The method we work to is the following:

         Start with exams with the highest number of students allocated to them

o   Fixed date exams e.g Vets/Medics  have to sit on a certain date and time and we must adhere to this

o   Students who have been assessed by disability services and have specific scheduling constraints, (we amend their availability prior to scheduling) – the below have to be adhered, only under exceptional circumstances and with agreement of Disability Services, Schools and Students would we break these constraints:

  No exams in the morning

  No exams in the afternoon

  No exams on consecutive days

  No 2 exams in 1 day

  No 2 x 3 hour exams in 1 day

         Ensure all rooms are set up correctly e.g availability and  capacities

o   Room constraints for Special Arrangement students include:

  Must be in a main computer lab

  Must be in a small computer lab

  Must be in an individual room

  Must be in a small room

  Room must be on a ground floor

  Room must be near a toilet

  Room must have natural lighting

         **Scheduling**

o   Start with large student exams to small student exams

  Some exams have common questions, therefore they have to be timetabled at the same time

o   Try not to split exams over multiple rooms – not always achievable with the size of students on exams and the sizes of rooms which we have

o   During Sem 2, exams we try to schedule a large number of honours courses as early as possible to assist with marking for Graduation

o   As much as we would like student to have a day between exams this is not always feasible due to  the number of students and the different combinations of exams students are sitting

o   Some exams have a Paper 1 and 2 and these are timetable on consecutive days

         **Timescales & start time**

o   December 2 weeks (we now have to open up Saturdays to accommodate all exams and students)

o   April/May – 4 weeks (no Saturdays required)

o   August Resits – 2 weeks

o   Session start times

  Main exams 0930 and 1430

  Special Arrangements exam 0915 and 1430

Below are the stats in order for you to understand the complexities involved in timetabling the Universities exams



















