

## EXAMINATIONS POLICY: TIMETABLING

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1. Students studying at partner institutions should refer to their own examination timetable policy and procedures.
2. The final examination timetable is centrally-administered by Registry Services. Final examinations are normally scheduled over a five-day period following the last day of classes in the Fall and Spring semesters (Week 14/15 of Fall and Spring).
3. Mid-term assessments are normally held in Week 7 of the Fall and Spring semesters and take place in the usual class session timeslot.
4. In the 6-week summer session, mid-term assessments take place on the Friday of Week 3, and final exams are held on the last day of week 6.
5. In the 3-week summer session, mid-term assessments are normally scheduled in the middle of Week 2, and final exams are held on the last day of Week 3.
6. Re-scheduled examinations for those students who have successfully petitioned the Academic Progress Committee (commonly known as “re-sit examinations”) take place in Week 4 of the Fall and Spring Semesters. Re-sits are not normally scheduled over the summer.
7. Final examinations are not held in the same timeslots as class sessions. The official overall exam period for each year is published in advance in the academic calendar.
8. Examinations may be timetabled for any day falling within a semester, including Saturdays.
9. Examinations are normally scheduled in four time slots between 8.00 am and 10.00 pm.
10. The final examination timetable is posted on the Portal and on the timetable page of the website by Week 13.
11. Instructors may not make changes to assigned invigilation arrangements nor may they alter the time of a scheduled exam. If there are difficulties with exam time slots or locations, instructors should contact their Head of Department or Dean of School, copying in Registry Services, to resolve these.
12. Instructors may not make special arrangements for any student with difficulty with an exam’s timing. Such students must be referred to the Academic Registrar who may refer the issue to Academic Progress Committee.

Individual arrangements are made by Registry Services for students with Special Educational Needs (SEN) during the final examination period. These are centrally-

administered. Students with SEN may not make their own arrangements with examiners, and may not use their own laptop computers to take exams – only laptops issued by Richmond can be used in exams.

13. Students are responsible for remaining in London until the end of the official examination period. Although specific exam timings are published by Registry Services in advance, the University reserves the right to make any necessary changes to the schedule. Students who make travel plans based on their personal exam schedule do so at their own risk. Travel arrangements are not accepted as a reason supporting a re-sit request unless there are other mitigating circumstances, in which case students should petition to the Academic Progress Committee as soon as such circumstances arise, and preferably in advance of booking (wherever possible).

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
1		24 July 2018	28 August 2018
2	Added info on partner institutions and deleted references to Italian Study Centres.	August 2020	
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	