

SUMMARY OF TIMING OF ASSESSMENTS POLICY

- Adequately timing assignments prevents students claiming a conflict with any mid-term examinations which are scheduled outside of normal class time. Any unit of study scheduling an assessment outside of a student's timetabled class meeting time should offer an alternative arrangement only if the student produces an official timetable indicating a clash with another unit. Under these circumstances, the lecturer should make alternative arrangements that do not clash with any other unit of study on the student's timetable.
- For any assessment scheduled during a student's official class meeting time, the student should not be allowed to reschedule, except as Special Consideration criteria apply.
- No exams should be timetabled during any formal University STUVAC period. *NB. There is no formal University STUVAC period for Summer and Winter schools.*

Exams worth more than 30% should not be held in the timetabled class, and should be timetabled to take account of students' other academic demands. *NB: An exam worth more than 30% is considered of sufficient weight to potentially disrupt attendance at other classes.*