs, your adjustments such as extra writing time or rest breaks still apply.

If your CEAs include use of a PC, your exam will take place in a PC room and you will have the option to use Digiexam on your own device or Microsoft Word on an LSE PC (which is not connected to the network). Like all students, you also have the option to handwrite your exam.

If your CEAs include a Letter of Notification (LoN), the department will be informed of this so they can take it into account when marking your e-Exams.

If you need additional equipment (such as a specific keyboard or mouse) due to having a documented medical, physical or mental health condition and/or a Specific Learning Difficulty, you **must** ensure these are formally included as part of your adjustments, [please contact Student Wellbeing Service \(SWS\)](#).

If you currently have CEAs that you believe may need to be updated or you need to apply for CEAs, please contact tSWS for guidance and support.

8.5 Support during the exam (e-Exams)

There will be support available in the exam room from dedicated e-Exam Support Assistants (ESAs) to troubleshoot issues with logging in, accessing your exam, or submitting your answers. Technical support, beyond the Digiexam system, will not be provided in exam rooms. It is strongly recommended that you test Digiexam on your device before entering an exam room. Contact the Professional Services Team responsible for the course for more information on practice opportunities.

If you experience issues connecting to the Wifi network (Eduroam) before the start of the exam or when trying to submit your work, raise your hand for assistance.

During an exam, your work will automatically save every 10 seconds to both the Digiexam server and locally to your device. In the unlikely case that your device crashes or freezes, the exam can easily be restored without the risk of losing any of your work.

If you are unable to login and/or open the exam on Digiexam, even with (5 minutes of) ESA assistance, by the start of the exam you will need to request an answer booklet and hand write your exam. In the unlikely event that you experience unresolvable technical issues during the exam, ESAs will instruct you to continue your exam on a paper answer booklet. If this happens, you will be advised to write "CONTINUED FROM DIGIEXAM FILE" at the top of the answer booklet. The ESA will log that you have moved to a paper answer booklet to ensure that both parts of your answers will be marked.

Spare laptops and power packs (without cables) may be provided in **limited numbers** for technical difficulties **only**, but their availability **cannot** be guaranteed.

If you arrive late to an exam room, you will not be given extra time to account for time taken to login to Digiexam.

8.6 Handwriting in e-Exam enabled exams

While we strongly encourage that students use Digiexam where available, you can choose to handwrite. You do not need to inform the Student Services Centre or your Department ahead of your exam. You must ensure you write clearly. Please see section 9.2.

9 When things go wrong

9.1 Late arrival

If you arrive late but within the first 30 minutes of the exam start time you may proceed to your designated exam room. Please ensure you do not disturb other candidates upon entering the room. You will not be given any additional time to complete the exam. If you arrive more than 30 minutes late you will not be permitted to

enter the exam room. If you arrive more than 30 minutes late, **you will not be allowed to enter the exam room**, and will be recorded as Zero Absent for the exam. In such instances you should submit an [Exceptional Circumstances Form](#) (see Section 9.6) and any appropriate evidence to explain why you were late so that the Exam Board can consider if there are any good reasons to discount the attempt.

It is your responsibility to arrive in good time for your exam (we recommend at least 30 minutes prior to the start time of the exam). You should allow sufficient time for your journey and time to get to the exam room.

9.2 Illegible answers

You must ensure you write clearly so that the markers can concentrate on your answers, rather than the quality of your handwriting. This includes smudged pencil or ink which is too similar in colour to the answer booklet. The examiners will use their academic judgement to determine whether or not they can understand your answers. You will not be given any further opportunity to clarify your answers and therefore you may lose marks if all or parts of your answer booklet are indecipherable. This could have a significant impact on your ability to progress, graduate or on your overall classification.

9.3 Cheating

The School takes exam offences extremely seriously and will investigate all allegations. If an allegation against you is substantiated, it may lead to your expulsion. You should read the [Regulations on Assessment Offences](#) to ensure you avoid behaviour which could lead to an allegation of cheating. This document draws your attention to some of the ways in which you could potentially be thought to be cheating. However, this is by no means comprehensive.

Further, in order to uphold the academic integrity of assessments and awards, the School reserves the right to interview you about your work after submission. Any interview will take place after internal marking has been completed to ensure that they do not impact upon the mark given for the assessment.

