

Information on what to do if you have a clash with two or more exams.

If you appear to be scheduled for two or more exams in the same session (am or pm) this is known as a 'clash'.

The normal procedure is that you will start the first exam and once this has finished you will remain under supervision and then start the second one, either with any other candidates or sometimes alone with an invigilator. Depending on the length of the exam papers you might do the two exams in one session or one paper before lunch and one after.

Afternoon exams are not carried over until the next day unless there are very special circumstances. They require special arrangements and candidates would have to stay with a staff member overnight.

There are strict conditions set down by the Exam Boards in regard to 'clashes'.

Candidates who need to sit exams out of the normal session will need to come prepared for the whole day. They should bring with them a packed lunch and something to drink as they will not be allowed out of supervision at any time. Any attempt to do so will be reported to the Exam Board who is guaranteed to issue a severe penalty, almost certainly loss of exams. Students from other sessions, who are spoken to will also lose their exams.

As you may have a significant gap between exams it might help to bring any revision materials and an MP3 player, but these must be left in your bag during exams. You should avoid bringing with you a mobile phone/iPods, as you will not be allowed access to it at any time until your supervision is over.

You will be supervised by a member of staff between exams and must remain with them and follow their instructions at all times.

It is useful to make yourself known to the Exams Officer or Invigilators when entering the exam room, so they are fully aware of your 'clash' situation.