

Exam Arrangements for 31 May – 7 June 2016 (Online Version)

(Please note: students sitting modules B392 and B690 should read the 1 June 2016 Examination Arrangements Booklet. Students sitting other module examinations on 1 June should read this booklet)

Items that you **must** bring to your exam:

It is vital that you provide identification at your exam. If you fail to provide suitable ID your result will not be released until the matter has been investigated. (See Section 6, page 4 for a full list of acceptable ID.)

A ballpoint pen or pen and ink (blue or black). If you have to complete a CME form as part of your exam you must bring an HB pencil. You should not use a pencil to write answers unless you have obtained permission from the University.

Essential or optional items detailed in Appendices 1 and 2.

You are also strongly advised to bring your exam allocation notification.

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1 Introduction

This booklet tells you what you need to know about your exam, so you should read this booklet and note what you need to do. You can find more information about exams in the Assessment Handbook. You can view this online by going to your StudentHome page on the Open University's website.

This booklet is aimed at students who have Internet access, and includes links to various online resources which you may need to refer to. There is a separate version of this booklet for students who do not have Internet access.

If you think that you will not be able to attend your exam, you should refer to Section 15, Non-attendance at an exam, starting on page 8.

2 Changes to this booklet

The following changes have been made to this booklet in the last 12 months:

- **Section 18: Module results** has been updated to reflect different resit arrangements for different modules;
- **Appendix 1: Exam materials** has been updated to reflect new regulations for the use of calculators for certain modules.

3 Main and resit/postponed exams

The main exam for your module is scheduled to take place between 31 May – 7 June 2016. Your result will be available by the week commencing Monday 25 July 2016. If you are awarded a 'fail: entitled to resit' result your resit exam will take place in either September or October 2016. See section 18, Module results, starting on page 12 for information about the resit exam for your module.

If you cannot attend the exam in May or June due to circumstances beyond your control, such as illness or bereavement, you may be allowed to postpone your exam. For details of how to request a postponement please refer to Section 15, Non-attendance at an exam, starting on page 8.

You will be issued a separate Exam Arrangements booklet if you need to resit or postpone your exam.

4 Your exam centre allocation

Details of your exam centre allocation will be shown on StudentHome. We will email you to confirm when the details are available. Your notification will tell you the date and time of your exam and the exam centre you have been allocated to.

If you want to change your exam centre you should contact your Student Support Team. The list of exam centres is on our website. Please use the 'Study support' link from StudentHome located under 'Services' on the left side of the page, followed by the 'Guide to assessment' link under the OU essentials section. This will take you to the Assessment web pages. A link to the list of centres appears on the right side of the page under Exams. We can only allocate you to a different exam centre if you contact us before **15 April 2016**.

If you think that you will not be able to attend the exam on the allocated date, you should refer to Section 15, Non-attendance at an exam, starting on page 8.

The University tries hard to avoid setting exams that clash with major religious festivals. You should contact your Student Support Team immediately, or at least 12 weeks prior to your exam date, if you are unable to attend on religious grounds.

All the exams you are registered for are shown on your notification. If an allocation is not shown for an exam that you are expecting to take, please contact your Student Support Team immediately.

If you have sent in a form asking for an exam at a non-established centre outside the UK, you will receive separate confirmation of your exam allocation. If you have not received this a month before

your exam, please contact the Exams Office (see Appendix 3: Links, addresses and contacts, starting on page 25).

You are strongly advised to print and bring your exam allocation notification with you to your exam, particularly if you attend a different centre from the one you were originally allocated to. This information appears on StudentHome.

Exam Clashes

You should read your exam allocation closely to check the date and time of your exam(s). If your allocation shows more than one exam on the same date **and** at the same time, please contact your Student Support Team immediately to discuss the options available to you. If you have been allocated two exams on the same day but at different times you will be expected to take both exams on that day.

5 Before the exam

You must read Appendices 1 and 2 of this booklet which tell you what materials you are allowed to take into your exam, and also those which you must not take into your exam. Make sure that you arrive fully prepared for the exam and have the essential items for your module with you. If it does not say that you can take something with you then you must assume you cannot.

Remember – mobile phones are **not** allowed at your desk in the exam. Wearable communication devices must not be worn or carried and are **not** allowed at your desk. This means that you cannot have a mobile phone or smart watch in your pocket, or in your bag, nor can you use it as a calculator. If you need to bring your mobile phone or smart watch with you, you should make sure it is turned off and left at the front or the back of the room with any other belongings that you are not allowed to have at your desk.

Please note that any items taken into an exam are taken at your own risk.

6 At the exam

You should aim to arrive at the exam centre at least 15 minutes before the exam is due to start. Remember that you may need to allow extra time for parking. Some centres may also need to perform a security check before you enter the building.

The invigilator will usually let students into the exam room about 10 minutes before the exam starts. This will give you time to find your desk, to check and sign your desk record, and read the instructions on the front cover of your answer book and question paper.

You **must** bring proof of identification with you to your exam. You must provide both a photograph and a signature as forms of identification.

Acceptable forms of identification with a photograph and signature:

- a **photo driving licence**
- a **passport**
- a **national identity card**
- an **Irish public services card**

Acceptable forms of photographic identification, which **must** be accompanied by a **debit or credit card** as proof of signature:

- a **CitizenCard**
- a **Validate UK card**
- a **Blue Badge permit**
- a **Scottish National Entitlement card**
- an **NI electoral card**

If you are a member of the UK forces sitting your exam within a BFPO base, your military ID will be accepted as proof of identity.

Please note that OUSA cards and NUS cards are not acceptable forms of identification.

If you live in the UK, Republic of Ireland, the Channel Islands or the Isle of Man, you can use a CitizenCard as photographic proof of identification in your exam. If you live in the UK, you can also use a Validate UK card. These cards can be purchased from either <http://www.citizencard.com> or <http://www.validateuk.co.uk>. If you live in Scotland or Northern Ireland, you can use a Scottish National Entitlement Card or an NI electoral card. If you are a disabled student and a blue badge holder, you can use your blue badge permit as proof of identification. These cards provide proof of photo identification but it is **vital** that you also bring a debit or credit card as proof of your signature, as well as the identification card. A CitizenCard, Validate UK card, blue badge permit, Scottish National Entitlement, or an NI electoral card will not be considered acceptable identification without accompanying proof of signature.