Being selected for interview is nothing to worry about and provides an opportunity for the department to understand the methods you used for answering your assessment. Interviews will be based on the content of the assessment, and if selected you may be asked to provide a rationale for how you answered particular questions, the methods you used, how you assessed evidence etc. You will be given the opportunity to review your original assessment submission as well as any Turnitin Report where applicable when you are invited to interview. The purpose of the interview is to check that the understanding of the topic aligns with your performance in the assessment. Examiners cannot use the interview in itself to change individual marks.

Notes from the interview might be used as part of an assessment misconduct allegation where the department feel such action is necessary. However, if an allegation is made against you, you will be provided with the opportunity to formally respond and submit supporting evidence during the assessment misconduct process.

9.4 Illness/unexpected events on the day of the exam

If you are likely to miss an exam, you must contact the SSC as soon as possible via the [SSC enquiry form](#).

If you are absent from an exam and you were unable to submit a [deferral request](#) in good time (see section 9.5 below) because of illness/injury, or other serious, unforeseen circumstances, you must submit an [Exceptional Circumstances Form](#) with [supporting documents](#) that verify your circumstances (see Section 9.6).

If you are ill on the day of an exam, you are strongly advised to contact your doctor. You may also wish to contact the SSC for advice.

If, before you leave your home you become aware you have a contagious condition (e.g. chicken pox, Covid-19, measles, viral gastroenteritis) you should stay at home and remain in isolation as far as possible. You should seek any necessary support from your local health authority. You should also inform the SSC as soon as possible by enquiry form/email, and under no circumstances should you come to the School.

If the School is made aware that you have any contagious condition you will not be allowed to sit your exam and will be requested to leave the campus immediately.

If you are taken ill during an exam, you must inform the invigilator immediately so that any necessary action can be taken to help you and to ensure that the details are recorded. Please be aware, however, that additional exam time will not be granted. If you are able/choose to continue with the exam, you will be required to finish the exam at the original scheduled completion time.

For all courses that you are registered for as part of your degree programme, you must attempt every element of assessment to be eligible for an award. You will automatically be re-entered to take assessments in any deferred or failed courses, for which you are eligible and have attempts remaining.

9.5 Deferrals

By submitting an assessment or sitting an exam you are declaring yourself fit to do so. Therefore, you should not attempt an assessment if you have concerns about your capacity to perform to the best of your ability. Rather, you should consider submitting a deferral request. You must request to defer an assessment no later than 24 hours before either the start time of the exam or submission deadline. Requests received after this deadline cannot be considered.

Please note that a deferral is not a right. Permission to defer will only be given where you have provided a completed demonstration of your inability to complete an assessment and appropriate supporting evidence.

You must ensure the evidence you submit is relevant, proximate to an assessment you wish to defer and that it satisfies the School's [Standards of Evidence Policy](#). You will receive formal confirmation about whether or not your deferral request has been approved at least two working days from the day after you submit your request.

The deferral procedure has changed starting from the 2023/24 academic year. All deferral requests will now be considered by the SSC Student Regulations Team and not by your academic department. Please see the [Deferral webpage](#) for further support and guidance.

9.6 Exceptional Circumstances (ECs)

If you are absent from an exam without having deferred or feel that your performance in an exam has been significantly and negatively affected as a result of significant and unforeseen circumstances, you may submit proof of [exceptional circumstances](#) and [appropriate supporting evidence](#) to the SSC within the published EC deadline. The deadlines can be found [here](#) and there are different deadlines depending on the exam period.

Exceptional Circumstances will be considered carefully by the Sub-Board of Examiners. A Sub-Board may recommend a suspension of regulations (such as discounting a failed attempt, permitting an additional attempt or raising an award classification) but only where the exceptional circumstances are unforeseen, out of your control, proximate to the exam(s) in question and if corroborated by appropriate evidence.

Disruption to your studies prior to taking your exams may be valid grounds to submit ECs, but this will be assessed on a case-by-case basis and your own individual circumstances will be considered separate from others. A Sub-Board can only consider factual information. It is important to consider this when submitting ECs and when providing evidence of your circumstances.

You must submit supporting evidence with all EC submissions and all evidence must comply with the School's [Standards of Evidence Policy](#) and be in English.