



NOTTINGHAM  
TRENT UNIVERSITY 

## Students' Guide to University Examinations 2018-19

Exams and assessments are an essential part of university life and it is normal to find them stressful.

We've developed this guide to give you a clear idea of what happens during an exam to take away the stress of the unknown, and help you prepare yourself so that your exams run smoothly.

## WHEN ARE THE UNIVERSITY'S MAIN EXAM PERIODS?

The University's main exam periods for the forthcoming academic year are:

- Half year assessment period: 21 January – 1 February 2019
- Main assessment period: 13 May - 7 June 2019
- Resit assessment period: 19 August - 30 August 2019

The university's main exam periods dates can be found at [www.ntu.ac.uk/exams](http://www.ntu.ac.uk/exams).

### When can I see my exam timetable?

Your exam timetable can be accessed on the NTU Online Workspace (NOW) on the Student Exam/Resit timetable tab.

- Half-year examinations: First week in December 2018
- Main examination period: Third week in March 2019
- Resit examinations: Third week in July 2019

Examinations are normally timetabled during the day Monday to Saturday and may be on a day when you do not usually attend classes. When the timetable is released online, the most important thing to do is check that you don't have any clashes. The timetables are subject to change, so don't check your timetable just once. Check it again closer to the actual exam dates. The venue where you will be taking your exam is usually confirmed around 3 – 6 weeks before your exam date and will show on your timetable then. Please do not take a screenshot of your timetable as there is a possibility that changes can be made at any time during your exam period.

If you do find you have 2 exams at the same time you should email : [REGExaminations@ntu.ac.uk](mailto:REGExaminations@ntu.ac.uk) providing your name, student ID number and full details of the clashing exams.

The University respects the rights and religious views of its students. We will make every attempt to schedule your exam avoiding any holy days, however this may not always be possible. Please email us with any individual circumstances prior to the deadlines published.

## WHAT TIME DO THE EXAMS START?

Generally, most NTU exams will start at **09:15** and **14:15**, unless your exam paper is set by an external body.

Students are called into the exam room by the Invigilators 10-15 minutes before the exam start time (depending on the size of the venue). Make sure you leave enough time to get to the venue. Students are called in ahead of the published start time so you can be seated and be in place to hear all the announcements relating to the exam before you start.

It is important to arrive early as you may miss important information read prior to the start of your exam.

### What if I am late for an examination?

We suggest you plan enough time to get to the exam venue and allow for traffic and travel problems. Students can still enter the exam venue up to 30 minutes after the exam has started, however you will not receive the missed time back, the time will be lost.

If you arrive more than 30 minutes after an exam has started you will not be allowed to take the exam. In the first instance, you will need to contact your School Office for further advice.

### Where can I find directions to the exam venues?

We deliver at exams across Nottingham:  
Albert Hall, Brackenhurst, City and Clifton

Directions can be found:

NTU Campus maps can be viewed:  
[https://www4.ntu.ac.uk/about\\_ntu/maps\\_travel/campus\\_maps/index.html](https://www4.ntu.ac.uk/about_ntu/maps_travel/campus_maps/index.html)

Albert Hall: <http://www.alberthallnottingham.co.uk/FindUs>

# PREPARING FOR THE EXAMINATION DAY

## What should I bring with me to an exam?

It's helpful to prepare your exam 'kit' in advance so you don't have to think about it on the day. Your stationary must be in a clear bag or clear pencil case.

- NTU Student Card
- Pens and Pencils
- Ruler
- Pencil sharpener
- Eraser
- Small clear\* bottle of water (\*remove any labels)
- Calculator, only to use if the exam paper allows it
- Books are permitted for specific exams (i.e. statute books)

You must bring your NTU Student Card to every exam. If you have mislaid your card please visit the Student Services Desk available on every campus and get a new one before your examination

## What should I NOT bring to an exam?

You must not bring the following to an exam:

- Any drinks other than a small clear bottle of water
- Any food (unless Student Support are aware of any specific medical condition)
- Any pencil case unless it is clear
- Any dictionary including translation dictionaries
- Earphones or headphones
- Electronic device (Tablets, Laptops etc.)

Your mobile phone must be fully switched off (not left on silent) placed face up underneath your exam desk. Not left in your pockets or bag.