If you have recently changed your name, you should update your student record before the exam. Your Student Support Team will provide guidance on how to do this. If you have not told us of your name change, or told us less than six weeks before the start of the exam period, the name on your identity document(s) might not match the name on your desk record. In this case, you will need to take your deed poll certificate, marriage certificate, or Decree Absolute/Nisi to the exam as well as your other identity documents listed above.

It is **vital** that you provide identification in the required format at the start of your exam. Do not forget to take it with you. If you fail to provide suitable identification **your result will not be released** until the matter has been satisfactorily investigated. This will involve you taking valid ID to your National/Local OU office for verification, at your own expense. You will be contacted to confirm you need to attend your National/Local office by a specified deadline.

Failure to provide the University with an acceptable form of identification will conclude with you being issued with a **Fail: no resit result** for your examined module.

Finding your seat

In larger centres a seating plan will be displayed outside the exam room to help you find your desk. Desks are usually arranged first by module, and then in alphabetical order of students' surnames. Your place will be indicated by a desk record showing your name, personal identifier, module code and exam number.

Checking your desk record

You **must** check that you are sitting at the right desk by checking that your name and personal identifier are shown correctly on the desk record. Your personal identifier is also shown on your exam allocation notification.

Once you are sure that the details on your desk record are correct, you must sign the box on the top copy (you must not write on any of the other copies). Then leave your desk record and your proof of identity in a prominent position on your desk. An invigilator will check this during the exam. If you are a Muslim woman wearing a hijab with a veil covering your face, your identity will be checked by a female invigilator in a private room after the exam. If you have any query about your desk record, or your proof of identity, do ask the invigilator before the exam starts. If you do not sign your desk record, or do not leave your proof of identity with it, then the invigilator will need to disturb you to ask you to do this during the exam.

It is important that you check your desk record carefully. Each year, there are cases of students sitting at the wrong desk and signing the wrong desk record leading to a 'fail absent' result. Although we may be able to rectify this, it can cause distress and will delay issue of the correct module result.

If you arrive late

If you arrive late for your exam, but within 30 minutes of the start time, you will be allowed into the exam. If you arrive more than 30 minutes after the exam has started, you will still be allowed into the exam, but you will need to explain to the invigilator why you are late. The invigilator will report your late arrival to the University. The University reserves the right to refuse to mark the exam

script of any candidate who arrives more than 30 minutes after the start of the exam. You will not be allowed any extra time to complete the exam, however late you are.

7 Anonymous marking

Open University exam scripts are marked anonymously. This means that when your script arrives at the University, the top copy of the desk record with your name on is removed before your script is sent for marking.

8 Invigilators

The senior invigilator is responsible for ensuring that the exam is conducted in accordance with the University's rules and regulations. He or she has full authority in such matters as admission to the exam, permission for temporary absence and discipline in general. The senior invigilator will give candidates information necessary for the smooth running of the exam. This will include announcements about the use of materials, and the time remaining during the exam.

9 Misconduct during an exam

The University insists on a very high standard of conduct in exams. Any misconduct is regarded as a serious matter that may warrant disciplinary action. In particular, the following are likely to result in disciplinary action:

- having a mobile telephone, smart watch, music player/iPod or any other communication or photographic device at your desk
- helping or receiving help from another candidate
- having any materials with you at your desk that have not been issued by an invigilator, or which are not permitted items according to the information in this booklet. This includes permitted materials that contain unauthorised or excessive annotation
- consulting any materials or online resources outside the exam room during periods of absence while the exam is in progress
- attempting to influence a script marker or other University official (by writing notes on your exam script, for example)
- taking photographs or copies of any exam papers or scripts
- behaviour that is considered inappropriate in an exam room or that might bring the University into disrepute

The senior invigilator has authority to stop the exam of any candidate suspected of such offences and if necessary to confiscate any unauthorised materials and to expel the candidate from the exam room. Other penalties may be imposed later.

You are strongly advised to read the regulations to do with misconduct in an exam. The key document is the Code of Practice for Student Assessment, but this should be read in conjunction with the Student Regulations and the Code of Practice for Student Discipline. All of these documents are available on StudentHome; follow the link for Essential Documents listed under Policy documents for students on the left side of the page.

10 Presentation of written work

Unless alternative arrangements have been made for you, you must handwrite your exam script in blue or black pen (not pencil) and it must be legible. The University reserves the right either not to mark a script that it considers to be illegible, or to make a substantial charge for transcription.

You must do any rough work in your answer book. You must not take your own rough work paper into the exam.

If you cross through work in your answer book it will not be marked. If you do not cross work out, the script marker will consider it to be part of your answer and will mark it, even if it is rough work or an essay plan. You will not be credited with marks for the same answer twice, even if it appears both in your plan and in your answer.

11 Leaving the exam room

You may not leave the exam room during the first 30 minutes or the last 15 minutes of an exam.

Temporary absence

You will be allowed by the invigilator to leave the exam room, under supervision, for a short period after the first 30 minutes of an exam session to go to the lavatory, but your question paper, answer books and other materials including mobile phones must not be removed from the exam room.

Illness during an exam

If you are taken ill during an exam, tell an invigilator immediately. If you cannot continue you may leave the exam. If you leave the exam due to illness within the first hour you may apply for exam postponement (see Section 15, Non-attendance at an exam, starting on page 8).

If you stay in the exam for more than an hour you will be considered to have completed the exam. If you want the Examinations and Assessment Board to be informed of your illness, you **must** submit special circumstances before midnight (UK local time) the day after your exam. You must submit a medical certificate in support of your submission. The invigilator cannot make this report on your behalf.

Section 16, Special circumstances that have affected your performance in assessment, starting on page 10, tells you more about submitting special circumstances.

Finishing your exam early

If you finish your exam before the scheduled time you will be allowed to leave the room (though not in the first 30 minutes or the last 15 minutes). You must give your answer books, exam stationery and question paper to the invigilator before you go. You will not be readmitted to the exam.

Please leave the room as quietly as you can, so you do not disturb candidates who have not completed their exams.

12 At the end of your exam

When the exam has ended, write the numbers of the questions you have attempted in the grid on the first answer book, and write the number of answer books you have used in the box on the desk record. Ensure that you follow the guidelines under the 'End of Exam' section on the front of the question paper. You must remain seated until all your work has been collected, and you must wait until the invigilator tells you that you can leave. Make sure that all your answer books are collected by the invigilator. If you take them out of the exam room they will not be marked.

13 Question papers

You are **not** allowed to take your question paper out of the exam room. It must be attached to your desk record and answer books for collection by the invigilator.

