

University Examinations

Late Shows Guide



If you arrive after the published start time of an examination, you will be considered a “late show”, and will not be permitted to sit your examination.

Candidates arriving after the published start time will be treated in the same way as a “no show”, and a mark of zero will be recorded for the examination.

You may be entitled to another opportunity to undertake the examination. Please refer to your Student Handbook for further information.

If you consider you have extenuating circumstances which have led to your late arrival, please inform an invigilator at the venue entrance, IAC Reception or the SWAN examination office in the Lecture Centre (LECT 215). Then refer to relevant information which can be found via <https://www.brunel.ac.uk/about/quality-assurance/documents/pdf/Extenuating-Circumstances-Guidance-for-Students-applicable-to-new-and-returning-students-from-academic-year-201718-onwards.pdf> and if appropriate seek advice from your personal tutor.

Mitigation for lateness will only be considered for a serious or significant event, - see “What is considered to be an Extenuating Circumstance?” (on page 4-5 of the Guidance) for examples.

**Evidence of Extenuating Circumstances must be submitted
in advance or within 5 working days of the examination date.**

The Examinations Team will make appropriate checks of transport issues affecting arrival time and reported to them on arrival at the examination venue.

However, this will be separately reported and, if appropriate, you will still need to submit your own request for extenuating circumstances.

You can also approach the ARC (Advice and Representation Centre), based in the Union of Brunel Students, in the Hamilton Centre, Email: advice@brunel.ac.uk; Tel: 01895 269 169.

**Please ensure you have given your details
to University staff before leaving the examination venue,
but note this is NOT part of the extenuating circumstances process.**