

## **Semester 2 Examinations: Communications to Students in Y3, 4 and 5, UK and Dubai (Y2, 3 and 4 in Malaysia)**

*This information will be published in the email to students and on the relevant web page, and also included in an update of the Student Guide.*

As previously notified, the [REVISED timetable for Semester 2 Examinations](#) has now been published for undergraduate students in Years 3, 4 and 5 in the UK and Dubai (Years 2, 3 and 4 in Malaysia). [Note: all exams have been cancelled for undergraduate students in Y1 and Y2 in the UK and Dubai (Y1 in Malaysia); all exams have been deferred for PGT students].

### **Why is my course not listed on the Exams Timetable?**

If your Semester 2 course is not listed in the revised timetable, then you do not have an exam. Your exam for that course has been cancelled because the Course Team has agreed that, in light of the current situation, there is sufficient assessment information to make a decision on your course. *Please refer to the [Student Guide](#) for how decisions are made about Semester 2 courses and for guidance on coursework completion.*

**The following information is designed for students who will be taking one or more course exams, as listed on the REVISED Examinations Timetable.**

### **Where will my exam take place?**

Exams will not take place on any of the University's campuses and there will not be any specially arranged local examinations centres. You are encouraged to make plans for a quiet working place where you can complete your exam. Further guidance on suitable spaces will be provided in our Exams Guide, which will be published by 31 March 2020.

### **When will my exam take place?**

Your exam will take place on the date shown on the Exams Timetable: normally, this is the date which was originally scheduled for the planned unseen exam.

### **Why are there no times on the Exams Timetable?**

There are no times on the Exams Timetable because the exam is in a different format to the standard unseen exam and because you are not coming on to campus to complete it. Details on times and when the exam will be made available to you as well as information on when and how your completed exam needs to be submitted will be provided in the Exams Guide, which will be published by 31 March 2020.

### **What will my exam be like?**

The format of the examination will be a "take home" exam rather than the standard unseen exam. The "take home exam" will be an adapted version of the original unseen exam, but you will be able to complete it with access to notes, course materials, the internet, etc. More guidance on what to expect from a take-home exam will be provided in the Exam Guide by the end of March.

### **Who will mark the take home exam?**

The academic staff who would have marked the standard exam will also mark the take home exam.

### **What happens if I cannot access the exam on Vision?**

If you are currently experiencing difficulties in accessing Vision or if you find that you cannot access Vision on the day of the exam, advice on what to do will be provided in the Exams Guide due to be published by 31 March 2020.

**What if I usually have particular adjustments made for me in exams?**

If you already have arrangements in place for examinations, the University's Disability Service team will be in contact with you regarding Semester 2 Examinations. However, if you are normally granted extra time in exams, you will be able to accommodate this yourself as part of the revised arrangement; further information will be available at the end of March in the Exam Guide.

**What should I do next?**

You should prepare for the exam in the normal way: by revising the course material. In addition, you may want to prepare your notes, textbooks, handouts, website bookmarks etc. to make it easier to use them during the exam. You should also plan in advance to make sure that you have a quiet place to take the exam.

Please keep checking Vision for any updates on your course, including on coursework.

Please refer to the [Student Guide](#) for further information on how Boards of Examiners will take decisions on courses, on progression and on award.

**What do I do if I have any queries?**

Our dedicated call centre is open from 9am until 5pm (UK Time) Monday to Friday. The phone number is (+44) 0131 451 8899 for UK and Dubai students; +603-8894 3888 for students in Malaysia. Alternatively, please go to AskHWU on the [Student Portal](#).

Our Student Wellbeing services remain open, and details of contacts and services are being kept up to date on the [Student Wellbeing](#) website.