

## **EXAMINATION TIMETABLING PRINCIPLES**

**The following principles have been approved by the University and are followed by staff in the Examinations Office in preparing the campus examination timetables. Clearly there are competing interests and the principles, and the order in which they are set out, seek to provide a fair means of balancing these. Ultimately, however, students do not have a right to choose when their examinations should take place and the final decision on the scheduling of examinations rests with the Examinations Office in consultation with the Chief Finance and Information Officer.**

- 1 To schedule all examinations within the period allocated for examinations in each semester and for supplementary examinations including the use of Saturdays as necessary.**
- 2 To meet requirements regarded as essential by Course/Subject Directors.**
- 3 To avoid, as far as possible, timetabling students for two examinations in one day.**
- 4 To compress the examination timetable into as few days as possible within the designated period.**
- 5 To schedule 'large' modules as early as possible within the examination period.**
- 6 Where a student has examinations on consecutive days to avoid, as far as possible, an afternoon examination followed by a morning examination.**
- 7 To avoid, as far as possible, students having examinations on more than two consecutive days.**