To: Deans and Examination Officers

Examination Protocol:

This Exam Protocol is confirmation of previously established timetabling conventions and is being circulated as a reminder and briefing in advance of the publication of the exam timetable.

- Thus there will be 26 examination slots (13 Morning & 13 afternoons) over the examination period (13 working days Per Semester)

- Prep Year, Degree Year 2 and Engineering Degree Year 4 are timetabled in the Morning slots (10:00 AM – 12:00 PM)

- Degree Year 1 & 3 are timetabled in the afternoon’s slots. Also some final exams will be scheduled during the morning slots when the exam duration is 2:30-3:00 hrs.

- English Levels Final Exams are timetabled on one day/two slots (Morning and afternoon) to accommodate all students and assign enough invigilators. No other module Final Exams will be timetabled on the English Levels Final Exams day.

- Modules with large numbers of students (primarily Prep Year) and Final Year students will take priority in the timetabling.

- Every effort will be made to schedule the exams in the above categories at the beginning of the exam period.

- Due to high numbers and limited space there will usually be a mixture of exams taking place in one hall during a particular slot.

- However, every effort will be made to avoid the mixing of exams of differing length.

- Exams will be timetabled, as far as practicable, to ensure that no student has two exams in one day from the same degree year. (However, there may be isolated cases if there are retake clashes or have 2 exams at the same day but not at the same time).

- We cannot guarantee that there will be no incidents of students taking exams on consecutive days – the timetabling of exams on alternate days has not been an overriding requirement.

- Q&V Office are responsible for providing the Examination Timetable including allocation of rooms and seats.
• Q&V will liaise with the Exam Officers to get the Faculty and Students feedback of the Final Exam timetable according to the Final Exam timetable preparation plan.

• No Changes will be made to the Final Exam timetable after the publishing date.

• Faculties are responsible for ensuring Exams are adequately invigilated. The ratio of invigilators to students should be 1:20.