If the question paper for your module is not restricted you will be able to download it from your StudentHome page approximately 2 days after the exam. You will find the question paper on the module record page for your module, at the foot of the exam section. The question paper will only be available for approximately 6 weeks. If your module provides a performance profile via StudentHome the paper will also be made available for 56 days from the date module results are released, so that you can view the paper alongside your profile. If you want to keep a copy of the paper you should download it while it is available. If you do not download it, or if you cannot download it, the only way you will be able to get the paper will be to purchase a copy from OUSA.

For academic or copyright reasons some question papers are classed as restricted and are not released at any time. You can check which category your module falls into in Appendix 2: Rules for individual modules, on page 18.

14 Lost property

The University does not accept liability for the use, misuse, damage or loss, however caused, of motor vehicles, bags or any personal property brought to an exam centre. This includes any items left with the invigilator.

15 Non-attendance at an exam

If you are able to attend the exam you should do so. Even if you feel your performance would be adversely affected by recent circumstances you should attend the exam and inform the University of these circumstances using the special circumstances process outlined in Section 16, Special circumstances that have affected your performance in assessment, on page 10.

It is important that you understand the implications of not attending your exam:

- If you do not attend your exam, you will receive a Fail-Absent result and will not be offered a further opportunity to sit the exam.

Other options may be available to you that mean that you do not receive a fail result for the module. These options are:

- module deferral
- postponement.

The deferral option depends upon you making contact with your Student Support Team **before** your exam date. In some circumstances, students can repeat their module for a reduced module fee however you should note that non-attendance will affect your eligibility.

Deferral

For the majority of modules offered by the University, you can choose to delay sitting your exam. This process is called a deferral because it delays the completion of your module. As not all modules are eligible for deferral, you are advised to contact your Student Support Team for confirmation for your module.

A deferral means that you deregister from the module and then register on the next available presentation to complete your module.

If you defer, you may be able to carry the assignment scores you have already completed over to your deferred presentation. If you carry scores forward, we refer to this as Assessment Banking.

Are you eligible?

- You may apply for deferral at any point up to the last working day before the date of the exam for your module.
- You cannot apply for deferral if you have already been granted a previous deferral or postponement on the same module, or if you are taking a resit exam.
- You will need to receive and acknowledge that you have received individual advice before a deferral can be approved, so you must contact your Student Support Team if you are considering deferral.

You can find more information about the University's Deferral and Withdrawal policy and Assessment Banking at:

<http://www.open.ac.uk/students/charter/essential-documents/registration-as-a-student>

Discretionary Postponement

If you cannot attend the exam due to serious circumstances beyond your control, such as illness or bereavement, you may be permitted to postpone the exam to the next exam opportunity for your module. For modules with an exam on 31 May – 7 June 2016 the next exam opportunity will be on either 14 September or 5-6 October. You are advised to contact your Student Support Team to confirm the date.

- You must provide third party documentary evidence of the circumstances which are preventing you from attending.

This process is called Discretionary Postponement.

When to apply

- If you want to apply for discretionary postponement of your exam you should apply to the Assessment Policy Office either online, by email or post (see Appendix 3: Links, addresses and contacts for postal address).
- You must apply for a postponed exam as soon as you are aware that you are unable to attend the exam, and before midnight (UK local time) on the day following your exam.
- You can apply for a postponement via the Exams and Assessment online submission tool accessed at:
<http://www2.open.ac.uk/students/assessment/requests/discretionary-postponement.php>

What to include

- You will need to state your name, personal identifier, the module code and the date of the exam you wish to postpone, and the grounds on which you are making an application for postponement.
- You must provide evidence to support your application. If you apply online you can attach a scanned copy. You can also post evidence to the Assessment Policy Office. For example:
 - If you were ill, there must be a medical certificate for the period concerned, signed by a certified medical practitioner.
 - If your reason was a business commitment, your employer must supply a letter on headed paper to confirm your unavailability.
- Evidence can be uploaded and submitted through the online tool or can be sent by post. If sending evidence by post, it must be submitted within 14 days of the application.

Applications cannot be accepted by telephone. If you require advice or guidance about making a request for postponement, you should contact your Student Support Team.

Applications which are not supported by independent documentary evidence confirming that you were unable to attend the exam for the reason stated will not be agreed. If you do not submit your evidence within the 14 day deadline your application will be considered cancelled.

If you need advice on what documentary evidence you need to submit you should contact your Student Support Team.

Postponed exams can be approved only in exceptional circumstances, and your application may be refused.

The Assessment Policy Office will let you know whether or not your request has been approved by email or letter. Decisions are **not** given over the telephone. In most cases the Assessment Policy Office will be able to notify you of the decision before the exam date. However, due to the volume of requests made close to the exam date it may not always be possible to notify students of the outcome of their request prior to the exam. This may be the case if you have made your request very close to your exam date or you have not submitted supporting evidence with your request.

A discretionary postponement will only be granted where there is evidence that you were **unable** to attend your exam.

If you do not attend the exam and you have not had an application for discretionary postponement formally agreed in advance, you must consider the possibility that your application will not be approved. If this happens, you will normally receive a fail-absent module result and may have to retake the whole module in order to obtain credit.

You must complete your module within 13 months of the original exam opportunity. If you postpone your exam, you might not be eligible for a resit exam. You should check with your Student Support Team if you are unsure how this may affect your study.

If a discretionary postponement is approved, your module result notification will say 'Postponement'. If your result notification says 'Fail: not entitled to resit', yet you have had confirmation of a postponement, you must contact the Assessment Policy Office as soon as possible.

Repeating a module

If you are awarded a fail result for an undergraduate module resit or resubmission or an undergraduate module that has no resit or resubmission opportunity, you may be entitled to a reduced module fee if you wish to repeat that module.

The full details of these circumstances are set out in the Fee Rules 2015/16 document, Section V. This information is available online at <http://www.open.ac.uk/students/charter/essential-documents/fee-rules>

They include a requirement that for the module that you failed, you had participated in all activities. This includes attending any residential school element; participating in the end of module assessment by attending the exam or submitting the examinable component; and by attending a resit exam or resubmitting the examinable component. Non-attendance at your exam will affect your eligibility for a reduced fee if you subsequently decide you need to repeat the module.

16 Special circumstances that have affected your performance in assessment

If you think that you have studied your module effectively but that special circumstances have had a serious effect on your performance in either the exam or in the continuous assessment, you may bring information about this to the attention of the Examinations and Assessment Board.

You should only inform the University of **serious circumstances** which have had a significant effect on your continuous assessment performance for four weeks or more, or have affected you during your exam or revision period.

