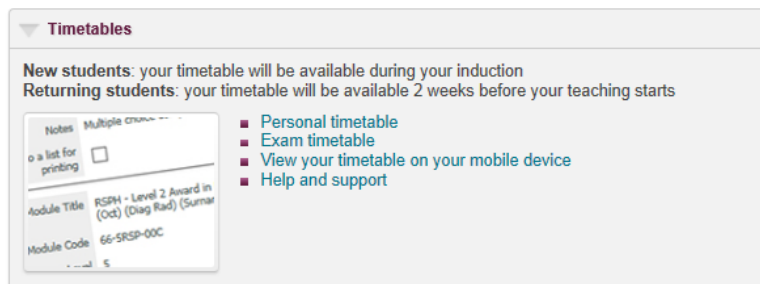


Finding your exam timetable

Your exam timetable will be available approximately 6 weeks prior to an exam period. To access your exam timetable:

1. Log onto shuspace.
2. Use the timetable channel link (as shown below).
3. Click the link to your exam timetable.



Useful Contacts & Links

For more information on examinations, log onto shuspace and type 'exams' into the search bar. Then click the link to 'Examination Information' page.

University Examination Service - 0114 225 3079 - exams@shu.ac.uk
Follow us on Twitter @shuexams

Faculty Helpdesk Contacts:

ACES aces-helpdesk@shu.ac.uk

- Sheaf Building - 0114 225 5179 / Cantor Building - 0114 225 6777

D&S dsenquiries@shu.ac.uk

- Law, Criminology & Community Justice / Psychology, Sociology & Politics - 0114 225 2543
- Built Environment & Architecture & Planning - 0114 225 4267
- Teacher Education, Education Childhood, Inclusion & Partnership - 0114 2253636
- Humanities & Teacher Education - 0114 225 3113

HWB

- Sport - 0114 225 5560 - ugsport@shu.ac.uk (UG), pgsport@shu.ac.uk (PG)
- Biosciences - 0114 225 3468 - Hwb-biosciences@shu.ac.uk
- Health, Nursing & Midwifery - 0114 225 5564-
- HWB-RobertWinstonHelpdesk@shu.ac.uk

SBS ship@shu.ac.uk

- Student Help & Information Point - 0114 225 5256

Student Examination Guide



A quick guide to help you prepare for your exams

Created by University Examination Service

top tips...

Preparing for your exam

- We run exams from Monday - Saturday, 9am - 9pm. Make sure you are available to attend your exam(s) at any time during the exam period.
- Arrive early - at least 20 minutes if you know where you are going. 30 minutes if you are unsure.
- If your exam is in an unfamiliar venue, visit the venue a few days before the exam to find out where it is.
- Plan your journey to get there ahead of time. Allow for traffic/public transport delays.
- If you are late you will be let in up to 30 minutes after the start. You will not get any extra time however.
- Go to the toilet before the exam.
- Don't forget your ID card and remember your equipment: pen, pencil, ruler etc.
- Obtain a clear 500ml water bottle to use for your exams. All other bottles will be confiscated.
- Check the seating plan before you go in.

What you can bring to the exam

- ✓ SHU ID card.
- ✓ Small amount of stationery in a transparent pencil case.
- ✓ A clear, unlabelled 500ml bottle of water.
- ? A calculator - please see your exam timetable which will state if you need to bring a calculator to your exam.
- ? Notes / books are only allowed if stated on your exam timetable.
- ✗ A Dictionary (an English Dictionary will be provided in the venue).
- ✗ Food - if you have a medical reason for needing food during an exam, please email exams@shu.ac.uk with details.

What to do when you get to the exam

- Check the seating plan before you go in.
- Remain silent once you are inside the venue.
- Leave your coat and bag in the designated area.
- Go to the correct desk.
- Switch off your mobile phone and place it in the plastic box along with your wallet, watch and other valuables.
- Follow the instructions of the invigilator.



Who will be in the exam venue?

Each exam venue will be managed by exam invigilators. They are responsible for the exam and will be able to assist you when entering the exam and during the exam.

Where possible, your module leader may be in attendance during reading time at the start of the exam.

What is reading time?

Reading time is the time given prior to the start of the exam for students to read through the exam questions. It is important to spend this time reading through the question paper as this is your opportunity to ask any questions you may have. Your module leader may attend your exam venue to answer questions during reading time.

It may not be possible to find the answer to questions asked after reading time has finished.

If you are taking a computer based exam, the reading time may be used as logging in time, if no reading is required.

Further information

You can find more information about examinations by logging onto shuspace and typing 'exams' into the search bar. Click onto the link for 'Examination Information'.