

EXAM TIMETABLING GUIDELINES

To be read in conjunction with the Student Examination Handbook

<https://www.aber.ac.uk/en/academic-registry/students/ug-issues/exam-assess/exam-handbook/>

1. Student availability during the exam periods

- Full-time students are advised to be available in Aberystwyth during the broad dates of the semester one and semester two exam periods: <https://www.aber.ac.uk/en/dates-of-term/>
- Students who are unable to attend an exam should inform their departmental exam officer as soon as possible: <https://www.aber.ac.uk/en/timetable/exam-officers/>
- Students with accessibility concerns should contact their departmental exam officer for guidance: <https://www.aber.ac.uk/en/timetable/exam-officers/>

2. Exam timetable release dates

- The final exam timetables for semester one and semester two will be posted on the Timetabling web site approximately four to six weeks prior to the start date of the relevant exam period. The final exam dates will also appear on students' personal calendars.
- A provisional version of the timetable will be made available approximately two weeks prior to the release of the final timetable. Once the provisional timetable is available, students and their departments will have a minimum of one week to report clashes.
- Students are advised to avoid making any firm arrangements, such as travel plans, based on the provisional timetable, as some of the dates may change.
- Alternative assessment information is not included on the exam timetables. Students who are taking alternative assessments will receive specific guidance on these assessments from their academic departments. Where necessary, the submission dates for alternative assessments will be staggered.
- Students who are sitting online exams will receive information from their academic departments on any special arrangements, such as multiple sittings for some online exams. Where an online exam involves multiple sittings, students should follow the specific guidance provided by their academic department on which sitting to attend. Note that the use of multiple sittings for some online exams means that the exact start times of some sittings may differ from the start time provided on the exam timetable. In such cases, it is especially important for students to adhere to the start time advised by their academic department.

3. Exam timetable preparation process

- The exam timetables are prepared from scratch each semester to ensure that they are clash free for each new student cohort (i.e. the dates are not 'rolled over' from previous years). This is because the schemes and module combinations available to students can vary in different academic sessions.
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- The timeline for preparing the exam timetables also recognises that students are free to change their modules up to four weeks into each semester, and after four weeks into each semester subject to Faculty approval: <https://www.aber.ac.uk/en/academic-registry/students/ug-issues/registration/changing/>

4. Student expectations

In preparing the exam timetables, we aim to achieve the following:

- The vast majority of students will not have two exams on one day.
- The majority of students will not have an afternoon exam followed by another exam the next morning (i.e. back-to-back exams).
- The University does not schedule exams on Saturdays. This ensures that every student has a minimum of two days to rest and revise on each week of the exam periods.
- We try to ensure that the majority of students do not have more than three exams within five days. However, due to the complexity of students' degree scheme rules and module combinations, some students will have exams on consecutive days. This is quite normal at most UK universities and is particularly the case for students taking ten credit modules.
- To avoid disappointment, students should be aware that it is not possible for every student to have a gap of one day or more between each exam. We would not be able to schedule a clash free timetable on this basis.
- Students should be aware that these guidelines are targets that we strive to achieve, rather than guarantees. In addition, these guidelines are mainly applicable to the semester one and semester two exam timetables.
- Student feedback suggests that the majority of students do not wish the August resit exam dates to be widely spread apart. This is because there are accommodation and transport costs involved for students who are travelling to Aberystwyth for these exams. For this reason, we do not try to spread out the August resit exam dates in the way that we do for the semester one and semester two exam periods.
- Timetabling compiles annual exam scheduling metrics that record the targets explained above. We report these figures to the Director of Information Services and the Academic Affairs Officer at the Students' Union. In recording the number of back-to-back exams, we do not include the small number of exams that take place on pre-set dates determined by the academic departments.

5. Further information

Student guidance on examinations can be found at: <https://www.aber.ac.uk/en/academic-registry/students/ug-issues/exam-assess/exam-handbook/>. Guidance on Special Circumstances and the University Appeals Procedure is available at: <https://www.aber.ac.uk/en/academic-registry/students/ug-issues/exam-assess/>

6. Student feedback on the exam timetabling process

Students who would like to provide feedback on the exam timetabling process are welcome to contact Timetabling at attstaff@aber.ac.uk Students can also contact their departmental exam officer: <https://www.aber.ac.uk/en/timetable/exam-officers/> or submit their feedback via the Your Voice Matters Comment Form: <https://www.aber.ac.uk/en/student/your-voice-matters/tell-us/>

[Timetabling Team](#)

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