


# EENG Information Pack

Using the EENG examination rooms



## Exam room capacities

- EEE 403A-B (x84)
- EEE 406-407 A-B (x84)
- EEE 508 (x10) (x23 if alternative furniture arranged)

## Housekeeping

- Exam rooms may be used for the period of set-up, exam time and take-down as specifically booked in Celcat and no longer
- Department staff or CTSO should be contacted immediately should an exam require any additional time to that booked (see Contacts below). Please note it may not be possible to extend a booking in such a scenario
- AEA students should ideally sit in an alternative room and any extra time required should be factored into the original Celcat exam booking as above
- Exam rooms will already be set-up as per exam room layout (including desk partitions) during the following exam period/weeks:
  - December – Week 11
  - Summer exam period (early May to mid-June)
  - Resit exam period (late Aug/early Sept)

Outside of these periods, **exam room layout/desk partition set-up will need to be requested**. Please contact [Peter Laskey](#) to make any request in the first instance

- Room partitions will already be open during the above periods and must not be adjusted. Any partition issue should be raised with the relevant contact below
- Outside of the above periods, desk partitions should be returned to the trolley provided when finished with
- You are welcome to personalise the exam venue as you wish during the time allocated to you. If doing so, please ensure it is returned to the original layout found when leaving the venue
- Please ensure exam signage, seating plans have been removed following the exam
- Room access will need to be arranged with Lina Brazinskaite (see Contacts below). **Rooms doors must be closed/locked following use** to secure any exam materials already in the room.

## Contacts

- In the events of an issue with room access, furniture layout or first aid, please contact the following:

Lina Brazinskaite (ext 46341) [l.brazinskaite@imperial.ac.uk](mailto:l.brazinskaite@imperial.ac.uk)

- For any AV issues please contact **ICT** (ext 49003)

## Emergency/First Aid Contacts

<b>In an Emergency Dial:</b>	0207 589 1000
From a college phone	4444
<b>First Aiders</b>  See <b>Emergency Contact</b> posters in exam room (next to phone) or nearest lift for closest first aider	