The kinds of special circumstance that the University may consider to be serious include:

- the death or critical illness of a dependant or close relative (evidence such as a medical certificate or death certificate is required); or
- a severely debilitating illness during most of the revision period and/or the exam (medical evidence is required); or
- the loss, due to circumstances beyond your control, of more than 10 minutes of exam time (you should **also** have brought this to the attention of the invigilator so that it is included in the report of events and conditions during the exam); or
- difficulties caused by a disability or additional requirement, for which you feel that the University's adjustments were not appropriate.

When submitting special circumstances you must supply corroborating documentary evidence.

Special circumstances not supported by documentary evidence may not be considered.

If evidence is not immediately available, you should submit your special circumstances information via the online system without it. You must, however, include a brief explanation of why you cannot provide the evidence at that moment, and then send it later, as directed, to arrive no more than 14 days after the exam date or the published cut-off date for continuous assessment.

Supporting evidence can either be submitted electronically or in hardcopy.

Continuous assessment

How to apply

- Special Circumstances relating to continuous assessment should be reported to the University via the Exams and Assessment online submission tool. This tool is available from the Assessment, assignments and exams section of the Help Centre on your StudentHome page or via the link below:

<http://www2.open.ac.uk/students/assessment/requests/special-circumstances.php>

When to apply

- You must complete the online process notifying the University of your Special Circumstances and provide relevant third party evidence no later than 14 days after the published cut-off date for your final piece of continuous assessment (i.e. TMA or CMA, whichever is later).
- Submissions received outside of these timeframes will not be considered unless you can provide evidence that you were prevented from meeting the deadline by circumstances outside of your control.
- If you want to submit special circumstances relating to continuous assessment, you must ensure that you meet the above deadline, even if you are applying for deferral with assessment banking or for postponement of the exam.

Exam (and revision period)

How to apply

- Special Circumstances relating to exams should be reported to the University via the Exams and Assessment online submission tool. This tool is available from the Assessment, assignments and exams section of the Help Centre on your StudentHome page or via the link below:

<http://www2.open.ac.uk/students/assessment/requests/special-circumstances.php>

When to apply

- You must notify the University of your Special Circumstances before midnight (UK local time) on the day following your exam. Supporting evidence can be submitted electronically or in hard copy and must be received by the University within 14 days of your exam.
- Submissions received outside of these timeframes will not be considered unless you can provide evidence that you were prevented from meeting the deadline by circumstances outside of your control.
- Special Circumstances relating to exams must be submitted for each module. If you are subsequently offered a resit opportunity and are still affected by similar circumstances you must submit another special circumstances form for the exam. The information in a special circumstances form does not roll over to a resit or other modules.

Not being aware of the special circumstances process is not evidence of circumstances outside of your control. If you need further advice about submitting special circumstances, please contact your Student Support Team.

It is important to note that even when special circumstances have adversely affected your revision or your performance in the exam, the weight that the Examinations and Assessment Board can give them is limited.

The number of special circumstance cases submitted has greatly increased over recent years, making the already demanding job of the Board even more difficult. Cases that have little substance or that warrant little or no weight are unhelpful to you, to other students who have suffered very severe circumstances, and to the University.

Please consider very carefully whether your case merits attention before completing the form.

Some students wait until they have received their module result before informing the University of their special circumstances. It is too late at this point and the module result **will not** be reviewed. If you consider that you have compelling special circumstances you must make your submission in line with the timescales detailed above.

17 Additional arrangements for exams

If you are ill at the time of the exam or you have additional requirements, it may be possible to take your exam at home or in hospital. If you have caring responsibilities (for example, breastfeeding a newborn baby or caring for a disabled dependant) that make it difficult or impossible for you to take your exam at an exam centre, you may be able to take your exam at home. If you think you will need additional arrangements, you should contact your Student Support Team as soon as possible and at least 6 weeks before the date of your exam. They will be able to advise you whether you will be eligible for additional exam arrangements.

If you have told us you have a disability, you will be sent information about requesting reasonable adjustments before you take an exam with us so you can let us know what adjustments you might need. If you have not received this information, or your requirements have changed since you last told us about them, you should contact your Student Support Team.

When the Examinations and Assessment Board meets to award your results, it will have brief factual details of any additional arrangements we have made for your exam. The script marker is not made aware of any disability or additional requirements that you may have reported to the University, nor of any additional arrangements put in place for you. This is so that the Board has a baseline and independent assessment of the academic merit of the script as presented.

You are strongly advised to submit special circumstances if you think you have been at a serious disadvantage in your continuous assessment because of your disability. Similarly, you should submit special circumstances if you think that any extra time or other adjustments arranged by the University for your exam have not adequately compensated for your disability. Section 16, Special circumstances that have affected your performance in assessment, starting on page 10 tells you more about submitting special circumstances.

Any adjustments made to compensate for a disability for a main exam in May or June will automatically be carried over to a resit/postponed exam. If, after sitting your exam in May or June, you find that the arrangements made for you were not adequate, please contact your Student Support Team as soon as possible. You should also notify your Student Support Team if, due to a change in your circumstances, you no longer require additional arrangements to be made for a resit or postponed exam.

18 Module results

Results for these exams will be released by the week commencing Monday 25 July 2016. Please do not telephone your Student Support Team or the Exams Office about your result; this information cannot be given over the telephone.

If you have not received the result for your exam by **8 August 2016**, please contact the Exams Office, using the contact details given on page 25, giving your personal identifier and the module concerned.

When your result is ready to be released, an email message will be sent to tell you that your result is available to view on your StudentHome page on the University's website. When you visit StudentHome you may also be provided with a performance profile detailing how you did in the exam. This is only available from your StudentHome page for 56 days from the date when module results are released. If you want to keep a copy of your performance profile, you should print it off during this time, as it will not be provided in hard copy.

A hard copy version of the result notifications will only be sent to students for whom the University does not have a recorded email address.

A feature on StudentHome also enables you to download a result letter should you need it as evidence for employers, sponsors, etc. Result letters for previously studied modules from October 2000 onwards are also available to download.

You should ensure that you are able to sign on to view your StudentHome page before results are released.

Please read the following information carefully, as different arrangements apply depending on which module you are studying.

If you are studying K802, M820, M821, M823, M828, M833 or M835:

Fail: entitled to resit results

- If you are awarded a fail: entitled to resit result you will be automatically registered for the resit exam on either 5 or 6 October.

Postponed results

- If you are granted a discretionary postponement, you will be automatically registered for the next exam on either 5 or 6 October.