The Invigilators are not responsible for looking after personal possessions. If you are worried about a particular item being lost, you are better to leave it at home. The University will not accept responsibility for any personal possessions which are lost, stolen or damaged during examinations

## What should I wear?

Exams take place at various times throughout the year, and room temperatures vary from venue to venue so the best thing to do to make sure you are not too hot or too cold is to wear layers. Do not hang clothing on the back of your chair. Place clothing in the area designated by the Invigilator or if you take clothing off during an examination, place clothing underneath your desk.

Even in the Summer months it might be very warm outside but the air conditioning in some buildings will make the room a lot cooler so make sure you are going to be comfortable.

## What if I wear a veil or other religious head coverings?

An Invigilator will need to perform an identification check before the examination commences. You will not be required to uncover your face or hair in public. An Invigilator of the same gender will take you to a private room without the presence of any other persons. Once the Invigilator has verified your identity, you will be given time in front of a mirror to replace your head covering before returning to the exam room.

Only if a candidate is suspected of using headphones or other electronic hearing device to gain an unfair advantage during an examination, can they be asked to remove their headwear so a check can be performed. An Invigilator of the same gender will escort you to a private room where a check can be performed.

## WHAT SHOULD I DO ON THE DAY OF THE EXAM?

Double check the start time and the venue on your timetable the day before your examination. Do not assume your exams will be with your class peers, exams are often split across campuses and/or multiple venues. You must go to the venue indicated on your NOW timetable.

Arrive at the exam venue at least 20 minutes before the exam starts. The Invigilators will call you into the room 15 minutes before the exam starts. You do not want to be late and then miss out on any important piece of information or regulation that may affect your performance.

Be sure to go to the toilet before your exam starts as you cannot leave the room during the first 45 minutes of an examination.

### What should I expect when entering an exam venue?

You should wait outside the venue until the Invigilators call you into the room.

If you are in one of the larger venues such as Albert Hall, Lee Westwood, Byron or DiCe there may be more than one exam taking place. Please listen carefully to the Invigilators so that you sit in the right area for your exam. You will not be allocated a specific seat. Some module names sound very similar to each other so it is important you have checked your timetable and know exactly which exam you should be taking.

As soon as you enter the exam room you are under exam conditions. On entering the venue, Invigilators will indicate where to leave any personal belongings, including coats, hats and bags. **Your mobile phone should be switched off and placed underneath your exam desk.**

Once you have taken your seat, place your student card with the photo facing up on the top right hand corner of your desk. Your pens and pencils which should be in a clear plastic bag can be placed on your desk. It is important to listen carefully to the invigilators announcements. Some rules are a standard script which you will hear at every examination, but please still listen even if you have heard it before.

## BEFORE THE EXAM STARTS

### What will be on my exam desk?

- Question paper. **Do not read the exam question paper before you are told to do so.** Do not start making notes on the exam paper before the start of the exam is announced as this is considered academic misconduct and will be reported to the Examination Board.
- Additional materials (if applicable - i.e. Case studies, formula charts, etc.)
- Coloured answer booklet. You can complete the front of your answer books but do not write inside until the exam has started. Occasionally, you may be instructed to use a separate booklet for each question.
- Attendance slip. This is to be completed before the exam starts and is placed with your student ID card.
- Graph paper (if applicable)

### What happens once the exam starts?

The Invigilator will tell you when you can start the exam. Make sure you read the instructions on the front page of the exam paper very carefully, as they may provide you with information in addition to any rules read out by the Invigilator and failure to read any instructions may affect your performance if not followed.

If the exam consists of any reading time, this will be announced. You must not write anything during reading time. This includes highlighting or making notes (Unless stated otherwise on the exam paper). If you are found to be making notes during reading time this is considered academic misconduct and will be reported to the Examination Board. The Invigilator will advise when you can start writing.

## DURING THE EXAM

### **Where should I complete my rough work?**

All rough work and any question planning must be written in the answer book and then crossed through if you do not want it to be marked. You should not tear any pages out of your answer book or use any of your own paper.

### **What if I need extra paper?**

Additional paper will only be supplied if you have used every page in the answer book already supplied. If you need extra paper, please raise your hand to attract the attention of the Invigilator. If you use extra paper, please ensure this is securely attached to your answer booklet by a treasury tag which the Invigilator will supply.

### **What if I have a question?**

You should raise your hand and attract the attention of the Invigilator.

