

## The University of Manchester – Exams FAQs

### **IMPORTANT UPDATE TO YOUR EXAMS & ASSESSMENTS**

To help keep everyone safe during the COVID-19 outbreak, all on-campus examinations have been replaced with remote online examinations or alternative assessments.

Up-to-date advice and guidance can be found at the following link:

<https://studentnews.manchester.ac.uk/2020/03/16/coronavirus-frequently-asked-questions/>

A message from the Vice President for Teaching, Learning and Students, Professor April McMahon confirming arrangements for the 2020/21 academic year can also be found here:

<https://studentnews.manchester.ac.uk/2020/06/11/the-2020-21-academic-year-a-message-from-april-mcmahon/>.

### **Q. How can I access past exam papers?**

Papers for the last three years are available and can be used for revision purposes. There is an online database that provides staff and students with access to the past exams system

<http://documents.manchester.ac.uk/pastexams.aspx>.

### **Q. I cannot find the past paper I am looking for?**

If you're unable to find an exam paper, get in touch with your School/Department, the paper may be restricted.

### **Q. When are the exam periods?**

Dates of the main University examination periods can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=25410>.

### **Q. How will I sit my exams?**

All exams will be undertaken as online examinations and/or alternative assessments.

### **Q. How will exams work?**

Your course unit leader will keep you fully informed about course unit assessments.

### **Q. I have a practical assessment, what should I do?**

Your course unit leader will inform you about any specific arrangements for practical assessments.

### **Q. I am abroad and in a different time zone, how will I complete my exams?**

All assessments will be time-constrained to allow for any international time differences. Please contact your School/Department for further information.

### **Q. What do I do if I have an injury that might affect my exam performance?**

If you have a temporary medical condition or injury please contact your School/Department.

### **Q. How do I apply for mitigating circumstances?**

For all queries related to mitigating circumstance, you should contact your School/Department.

You can find out more about mitigating circumstance here: <http://www.studentsupport.manchester.ac.uk/study-support/mitigating-circumstances/>

### **Q. How do I get additional exam support?**

To receive personal exam provision, you'll need to register with DASS (Disability Advisory and Support Service) and have a University support plan in place.

Find out more here: <http://www.dso.manchester.ac.uk/how-do-i-get-support/how-do-i-register/>

### **Q. I have concerns about taking remote assessments, who can I talk to?**

Your academic adviser is there to help you, so they should be one of the first people you speak to. If they are unavailable then please contact your School/Department.

If you would like to talk to somebody outside of your School/Department, then the Student Support website is a good place to start <http://www.studentsupport.manchester.ac.uk/>.

### **Q. How can I find the exam schedule/timetable?**

You will receive an e-mail from your School/Department letting you know how you can access the examination timetable.

### **Q. What if my exam clashes with a religious day or festival?**

The University will make every effort to avoid timetabling assessments on religious days or festivals for those students whose commitment to the observance to their faith would otherwise cause them to miss the assessment. We will not take any notice of casual preferences or social or domestic reasons.

The University has issued policy and guidance about Religious Observance. For full details visit: <http://www.regulations.manchester.ac.uk/policy-on-religious-observance-and-guidance-for-students/>.

If you have strict religious requirements that may affect your attendance at examinations arranged centrally, you must complete the Examination and Religious Observance form - find out more here:

<http://documents.manchester.ac.uk/display.aspx?DocID=2013>

### **Q. What are the codes of conduct for examinations?**

Find out more here: <http://www.exams.manchester.ac.uk/conduct-and-regulations/>

A number of updates/additional areas of guidance have been issued in response to the COVID-19 outbreak. Additional policy guidance can also be found on the TLSD (Division of Teaching, Learning and Student Development) website: <https://www.staffnet.manchester.ac.uk/tlso/corona-updates/>

### **Q. What happens if I miss an exam?**

Contact your School/Department without delay.

### **Q. When will my exam results be published?**

Your results are published by your School/Department, you should contact them directly regarding your results and/or results publication date(s)

### **Q. Where do I find information about re-sits?**

Please contact your School/Department for further information regarding re-assessments.