It is not possible for you to elect to postpone your exam in October 2016 to the next exam opportunity for your module. If you are unable to complete your resit or postponed exam, you will need to make an application for discretionary postponement. For modules with a resit or postponed exam in October 2016 the next exam opportunity will be in June 2017. You should contact your Student Support Team to confirm this and to receive guidance on the implications postponement may have on your further study.

Details of your centre allocation for the resit or postponed exam will be posted to you about 6 weeks before the exam. This information will also be available on StudentHome. Your notification will tell you the time of your exam and the exam centre you have been allocated to. This may be a different centre to your exam in May or June. You will also be sent a copy of the relevant Exam Arrangements booklet. This booklet will also be available from the University's Assessment internet site.

For full details on arrangements for the resit or postponed exams please refer to the 5-6 October 2016 Exam Arrangements booklet. The booklet will be available from the University's Assessment internet site.

For all other modules on 31 May – 7 June 2016:

Fail: entitled to resit results

- If you are awarded a fail: entitled to resit result you will be automatically registered for the resit exam on 14 September 2016.
- It is possible for you to postpone a resit exam to the next exam opportunity for your module. For most modules, this will be in June 2017. You should contact your Student Support Team to confirm this and to receive guidance on the implications postponement may have on your further study.

Postponed results

- If you are granted a discretionary postponement, you will be automatically registered for the next exam on 14 September 2016.
- Unlike students who are completing a resit exam, it is not possible for you to elect to postpone an already postponed exam from 14 September 2016 to the next exam opportunity for your module. If you are unable to complete your postponed exam on 14 September 2016, you will need to make a further application for discretionary postponement. For most modules the final exam opportunity will be in June 2017. You should contact your Student Support Team to confirm this and to receive guidance on the implications postponement may have on your further study.

Details of your centre allocation for the resit or postponed exam will be posted to you within 5 days of your result being released. This information will also be available on StudentHome. Your notification will tell you the time of your exam and the exam centre you have been allocated to. This may be a different centre to your exam in May or June.

For full details on arrangements for your resit or postponed exams please refer to the 14 September 2016 Exam Arrangements booklet. This booklet will be available from the University's Assessment internet site.

Pending results

In some cases each year Examinations and Assessment Boards are unable to come to a decision about the module result to be awarded. If this happens to you, you will be given a 'pending' status. There are various reasons for this. The Board may want you to attend a viva voce exam – you would be told about that separately – or an assignment score or exam information delayed by script marking might be missing from your assessment record. Urgent action is always taken by the University to provide the Board with the information it needs so that a final result can be sent to you as soon as possible.

Queries about module results

Your Assessment Handbook explains how module results are awarded, and how result enquiries and formal appeals can be made. There are also detailed questions and answers on

StudentHome. If, after reading these explanations carefully, you think you have evidence that your module result is incorrect you may request a module result check using the online submission tool at;

<http://www2.open.ac.uk/students/help/can-i-appeal-against-my-result>

Module result checks cannot be requested by telephone. If you have a disability or additional requirements that mean you are unable to complete the online form yourself, please contact your Student Support Team for advice.

Please note that dissatisfaction with your result does not in itself constitute grounds for a module result check however we will acknowledge and respond to any issues raised.

We will not disclose or discuss module results over the telephone or to a third person.

Please note:

- Most modules now provide students with a performance profile on StudentHome. The University cannot issue further individual feedback to students about their exam performance.
- The University is confident that the results issued are appropriate, and therefore individual scripts or assignments will not be remarked.
- You cannot have your exam script or end of module assessment returned to you.
- You cannot request a viva voce exam. The decision as to whether a student is to be offered a viva voce exam rests solely with the Examinations and Assessment Board.

19 Exam support

If you would like help with exam preparation and technique, please ask your tutor or your Student Support Team. Your Student Support Team can also help if you are concerned that you may experience a particularly high level of stress as you prepare for or sit an exam.

20 Last submission date for TMAs

You must make sure that your tutor receives your last TMA by the cut-off date.

In exceptional circumstances you may be able to get an extension. If you think that your circumstances are exceptional, ask your tutor as soon as possible, and certainly before the cut-off date, whether an extension can be granted. TMAs that reach your tutor after the final cut-off date will not be marked unless an extension has been granted.

Extensions beyond **1 June 2016** will not be granted under any circumstances. Your tutor does **not** have authority to grant an extension beyond this date.

21 Enquiries

If you have any questions about exam arrangements, please contact your Student Support Team, who may pass you on to an appropriate team for assistance.

Appendix 1: Exam materials

The rules to do with exam materials are very important and you must observe them scrupulously. Materials are classed as either *essential*, *optional* or *prohibited*. They are governed by general rules that apply to *all* modules, and by rules that apply, *in addition to the general rules*, to individual modules.

1 General rules

The general rules are explained below. Please read them carefully, and then look up your module in Appendix 2: Rules for individual modules, on page 18, to see whether it has any additional rules of its own. The general rules apply to all modules. The general rules are:

1.1 Essential items

- A valid form of identification as indicated in Section 6, At the exam, on page 4
- A ballpoint pen or pen and ink (blue or black). You must use pens for all answers, with the exception of answers on CME forms and drawn diagrams, unless you have sought and been granted permission to write in pencil (evidence to be provided).
- A pencil. Your module website will tell you if you have to complete a CME form as part of your exam. If so, you must bring an HB pencil. You should not use a pencil to write answers unless you have obtained permission from the University. Pencils are to be used only for drawing diagrams and completing CME forms.

You are also strongly advised to take your exam allocation notification with you to your exam, particularly if you attend a different centre from the one you were originally allocated to.

1.2 Optional items

- A ruler, eraser, coloured pencils, fibre-tipped pens, highlighter pens.
- English and/or foreign-language dictionaries, unless prohibited by the module rules. They must be one volume dictionaries and not annotated unless permitted by module rules. You should bear in mind the time it takes to use them, and remember that present-day or non-technical use of words and terms may be different from their use in the context of the module.
- A small handbag. Briefcases and other large bags will have to be left in a cloakroom or at the back or front of the exam room, as the invigilator directs.
- Small amounts of food and drink, as long as consumption of them does not disturb other candidates and is allowed by the exam centre. Food should be unwrapped before the start of the exam.

