

Examination Timetabling Information & Policy



This document outlines some important information regarding the main College examination period and the process for timetabling examinations.

Statistics

A large number of students sit multiple examinations during the College examination period. In 2018 there were:

- 7,982 students
- 855 different examinations
- 35,246 sittings
- Over 750 students requiring individual support to sit their examinations.

The College must timetable all examinations within the published 5 week examination period with no room clashes or student clashes outside of the College's control.

Timetabling Policy

There are a number of factors which limit the flexibility of the examination timetabling. Examinations must be timetabled into suitable rooms with adequate capacities and, for security reasons, there are a number of examinations which must be run simultaneously.

Most Royal Holloway students are also permitted the choice to select courses from across the curriculum areas, which results in a greater complexity in the timetable. There are also external timetabling influences such as for students completing Intercollegiate exams at other Colleges of the University of London.

In the interests of fairness to all examination candidates the timetabling process is effectively random after all of the constraints have been taken into account.

What You Can Expect From Your Examination Timetable

The College timetables examinations to ensure:

- The dates of the examination period will be available to you from the beginning of the academic year (in the Instructions to Candidates and on the [Examinations, Assessments and Results webpages](#)) so that you can ensure that you are free throughout the examination period.
- Your timetable will be released prior to the end of Term 2, by the date advertised in the current year's Instructions to Candidates.
- You will not be timetabled for examinations in the evening or at weekends.

- Every effort will be made to limit your timetable to one examination per day, although, due to the volume of examinations and the constraints of the examination period, there is a risk that a small minority of students may be timetabled for two exams in one day. In 2018, 5 of the 7,982 students had two exams in one day.

With regard to a preferred spread of exams, this differs from person to person and, with 7982 students taking examinations, it is impossible to deliver a timetable that provides a preferred spread of examinations to everyone.

The individual spread of examinations will vary for student to student and from year to year. You may receive a timetable that you are pleased with one year and a timetable that you find less favourable another year. For instance, you may find that the majority of your examinations are towards the beginning or the end of the assessment period, both of which may have different appeal for different students. You may find that your examinations are spread out or they could be scheduled within a shorter time period and you may have a number of examinations spread over two or three days. In certain circumstances, as stated above, you may be timetabled for more than one examination in one day.

The College appreciates the importance of your examinations and will do what it reasonably can to ensure that the examination schedule is as fair as possible. However, having multiple exams in a short space of time is not regarded as being detrimental to performance in examinations and it is equally important that students have a realistic expectation of what demands their individual examination timetable may make and plan for this in advance in their studies and revision time.