

# Policy on Examinations and Other Forms of Assessment held in Different Timezones

## Implementation Procedures

The University has in place a [Policy on Examinations<sup>1</sup> and other Forms of Assessment held in Different Timezones](#) which requires the classification of Exams and other forms of assessment into one of two categories ('no advantage' or 'some or considerable advantage') based on the type of advantage (if any) that would be gained by students having advance knowledge of the examination content.

### Policy Statement

The Policy requires that:

- where advance knowledge of the examination/assessment content would give some or considerable advantage to students possessing such knowledge identical examinations/assessments **must** be held at the same Greenwich Mean Time (GMT) worldwide.
- where this is not possible, different examinations papers/assessment tasks must be set. Where different examinations/assessment papers are set, a robust moderation process must be followed to ensure equivalence and consistency of quality and academic standards.

No overlap of examination/assessment times is permitted due to the potential difficulties in managing the arrival and departure of candidates.

### Timezones

In order to manage the implementation of this Policy, the University schedules its examinations (and Final Online Assessments) within two separate timezones known as “**Timezone 1**” and “**Timezone 2**”.

Where examinations fall into the 'some or considerable advantage' category and take place within both timezones, Schools are required to provide two examination papers per examination diet (including for reassessments, which should be provided at the same time as the original paper), one for each timezone. Example timings of how these examinations might be scheduled are below:

#### Start Times for Examinations (and Final Online Assessments<sup>2</sup>)

<b>November-March: Wintertime (On-Campus Exams and Final Online Assessments)</b>			
	On-campus	Online and On-campus	Online and On-campus
San Francisco	01:00	17:00 previous day	09:00
UK	09:00	13:30	17:00
DU	13:00	17:30	09:00
MY	17:00	09:00	13:00
<b>April-October: Summertime On-Campus Exams</b>			
UK	09:00	13:30	17:30
DU	12:00	17:00	09:00
MY	16:00	09:00	12:00 (13:00)
<b>April-October: Summertime Final Online Assessments</b>			
San Francisco		18:00 previous day	10:00
UK		14:00	18:00
DU		17:00	09:00 / 13:00
MY		09:00	13:00 / 17:00

Notes: colour-coding indicates the two timezones, where campuses can be aligned and can share the same paper, depending on the start time. For example, a 0900 UK start enables DU and MY to fall into the same timezone and so can share the same paper; a 1330 UK start time enables the UK and DU to share a paper, but a separate paper will be required for MY (MY also shares a paper with the US West Coast, if applicable); also, a 0900 UK start time enables the UK and MY to fall into the same timezone and share a paper, while DU 1700 (17:30) start time requires a separate paper

<sup>1</sup> “Examinations” are hand-written or computer-based invigilated, time-limited assessments held in an approved venue and scheduled during the Exam and Assessment Diet. They are arranged and timetabled centrally by Registry and Academic Support; see [Types of Assessment: Policy and Administrative Definitions](#).

<sup>2</sup> “Final Online Assessments” are open-book, time-limited coursework scheduled during the Exam and Assessment Diet and designed to be accessed online and completed remotely, without any invigilation. They are arranged and timetabled by Registry and Academic Support; see [Types of Assessment: Policy and Administrative Definitions](#).

Registry and Academic Support will advise Schools on arrangements for examinations/assessments and number of papers required. It is recognised that, for accreditation purposes, a PSRB might insist on an identical paper across all modes and locations; in all other cases, separate papers are normally required in order to provide fair and equitable scheduling.

In some isolated cases, due to significant time differences, it may not be possible to simultaneously schedule an examination/assessment with its counterpart within the nearest timezone; where this occurs students may be required to travel to a location where it is possible to simultaneously schedule the examination; it is envisaged that such situations would be exceptional.

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