1.3 Prohibited items

In the exam room you must **not** have prohibited items on or about your person, on or under your desk or in a handbag. You are strongly advised to leave such items at home. If there is no alternative but to bring them into the exam room (for security reasons, for example), they must be left at the back or front of the room. You will not be allowed access to them at any time during the exam. Pagers, mobile telephones and alarms must be switched off. Watch alarms must not be set to go off during the exam.

Prohibited items are:

- Mobile telephones, smart watches and any other communication or photographic equipment. This includes; tablets, laptops and palmtop computers, wearable communication devices, personal organisers, radio pagers, music players and iPods, electronic dictionaries or thesauri.
- Tipp-ex, erasable pens, or other correction fluids.
- E-cigarettes or any other kind of hand held electronic nicotine delivery system.

- Anything not listed as essential or optional in either these general rules or the rules for individual modules, including paper intended for use as rough paper. All rough work must be done in the answer book.

For most modules the following items are **also** prohibited, apart from exceptions detailed in Appendix 2: Rules for individual modules:

- All module materials.
- Calculators (see Section 1.4 below).
- Science, mathematical, technical and specialist dictionaries.

If you try to take unauthorised material or prohibited items (this includes blank paper) into an exam you could be found guilty of misconduct and be liable to disciplinary action.

1.4 Calculators

The University has amended the regulations on the use of calculators in examinations.

For most modules with an examination between 31 May and 7 June 2016, if the module permits you to use a calculator in the examination it must be one of the following 3 types, as specified in the rules for individual modules:

- X A non-scientific calculator i.e. with no functionality such as log, sin cos etc;
- Y A scientific calculator;
- Z A programmable calculator but without a set of dedicated alphabetic keys.

A type X, Y or Z calculator must not:

- Be designed or adapted to offer any of the following facilities:
 - Algebraic manipulation;
 - Differentiation or integration;
 - Language translation;
 - Communication with other devices or the internet;
- Have retrievable information stored in it such as:
 - Databanks;
 - Dictionaries;
 - Mathematical formulas;
 - Text.

For some modules with an examination between 31 May and 7 June 2016, if the module permits you to use a calculator in the examination it must be one of the following 3 types, as specified in the rules for individual modules:

- A Non-programmable e.g. basic scientific;
- B Programmable e.g. most graphics calculators, without a QWERTY alphabetic character set;
- C Programmable and capable of storing and retrieving text, e.g. with a QWERTY alphabetic character set.

On some modules, if you are resitting or have postponed the examination you are also permitted to use a type A, B or C calculator.

A type A, B or C calculator must not:

- Have a disk drive;
- Be capable of communicating remotely with other devices.

In all cases, the calculator must be:

- A separate dedicated device (You will not be permitted to use the calculator feature of another device such as a mobile phone or a smart watch);
- Of a size suitable for use on a desk;
- Either battery or solar powered.

You are responsible for ensuring before your examination that:

- Your calculator complies with your module's requirements;
- Your calculator is in working condition (if your calculator is powered by batteries you should consider bringing spare batteries as these will not be provided at the centre);
- You have the appropriate knowledge and skills to use the calculator during the examination.

If you use a calculator in an examination, you must write the make and model number on the front page of your answer book. Operating instructions, apart from those printed on the calculator lid or hard case, are not permitted unless specified otherwise in the module rules.

2 Annotation of materials permitted in the exam

It is the University's policy that all candidates must be assessed on the same basis and that no candidate should have an unfair advantage. **In most exams no module or other materials are permitted.** For some exams, however, candidates are expected to have part of the module material, or other materials, with them. The texts or module units that are permitted are listed in the rules for individual modules in Appendix 2, and the amount of annotation allowed on these materials is also specified for each exam.

The University reserves the right to decide what is an acceptable degree of annotation, and the invigilator has authority to remove any materials and any annotated or modified materials that are considered to be unacceptable. If the University decides that you have taken unacceptable materials into the exam you will be subject to disciplinary action.

2.1 No annotation

The text as printed without any form of annotation.

2.2 Basic annotation

The text as printed may be supplemented by handwritten highlights (for example by a highlighter pen or by ringing, underlining or sidelining), and by corrected typographical errors. The addition of comments, marginal notes, notes in the blank spaces at the end of paragraphs and pages or on fly-leaves is not permitted.

2.3 Restricted annotation

The text as printed may be supplemented by handwritten (not printed) highlights, corrections and comments. The intention is that the annotation should complement the purposes of the text, so the inclusion of large amounts of additional material (for example, using the fly-leaves, end-papers or insides of covers for recording information) is not permitted.

2.4 Special annotation

Unrestricted annotation is allowed in module materials listed as permitted in the exam (including any end-papers or blank pages sent to you as part of the module materials), but no additional sheets of notes, inserts, 'post-its' or index tabs.

3 Restriction of question papers

Each module will indicate the level of restriction which applies to the question paper. The categories are as follows:

3.1 Not restricted

The question paper will be released to registered students via their StudentHome page approximately 2 days after the exam. Please note that the question paper will remain on your StudentHome page for approximately 6 weeks only. If your module provides a performance profile via StudentHome the paper will also be made available for 56 days from the date when module results are released, so that you can view the paper alongside your profile. If you want to keep a copy of the paper you should download it while it is available.

3.2 Restricted

The question paper will not be released for copyright or academic reasons.

Appendix 2: Rules for individual modules

The information shown is correct at the time of going to press, and you will be contacted if the information for your module changes. For clarification of the general rules, levels of annotation (if applicable) and calculator type please see Appendix 1: Exam materials, on page 16.

31 May – 7 June 2016 – Standard modules

For the following modules, the **general rules** on exam materials apply, and the question paper is **not** restricted. (For clarification, please see Appendix 1 on page 16):

A105, A200, A207, A217, A218, A219, A222, A226, A340, A342, AA316, B201, B301, DD209, DD211, DD301, DE200, E212, E313, E318, ED209, K207, K213, K225, K235, K240, K270, K313, K319, KE312, M269, TM354, W200, W201, W202, W203, W300, W301.

31 May – 7 June 2016 – Standard modules (Restricted question paper)

For the following modules, the **general rules** on exam materials apply, but the question paper is restricted. (For clarification, please see Appendix 1: Exam materials, on page 16).

A230, A327, AA302, AD281, DD203, DD205, DD208, DD307, DSE212, K101, K272, K802, M364, T217, TD223.

31 May – 7 June 2016 – Non-standard modules

The table below details those modules where **additional rules** apply, and confirms whether or not the question paper is **restricted**. If your module is among those listed, make a note of materials that must, may or may not be brought into the exam. For clarification of the general rules, levels of annotation (if applicable) and calculator type please see Appendix 1 on page 16.

