

## Examination Timetabling Policy

A central timetable is produced by the Academic Registry, on behalf of all Schools and Departments, for examinations held in Semester 1, Semester 2 and the Special Assessment Period. The following policy document sets out the guiding principles which determine the production of the examination timetables.

### 1. Timing

The Exam Timetables are produced in accordance with Regulation VII which states that:

*'For Semester 1 and 2 examinations, an examination timetable shall be published at least three weeks before the date of any examination included in that timetable. For the Special Assessment Period, an examination timetable should be published at least two weeks before the date of any examination included in that timetable.'*

### 2. Basic Principles

Examination timetables are generated following consultation with Schools and Departments and in accordance with the following **broad principles**:

- All examinations will be hosted in one central venue<sup>1</sup>.
- All examinations will be scheduled between Monday and Friday (inclusive)
- All examinations will be scheduled within one of the following three daily sessions<sup>2</sup>
  - AM Session = 9.00am-12noon
  - PM Sessions = 1.00-3.00pm
  - Evening session = 4:00-6.00pm

### 3. Additional Considerations

In addition to the **broad principles** outlined in section 2, the following considerations will be adhered to wherever possible<sup>3</sup>:

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<sup>1</sup> Students with additional requirements identified by Counselling and Disability Services (CDS) will be seated in alternative venues, but at the same date/time as in the main venue.

<sup>2</sup> Timings of these sessions can be extended to incorporate CDS approved extra-time requirements.

<sup>3</sup> In very rare cases, it may not be possible to apply all of the additional considerations to an individual's timetable. In these cases, and only in consultation with the relevant School/Department, it may be necessary to timetable an exam outside of these principles.

- No student should be scheduled to have more than one examination per day.
- All examinations for finalist should be scheduled within the first two weeks (Week 13 and 14) of the examination sessions in Semesters 1 and 2.
- Examinations should be scheduled to minimise the number of students with four “back to back” (on consecutive days) examinations. Three back to back (on consecutive days) examinations is considered to be acceptable.
- Examinations with large numbers of candidates will be given priority and will be scheduled earlier in the examination period. This is in order to maximise the time available for marking of scripts.
- Examinations containing common content will be scheduled together.

#### 4. School/department requests

Individual School/departmental scheduling requests will not normally be accommodated in the timetabling process. Exceptions include:

- Where examinations need to be scheduled together because they have common content.
- Where an examination is scheduled needs to be scheduled at a particular time in the day to accommodate a student sitting the paper overseas at the same time.

It is not anticipated that there will be other circumstances that require a School/department to make a specific scheduling request. However, in the event that there are, then a case should be presented to the relevant AD(T) with a clear rationale as to why the request is necessary.

If approved by the relevant AD(T), the exceptional request will then be passed to the Student Office for further consideration.