



## **Academic Policy 10:**

# **Exam Scheduling Policy**

**2024 - 2025**

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**PLEASE NOTE:** When periods of days are referred to in this document, unless otherwise stated a 'day' is normally a University working day, which is any day except weekends, bank holidays and the period between Christmas and New Year when the University's administrative offices are closed. This applies even when some areas of the University, such as libraries and learning spaces, are open during these times

## Principles

- 1 Building a clash-free exam schedule that takes account of a large body of students, constraints on venues and the number of exams to be scheduled is a complex task.
- 2 In scheduling exams the University endeavours to ensure that the exam load is spread as evenly as possible to optimise the student experience. When constructing the exam schedule the following principles will be applied:
  - Scheduled exams take precedence over other forms of assessment during weeks designated in the University's calendar as 'exam weeks'.
  - Exams will not be scheduled on weekends unless teaching occurs on Saturdays or Sundays.
  - Exams will not be held on UK public holidays
  - Where possible, exams will be scheduled to avoid major religious festivals. Scheduling examinations is a complex task and therefore, the exams calendar will not be able to accommodate all the diversity of religious observance which all members of our community may wish to undertake. Academic Registry will work with the Faith & Spirituality Office to identify the dates of major religious festivals.
  - During core exam periods there will be two exam sessions each day commencing at 09.30 and 14.00 respectively
  - Students will not normally have more than one exam in a 24-hour period.
  - Exams with common or part common elements will be scheduled at the same time.
  - Where possible, modules with 'large' student numbers will be scheduled as early as possible within the exam period to assist with the logistics of collating marks.
  - Where modules are additionally delivered by overseas partners, exams for this provision will be scheduled at a time that will allow the overseas students to sit concurrently.
  - Wherever possible, exams for PT postgraduate provision will be scheduled on the same days of the week as teaching.
  - In general, individual requests for specific exam dates cannot be accommodated. In exceptional circumstances such requests will only be considered by the Exams team following consideration by the relevant Associate Dean.

## Process

- 3 The exam schedule will be published as follows:
  - **Draft exam schedule** will normally be available six weeks before the TB2 exam period and approximately four weeks before the TB1 and retake exam periods to allow for checking in Schools/Faculties with a published deadline for the identification of errors or other issues stated.
  - **Full exam schedule** will be published on MyKingston/Staffspace approximately four weeks prior to the start of the exams.
  - **Individual student exam schedules** will be populated on the MyTimetable app approximately three weeks prior to the start of the exam session.
- 4 Changes will not normally be permitted after the publication of the final exam schedule.
- 5 Faculties must not publish exam dates in advance (i.e. in student handbooks).

## Amended Exam Arrangements

6. All students based at KU are required to sit their exams at the university to ensure that the integrity of exams is maintained. In exceptional cases only, students will be allowed to sit their exams in an alternative venue or under adjusted exam arrangements.

## Alternative Venue

- 7 The University will consider requests for alternative venue arrangements in the following exceptional circumstances:
  - Death or severe illness of a **close** family member, e.g. parents, siblings, grandparents, **verified by medical documentation.**
  - Illness/injury making travel impossible, **verified by medical documentation.**
  - Involvement in an international sporting event or work assignment arranged by KU, **both verified by relevant documentation.**
  - Students who have previously met the UK Visa and Immigration (UKVI) demands who no longer do so through no fault of their own, as a result of the UKVI regulation changes in 2010. **Documentary evidence that the student has made every effort to resolve their situation within the rules and regulations of the UKVI is required.**

## Points to Note

- 8 Permission to take exams in an alternative venue is **not** granted for personal, family (other than those listed above) or financial reasons, eg. to avoid complex or expensive travel arrangements. Students are not eligible if they are on holiday abroad or doing non course related work overseas.

- 9 A request for an alternative exam arrangement **must** be approved by the relevant Head of School or Assessment Board Chair.
- 10 Requests to sit at alternative venues cannot be dealt with less than **three weeks** before the scheduled exam, and preferably earlier.
- 11 The University reserves the right to refuse a request if it is deemed there is insufficient time to make satisfactory arrangements.

### Alternative Venue - Timings and Exam Papers

- 12 If, due to time zone differences, the alternative sit cannot take place at the same time as the UK sitting of the paper, an alternative paper or variation on the existing paper will be required.
- 13 Alternative papers must be submitted to the Exams Office no later than **seven working days** before the overseas exam date.

### Overseas Exam Venues

- 14 Overseas exams must normally be arranged with either the British Council or an approved higher education provider in the student's home country.
- 15 It is the student's responsibility to first make contact with the British Council office overseas to ascertain that it can undertake the administration of their exams.
- 16 The name/address/fax/e-mail/telephone number of the contact person responsible for organising the exam must be forwarded to the student's Student and Course Administration team at KU.
- 17 The Student and Course Administration team will then contact the named person to confirm whom the exam papers should be sent to overseas.
- 18 The Exams Office will organise overseas, formal exam arrangements in conjunction with faculty and the British Council.

### Payment of Administration Fees

- 19 The student is responsible for payment of an administrative fee and costs incurred by Kingston University of £150 per student per exam. The student will also be responsible for any fee the 'host' institution may charge. All charges are payable by the student in advance of any arrangements being made.
- 20 The student will be emailed a payment request form for payment by credit/debit card. This form must be completed and returned to the Exams team as soon as possible for processing.
- 21 If the charge for the alternative exam is not received in advance of the exam date/s, the student will not be permitted to sit the alternative arrangement and the arrangements will be cancelled.

- 22 Administration fees charged by the British Council or hosting university must be paid by the student, for example, invigilation and return courier costs. It is the overseas contact/ administrator's responsibility to claim and collect this charge from the student.

### Exam Conditions

- 23 Exams must be sat under Kingston University regulations and conditions. Invigilator regulations will be sent with the exam paperwork.
- 24 The Exams Office will confirm arrangements by email to the student and the host institution. An up-to-date email address is required.
- 25 The alternative sit contact/administrator is requested to confirm receipt of the exam paper. Exam scripts and forms must be returned directly to the Exams Office by similar secure means. Receipt will be confirmed by the Exams team. The faculty will be notified of receipt of the script and arrangements made for collection/delivery via secure post.

### Adjusted Exam Arrangements

- 26 The University will consider requests for adjusted exam arrangements under the following exceptional circumstance:
- To meet recommendations set out in the summary of support needs (SOSN) by the Disability Team, this could include, but not limited to, exam as a takeaway paper, remotely invigilated exam, adjusted structure of exam (eg. split in 2 parts)

### Points to Note

- 27 A request for an adjusted arrangement **must** be approved by the relevant Head of School or Assessment Board Chair subject to any PSRB regulations.
- 28 The Faculty Course team and the Student and Course Administration team will organise adjusted arrangements in conjunction with the Exams Office.