A275	General rules apply, and: Prohibited: Dictionaries of any kind. Question Paper: Not Restricted
A276	General rules apply, and: Prohibited: Dictionaries of any kind. Question Paper: Not Restricted
A397	General rules apply, and: Prohibited: Dictionaries of any kind. Question Paper: Restricted
AA306	General rules apply, and: Optional: The Norton Shakespeare, ed. S Greenblatt et al (set book), either 1st edition (ISBN 978-0393970869 or ISBN 978-0393970876) or 2nd edition (ISBN 978-0393929911 or ISBN 978-0393111354). Restricted annotation permitted. Candidates are permitted to use paper clips, or fold over pages, to “bookmark” plays within The Norton Shakespeare. Question Paper: Not Restricted
B203	General rules apply, and: Optional: Calculator Type X or Y. Question Paper: Not Restricted
DST206	General rules apply, and: Essential: Calculator Type X, operating instructions not permitted. Question Paper: Not Restricted

K218	General rules apply, and: Prohibited: dictionaries of any kind Question Paper: Not Restricted
L203	General rules apply, and: Optional: One-volume bilingual or monolingual dictionary, any edition: those that give grammatical information and verb tables are acceptable; use sparingly and in accordance with tutor's advice; over-use will disadvantage you when time is limited; no annotation permitted. Question Paper: Restricted
L204	General rules apply, and: Optional: One-volume bilingual or monolingual dictionary, any edition: those that give grammatical information and verb tables are acceptable; use sparingly and in accordance with tutor's advice; over-use will disadvantage you when time is limited; no annotation permitted. Question Paper: Restricted
L211	General rules apply, and: Optional: One-volume bilingual or monolingual dictionary, any edition: those that give grammatical information and verb tables are acceptable; use sparingly and in accordance with tutor's advice; over-use will disadvantage you when time is limited; no annotation permitted. Question Paper: Restricted
M208	General rules apply, and: Essential: M208 Handbook SUP869035, Special annotation permitted. Prohibited calculators of any kind Question Paper: Not Restricted
M248	General rules apply, and: Essential: HB pencil Optional: M248 handbook, SUP code 54528 2; special annotation permitted. Only the OU printed double-sided copy of the Handbook can be taken into the examination, copies downloaded from the module website should not be taken into the examination. Calculator type Y (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B). Basic operating instructions for calculator; no annotation permitted. Question Paper: Not Restricted
M249	General rules apply, and; Essential: Handbook (SUP 869917); only the OU printed double-sided copy of the Handbook can be taken into the examination. Copies downloaded from the module website should not be taken into the examination; special annotation permitted. Calculator type Y (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B). Optional: Basic operating instructions for calculator; no annotation permitted. Question Paper: Not Restricted
M250	General rules apply; and Essential: M250 examination handbook (SUP 041804); basic annotation permitted. Only the OU printed copy of the handbook can be taken into the examination, copies downloaded from the website should not be taken into the examination. Question Paper: Not Restricted
M258	General rules apply, and: Optional: Calculator Type Y Question Paper: Not Restricted
M303	General rules apply, and: Optional: module handbook (SUP 037658), basic annotation permitted Prohibited: calculators of any kind Question Paper: Not Restricted

- M337** General rules apply, and:
Optional: Course handbook SUP 25683 0; special annotation permitted.
Question Paper: Not Restricted
- M343** General rules apply, and:
Essential: M343 handbook, SUP code 023911; special annotation permitted. Only the OU printed double-sided copy of the handbook can be taken into the examination. Copies downloaded from the module website should not be taken into the examination. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Question Paper: Not Restricted
- M346** General rules apply, and:
Essential: Course Handbook; SUP code 985089; only the OU printed double-sided copy of the Handbook can be taken into the examination. Copies downloaded from the module website should not be taken into the examination; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Optional: Basic operating instructions for calculator; no annotation permitted.
Question Paper: Not Restricted
- M347** General rules apply, and:
Essential: HB pencil
Prohibited: calculators of any kind
Question Paper: Not Restricted
- M373** General rules apply, and:
Optional: Course handbook SUP 046157; special annotation permitted. Calculator type Y or Z. Basic operating instructions for calculator; no annotation permitted.
Question Paper: Not Restricted
- M820** General rules apply, and:
Optional: Course Handbook, SUP code 019944; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Question Paper: Restricted
- M821** General rules apply, and:
Optional: Set book Jordan and Smith Non-Linear Ordinary Differential Equations (3rd or 4th Editions both permitted); special annotation permitted. Course Glossary, SUP code 020636; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Question Paper: Restricted
- M823** General rules apply, and:
Optional: Set book T. M. Apostol Introduction to Analytic Number Theory; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Question Paper: Restricted
- M828** General rules apply, and:
Optional: Set book J. W. Dettman (1965) Applied Complex Variables; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B).
Question Paper: Restricted
- M829** General rules apply, and:
Optional: Set book T. M. Apostol Introduction to Analytic Number Theory; special annotation permitted. Calculator type A or B.
Question Paper: Restricted

- M832** General rules apply, and:
Optional: Set book M. J. D. Powell Approximation Theory and Methods; special annotation permitted. Calculator type A or B.
Question Paper: Restricted
- M833** General rules apply, and:
Optional: Set book Advanced Mathematical Methods with Maple by D. Richards; special annotation permitted. Course Glossary, SUP code 005179; special annotation permitted. Calculator type Y or Z.
Question Paper: Restricted
- M835** General rules apply, and:
Optional: Set book: Fractal Geometry Mathematical Foundations and Applications by K. Falconer; special annotation permitted. Calculator type Y or Z.
Question Paper: Restricted
- M836** General rules apply, and:
Optional: Course Glossary, SUP codes 984521 (2007 version) or 861012 (2005 version); special annotation permitted. Calculator type A or B.
Question Paper: Restricted
- MS221** General rules apply, and:
Optional: Calculator type A or B. Official printed MS221 handbook (as provided in module mailing) ISBN 9780749252809; special annotation permitted.
Question Paper: Restricted
- MS324** General rules apply, and:
Essential: Calculator type B. MS324 Handbook SUP 986792; special annotation permitted.
Optional: Basic operating instructions for calculator; no annotation permitted.
Question Paper: Not Restricted
- MST124** General rules apply and:
Essential: HB pencil
Optional: Official printed MST124 Handbook (SUP 030608) or MST125 handbook (SUP 034796) as provided in the module mailing, special annotation permitted; calculator type Y
Question Paper: Not Restricted
- MST125** General rules apply, and:
Essential: HB pencil
Optional: MST125 Handbook (SUP 034796) special annotation permitted, only the OU printed double-sided copy of the Handbook can be taken into the examination, copies downloaded from the module website should not be taken into the examination; calculator type Y
Question Paper: Not Restricted
- MST210** General rules apply, and:
Essential: MST210 examination handbook (SUP 038486), special annotation permitted, only the OU printed copy of the handbook can be taken into the examination, copies downloaded from the module website should not be taken into the examination; HB pencil
Question Paper: Not Restricted
- MST224** General rules apply, and:
Essential: MST224 examination handbook (SUP 034846), special annotation permitted, only the OU printed copy of the handbook can be taken into the examination, copies downloaded from the website should not be taken into the examination; HB pencil
Question Paper: Not Restricted

