Exam *Scheduling* Guidelines

Automatic scheduling of examinations enables the University to set an optimal cross-University timetable for examinations within defined examination periods, using available AUT rooms and to minimise examination clashes for students.

These guidelines also allow the University to manage short-notice closure of rooms in disaster/emergency management and other situations.

These guidelines outline the principles the University follows to ensure fairness and equity in the examination timetable for students, and enable the process to work effectively.

A.   General Guidelines

1. The main Examination Periods are weeks 13-15 of Semesters 1 and 2 and weeks 8-9 of Summer School.

2. Examinations will begin on the Wednesday of the first exam week (week 13). The Monday and Tuesday of this week will be considered a Study Break. No examinations may be scheduled during the Study Break.

3. All examinations during the Examination Periods will normally be automatically scheduled in the Examination Scheduler software.[1]

4. All internal examinations[2] will not be pre-set and not restrict the scheduling window to 5 days or less.

5. Examinations will start at 9am, 2pm or 6pm, Monday to Saturday, with most being 9am or 2pm Monday to Friday. Other assessments should also begin at these times where possible.

6. Students will sit no more than two examinations in one day.

7. An examination timetable will be published on Thursday in week 7 of Semesters 1 and 2 through the Student Digital Workspace (SDW) and the AUT Student App.

8. Clashes will be avoided in the exam scheduling process but may occur as a result of late enrolments or manual adjustment to the examination timetable. In these cases, alternative arrangements should be arranged by the Faculty, with the change reflected in Exam Scheduler.

9. Students who resit an exam from a previous period – even though they are not enrolled in the current period's version of the paper – will be manually managed to accommodate their enrolment.

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[1] Examination Scheduler software avoids clashes for students. Bookings not made in the software do not contribute information to this process and may result in clashes or overloading for students

10. Students with authorised academic accommodations, will have these accommodations loaded into Exam Scheduler by the Faculty Examination Offices.

11. Some Needs Extra Provision (NEP) examinations are held in meeting rooms which are not in Syllabus Plus. These rooms will be booked in Outlook and a booking created in Exam Scheduler which will then show on Student Digital Workspace.

12. External examinations where dates are set by an external organisation or authority will be pre- set in Exam Scheduler.

13. Papers that have teaching that extends into the examination period, booked as part of the semester's Academic Scheduling process, will be accommodated though the time and location used during this period may need to be changed to avoid the period between 11am and 2pm.[3]

B.   Responsibilities

1. Faculty Examination Offices[4] are responsible for :

    • Gathering exam requirements for their faculty and entering this information into Exam Scheduler by the agreed date.
    • Advising their faculty where any preferences are unable to be accommodated.
    • Updating exam sessions indicating the number of invigilators required.
    • Update DSS(NEP) students in Exam Scheduler

2. Central Timetabling are responsible for :

    • Creating the examination period in Exam Scheduler.
    • Creating the exam session start times in Exam Scheduler.
    • Reviewing/updating locations available.
    • Scheduling the draft examination timetable.
    • Generate exam sessions

3. DSS/Student Hub are responsible for :

    • Provide Faculty Examination Offices with information on DSS students

4. Temps on Campus are responsible for:

    • Adding invigilators to exam sessions as required

Associated Documents

AUT Calendar

Academic and Associated Staff Members Collective Agreement

Supervision of Examinations Procedures and Guidelines

(https://autuni.sharepoint.com/sites/Tuia/Shared%20Documents/Procedures%20and%

20Guidelines-Exam%20Supervision.pdf)

Managing Examination Clashes

(https://autuni.sharepoint.com/sites/Tuia/Shared%20Documents/Exam%20Clash%20Principles.pdf)

Faculty/School/Programme handbooks or equivalent Guide for students with disabilities.
Health and Safety Policy

Student charter

Workload Policy

Timetable Guidelines

C.   Document Management and Control

Prepared by: Space Planning and Timetabling Directorate

Approved by: Examinations Scheduling Committee

Date approved:

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