

From: exam timetable
Sent: 02 December 2013 08:24
To: MANCHESTER-STUDENTS@listserv.manchester.ac.uk
Subject: January 2014 Exam Timetable - now available

FAO: ALL STUDENTS TAKING CENTRALLY TIMETABLED UNIVERSITY EXAMINATIONS IN JANUARY 2014

The January 2014 examination timetable has now been published online. It is your responsibility to obtain your own individual exam timetable from My Manchester <http://my.manchester.ac.uk> as follows:

You should log-in using your standard University username and password and then click on the menu item "My Exams". If you have forgotten your username and/or password you will need to contact IT Services (www.itservices.manchester.ac.uk or call +44 (0) 161 306 5544).

It is very important that you check your own individual copy of the timetable; as this lists your own exams, including room, date/time and seat number. Some exams are split across more than one room and it is important that you know which room to go to. Your seat number has been pre-allocated and you MUST go to the room on your own individual timetable, regardless of where your friends may have been assigned to.

MISSING/INCORRECT EXAMS:

If you have an error in your timetable or if you have not been entered for any exams and you should have been; then you must complete an Examination Amendment Form, which you can obtain from the Student Services Centre (SSC) or download from the Crucial Guide:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/timetable/>

Please return this form to the SSC as soon as possible. You must also notify your School of the errors in case you have been incorrectly entered for the exams.

To find out when and where your missing exams are taking place you should look at the Composite List which contains full details of all University examinations; this is also available on the Crucial Guide from the link above and will be updated on a regular basis.

Please note that any missing exams will not be added to your individual timetable at this stage, it is your responsibility to ensure that you make arrangements to obtain details of any exams you need to attend.

You will not be allocated a seat number in advance and will instead need to turn up to the exam and inform the invigilator you need to take a spare seat. By returning the Examination Amendment Form the Exams Team can ensure there are enough spare seats in each examination room. If the exam is taking place in more than one location, please ask when you hand in your form to the SSC and we can advise you which location to report to.

IMPORTANT INFORMATION IN ADVANCE OF THE EXAM:

You should check the location of your exams now so that you are familiar with all of your venues and room locations in advance of the exam period. If necessary visit the buildings and rooms beforehand so you know exactly where you are going. Please make sure you leave adequate travelling time to reach each venue, as you will not be given any additional time if you arrive late for an exam and you WILL NOT be permitted to enter the room if you arrive after the first 30 minutes.

Here is a copy of the campus map to assist you in finding your exam buildings:

<http://www.manchester.ac.uk/aboutus/travel/maps/>

PRINT A COPY OF YOUR TIMETABLE:

Please arrange to print out and take a copy of your timetable with you to all of your examinations. Unfortunately, each year, we receive a number of calls from panicked students who think they know when and where their exam is taking place but then contact us at the last minute to find that they are in the wrong location or have arrived on the wrong day and in many cases have therefore missed their exam. It is your responsibility to ensure that you have all your exam information and arrive in time for each of your exams at the correct location.

WHAT TO DO IF YOU MISS AN EXAM:

If you miss an examination or know in advance that you will not be able to attend i.e. due to illness then you need to contact your School as soon as possible to advise them.

UNIVERSITY EXAMINATION GUIDELINES:

Please remember that it is also your responsibility to read and understand the University's examination policies, to be found on the web at:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/>

Please do not reply directly to this e-mail; if you have a general query about your exams, you should follow the instructions as above and if you need to speak with someone then please go to the SSC in person, or telephone and speak to a member of the Exams Team.

Good luck and best wishes,
The Exams Team

Student Services Centre | Directorate for the Student Experience | The University of Manchester | Burlington Street
| Manchester M13 9PL | Tel. +44 (0) 161 275 5000 (Option 3) | <http://www.manchester.ac.uk/>