MST326	General rules apply, and: Optional: MST326 Handbook SUP 00248 3; special annotation permitted. Calculator type Y or Z (Students resitting or postponed from presentations prior to 15J are also permitted to use a calculator type A or B). Basic operating instructions for calculator; no annotation permitted. Question Paper: Not Restricted
MT264	General rules apply, and: Optional: MT264 Handbook SUP 985716; basic annotation permitted. Calculators are NOT permitted. Question Paper: Not Restricted
MT365	General rules apply, and: Optional: Course handbook SUP code 005182; special annotation permitted. Question Paper: Not Restricted
S104	General rules apply, and: Essential: HB pencil, Calculator Type Y. Question Paper: Not Restricted
S207	General rules apply, and: Essential: ruler, HB pencil and Calculator type Y. Question Paper: Restricted
S209	General rules apply, and: Essential: Calculator type Y; protractor Optional: operating instructions for calculator, no annotation permitted. Question Paper: Restricted
S215	General rules apply, and; Essential: calculator type Y. Question Paper: Not Restricted
S217	General rules apply, and: Essential: ruler, calculator type Y Question Paper: Not Restricted
S240	General rules apply, and: Optional: Calculator Type Y. Question Paper: Restricted
S276	General rules apply, and: Essential: S276 Books 1, 2 and 3 (ISBN 9781848735538, 9781848732032 or 9781848735545, 9781848736863), S276 Reference Cards 1, 2 and 3 (SUP 013212; 013215 or 025505; 014126 or 025506); special annotation permitted, HB pencil Optional: Calculator type Y; GEO grain size chart, steel (dressmaker's) pin, additional hand-lens or magnifying glass, small torch, protractor. Basic operating instructions for calculator; no annotation permitted. Question Paper: Restricted
S282	General rules apply, and: Essential: HB pencil, calculator type Y Question Paper: Not Restricted
S283	General rules apply, and: Essential: HB pencil Optional: Calculator Type Y Question Paper: Not Restricted
S294	General rules apply, and: Essential: Calculator Type Y. Prohibited: dictionaries of any kind. Question Paper: Not Restricted

S295	General rules apply, and: Essential: calculator type Y. Question Paper: Not Restricted
S315	General rules apply, and: Optional: calculator type Y, ruler. Question Paper: Not Restricted
S317	General rules apply, and: Optional: Calculator type Y Question Paper: Not Restricted
S339	General rules apply, and: Optional: Calculator type Y, slide rule or log tables; no annotation permitted. Question Paper: Not Restricted
S369	General rules apply, and: Essential: Pen; pencils; coloured pencils; ruler. Optional: Protractor; Calculator Type Y. Question Paper: Not Restricted
S382	General rules apply, and; Essential: Calculator type Y. Question Paper: Not Restricted
S383	General rules apply, and; Essential: Calculator type Y. Question Paper: Not Restricted
S396	General rules apply, and: Essential: Calculator type Y and a ruler. Question Paper: Not Restricted
SD329	General rules apply, and: Optional: Calculator type Y. Question Paper: Not Restricted
SDK125	General rules apply, and: Essential: Calculator Type X, ruler, eraser. Prohibited: Dictionaries of any type. Question Paper: Restricted
SK277	General rules apply, and: Essential: Perspex Ruler and Calculator Type X or Y. Prohibited: English and / or foreign-language dictionaries. Question Paper: Not Restricted
SK320	General rules apply, and: Essential: Calculator Type Y. Optional: basic operating instructions for calculator; no annotation permitted. Question Paper: Not Restricted
SM358	General rules apply, and; Essential: Calculator type Y. Question Paper: Not Restricted
SMT359	General rules apply, and Essential: Pen, pencil, ruler, eraser, calculator type Y. Question Paper: Not Restricted
T207	General rules apply, and: Optional: Calculator type Y. Question Paper: Not Restricted
T213	General rules apply, and: Optional: Calculator type X or Y. Question Paper: Not Restricted

T216	General rules apply; and: Optional: Calculator type X; basic operating instructions permitted. Question Paper: Not Restricted
T324	General rules apply, and; Essential: Calculator type X or Y. Basic operating instructions for calculator; no annotation permitted. Question Paper: Restricted
T325	General rules apply, and: Essential: Calculator type X or Y. Optional: Basic operating instructions for calculator; no annotation permitted. Question Paper: Restricted
T356	General rules apply, and Optional: Calculator type Y. Operating instructions not permitted Question Paper: Restricted
T357	General rules apply, and Essential: Calculator type Y. Optional: Compass and protractor Question Paper: Not Restricted
TM353	General Rules apply, and: Essential: Calculator Type X or Y. Optional: Compass and protractor. Question Paper: Not Restricted
W102	General rules apply, and: Essential: HB pencil Question Paper: Not Restricted

Appendix 3: Links, addresses and contacts

Online discretionary postponement requests:

<http://www2.open.ac.uk/students/assessment/requests/discretionary-postponement.php>

Online submission of special circumstances:

<http://www2.open.ac.uk/students/assessment/requests/special-circumstances.php>

Information on deferral and assessment banking:

<http://www.open.ac.uk/students/charter/essential-documents/registration-as-a-student>

Assessment internet site:

<http://www2.open.ac.uk/students/help/topic/assessments-and-exams>

Student Support Teams – All students should contact their Student Support Team in the first instance

You will find contact details for your Student Support Team in the Help Centre on your StudentHome page (www.open.ac.uk/students).

The Exams Office

The Open University
PO Box 720
Milton Keynes
MK7 6ZQ

Tel : 01908 858312
Fax : 01908 858337
E-mail : exams@open.ac.uk

The Assessment Policy Office

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