### **What if I need to leave the room temporarily?**

Once the examination is underway, you cannot leave during the first 45 minutes of an examination, unless you have a PEP (Personal Exam Plan). If you wish to go to the toilet you must raise your hand and wait until you have the Invigilator's attention. Only one person can go to the toilet at a time, you will be accompanied to and from the toilet by an Invigilator at all times. The Invigilator must be satisfied that you have no unauthorised materials or equipment in your possession before you enter the cubicle so you may be asked to empty your pockets first. Any time spent out of the room will be lost.

If you need to leave the exam room because you are ill, you will also be accompanied by an Invigilator. Again, any time spent out of the room will be lost but a report will be completed so the Examination Board have this information.

## WHAT HAPPENS AT THE END OF THE EXAM

### **How soon can I leave the exam room?**

No-one is allowed to leave the examination room until 45 minutes has elapsed. Depending on the number of students and exams within the venue, it is at the Lead Invigilators discretion whether they allow you to leave within the last 15 minutes of the exam. This is in place so that there is minimal disruption to any students still completing their work and allows the Invigilators to collect your exam papers carefully.

### **What happens at the end of an exam?**

If your exam finishes before other exams in the venue, please leave quietly as other students will still be completing their exams.

Once the Invigilator has announced the end of the exam, you should stop writing immediately. It is considered misconduct if you keep writing after the Invigilator has asked you to stop and will be reported to the Examination Board.

Make a final check to ensure that your student ID number is on every answer booklet and any additional sheets you have used are securely fastened to your answer book.

The Invigilators will collect your completed answer booklet from your desk. Do not leave your seat or talk to anyone else until all booklets have been collected.

You cannot take the question paper with you. Only take with you what you brought into the exam room. The Invigilator will inform you when you can leave the exam venue. Even when you have left the room, please keep your voices low as conversation carries in a quiet environment and may be disruptive to those still continuing.

### **When will I get my results?**

Details of when your results will be available online is via the exam dates and support webpage; [board publishing dates](#) tab, alternatively speak with your school.

## WHO SHOULD I CONTACT TO DISCUSS INDIVIDUAL EXAM ADJUSTMENTS?

If you wish to apply for individual examination adjustments due to a disability, injury or ongoing condition which could affect your exam performance, you should contact Student Support in the first instance. We suggest you check on the exams web pages for any [deadlines](#) you need to adhere to.

Student Support Services will liaise with your Subject Administration team and Academic Registry, to ensure that any requirements received by the deadline have the relevant adjustments made for your examinations.

### Students with Personalised Exam Plans

If you have declared a need for educational or health-based support, you will be assessed by [Student Support Services](#), who will then create a document known as an Access Statement, which includes recommended adjustments for your lectures, seminars and coursework, as well as Personalised Exam Plans. The exams team will receive the Access Statement from Student Support Services and the arrangements in the statement will be put in place ready for your exams.

If you have any questions regarding PEP arrangements, please [email](#) Student Support Services.

[Student Support Centre's](#) are based across Brackenhurst, City and Clifton Campuses.

Brackenhurst: Brackenhurst Library  
Monday to Thursday 10.00am to 2.00 pm  
Friday 11.30 am to 2.00 pm

City: Central Court Newton / Arkwright Building  
Monday to Thursday 8.30 am to 5 pm  
Friday 8.30 am to 4.30 pm

Clifton : Student Services Centre  
Monday to Thursday 8.30 am to 4.30 pm  
Friday 8.30 am to 4.00 pm

## WHERE CAN I FIND OUT ABOUT HANDLING EXAM STRESS?

We all know that exam and assessment periods can mean extra pressure, stress and sometimes makes you anxious. Student Support Services have devised the **Stamp Out Stress (SOS) campaign** which is a programme of activities and top tips to combat exam stress. More information can be found at the [SOS – Stamp Out Stress page](#).

### Student Services — Stamp Out Stress

**Break your revision down into manageable chunks** – make a realistic timetable with regular breaks and stick to it! Past exam papers allow you to familiarise yourself with the layout and the types of questions you'll be asked and can improve your exam technique. Make use of all of the resources available to you. Also check out the library support sessions.

**Extra Support Sessions** - we have teamed up with the Recovery College who are running a series of very helpful sessions to keep you motivated, focussed and stress free. To find out more and to book please visit the Recovery College webpage.