

## **Examination Scheduling**

You may find it helpful to know more about the main University assessment period and the process for timetabling your examined modules.

## **Statistics**

A large number of students sit numerous examinations during the University assessment periods. The volume of students and examinations has been increasing year on year and it may surprise you to know that there are 8,000 plus candidates sitting over 630 different examinations. This amounts to over 31,000 sittings all to be timetabled within the examination period in May/June.

In addition, the Assessments Office makes practical arrangements for candidates who require individual support to sit their examinations and we usually accommodate over 1600 such sittings annually.

## **Timetabling Policy**

There are a number of factors which limit the flexibility of our timetabling policy. For instance, the examinations must be timetabled into suitable rooms with adequate capacities and nearby facilities. For security reasons, there are a number of examinations which must be run simultaneously. In addition, UEA students are permitted an element of choice to select modules from across the curriculum areas and this adds to the complexity of eliminating examination clashes for all candidates.

Other issues which constrain the timetable are group sizes (which have also been increasing) and the policy that a student will not be required to sit more than two examinations on the same day.

Given the complexity of examination scheduling, and in the interests of fairness to all examination candidates, it is important that the process remains random after taking account of the constraints outlined above.

## **What You Can Expect From Your Examination Timetable**

The concept of 'preferred spread' will differ from student to student. With over 8,000 candidates, it is impossible to deliver a timetable that provides a preferred spread of examinations for every candidate. Even if it was possible to collect that information, it is likely that a consensus would not be reached.

Therefore, we use a computerised scheduling package which means that the individual spread of examinations will vary for student to student and from year to year. You may receive a timetable that you are pleased with one year and a timetable that you find less favourable another year.

For instance, you may find that the majority of your examinations are towards the beginning or the end of the assessment period, both of which may have different

appeal for different students. You may find that your examinations are spread out or they could be scheduled within a shorter time period. You may be timetabled for more than one examination in one day.

The University does make a number of guarantees that (unforeseen major events notwithstanding) will ensure fair and reasonable treatment when your examinations are timetabled, as follows:

- 1** The dates of the examination period will be available to students from the beginning of the academic year so that you can ensure that you will be free throughout the examination period and to plan your revision.
- 2** The examination timetable will be published prior to the Easter break to give you a reasonable period of time in which to prepare for your examinations.
- 3** You will not be timetabled for examinations in the evening. Nor will you be asked to sit more than two examinations per day.

The University appreciates the importance of examinations and will do what it reasonably can to ensure that the examination schedule is as fair as possible within finite time and physical resources. It is equally important that students have a realistic expectation of what demands their individual examination timetable may make.

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