



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Exams Office

Semester 1 Exam Information

November 2023

examsoffice@universityofgalway.ie
091 493024



University
ofGalway.ie

Exam Information - Timetable

1. Please [CLICK HERE](#) to view your personal Semester 1 Exam Timetable.
Published 9th November.
2. It is your responsibility to make sure that all the modules that you are being examined in are listed on your exam timetable.
3. Please note your seat number for each exam is published with your personal timetable [here](#).
4. If you do not see your module on your personal exam timetable, please contact your lecturer for assessment information.
5. If all of your exams are listed as you expected. There is no need for further action.



Exam Information – Late Entry

1. If you are registered for a module and there is an exam in that module but it is not listed on your timetable. You registered late for the module.
Visit/Email the [Student Registry Helpdesk](#) (in Áras Uí Chathail) to register as a 'Late Exam Entry'. Send in an email to [here](#) and provide name, student ID, missing module code on email.
2. If course registration is incorrect please email registration@universityofgalway.ie to correct.



Exam Information – Late Entry

3. If you are not registered for a module but you are studying it, and there is an exam. You must register for the module urgently. Contact your [College or School Office](#) who will advise Registration to register you for the module.
4. Once the module is added to your Curriculum, visit the [Student Registry Helpdesk](#) (in Áras Uí Chathail) to register as a 'Late Exam Entry'. Send in an email to [here](#) and provide name, student ID, missing module code on email.
5. Please check your student email address for exam e-zine.



Alternative Exam Arrangements

1. Alternate Arrangements are only for use by students in need of particular consideration during the official examination period on a temporary basis.
2. Alternate Arrangements do not automatically allocate extra time. Only students with detailed medical reports specifying that extra time is needed will be allocated extra time.
3. More information [here](#).
4. alternatearrangements@universityofgalway.ie





Venues

- Kingfisher
- Bailey Allen Hall
- Numerous small venues across campus
- PC Suites on campus
- No off campus venues for semester 1 23/24
- Late Entry – Call into SRH (ground floor, Áras Uí Chathail) or email askregistry@universityofgalway.ie



Kingfisher Seating Chart

KINGFISHER SEATING PLAN

R1 R2 R3 R4 R5 R6 R7 R8 R9 R10 R11											R12 R13 R14 R15 R16 R17 R18 R19 R20 R21 R22 R23												R24 R25 R26 R27 R28 R29 R30 R31 R32 R33 R34										
1	26	51	76	101	126	151	176	201	226	251	276	301	326	351	376	401	426	451	476	501	526	551	576	601	626	651	676	701	726	751	776	801	826
2	27	52	77	102	127	152	177	202	227	252	277	302	327	352	377	402	427	452	477	502	527	552	577	602	627	652	677	702	727	752	777	802	827
3	28	53	78	103	128	153	178	203	228	253	278	303	328	353	378	403	428	453	478	503	528	553	578	603	628	653	678	703	728	753	778	803	828
4	29	54	79	104	129	154	179	204	229	254	279	304	329	354	379	404	429	454	479	504	529	554	579	604	629	654	679	704	729	754	779	804	829
5	30	55	80	105	130	155	180	205	230	255	280	305	330	355	380	405	430	455	480	505	530	555	580	605	630	655	680	705	730	755	780	805	830
6	31	56	81	106	131	156	181	206	231	256	281	306	331	356	381	406	431	456	481	506	531	556	581	606	631	656	681	706	731	756	781	806	831
7	32	57	82	107	132	157	182	207	232	257	282	307	332	357	382	407	432	457	482	507	532	557	582	607	632	657	682	707	732	757	782	807	832
8	33	58	83	108	133	158	183	208	233	258	283	308	333	358	383	408	433	458	483	508	533	558	583	608	633	658	683	708	733	758	783	808	833
9	34	59	84	109	134	159	184	209	234	259	284	309	334	359	384	409	434	459	484	509	534	559	584	609	634	659	684	709	734	759	784	809	834
10	35	60	85	110	135	160	185	210	235	260	285	310	335	360	385	410	435	460	485	510	535	560	585	610	635	660	685	710	735	760	785	810	835
11	36	61	86	111	136	161	186	211	236	261	286	311	336	361	386	411	436	461	486	511	536	561	586	611	636	661	686	711	736	761	786	811	836
12	37	62	87	112	137	162	187	212	237	262	287	312	337	362	387	412	437	462	487	512	537	562	587	612	637	662	687	712	737	762	787	812	837
13	38	63	88	113	138	163	188	213	238	263	288	313	338	363	388	413	438	463	488	513	538	563	588	613	638	663	688	713	738	763	788	813	838
14	39	64	89	114	139	164	189	214	239	264	289	314	339	364	389	414	439	464	489	514	539	564	589	614	639	664	689	714	739	764	789	814	839
15	40	65	90	115	140	165	190	215	240	265	290	315	340	365	390	415	440	465	490	515	540	565	590	615	640	665	690	715	740	765	790	815	840
16	41	66	91	116	141	166	191	216	241	266	291	316	341	366	391	416	441	466	491	516	541	566	591	616	641	666	691	716	741	766	791	816	841
17	42	67	92	117	142	167	192	217	242	267	292	317	342	367	392	417	442	467	492	517	542	567	592	617	642	667	692	717	742	767	792	817	842
18	43	68	93	118	143	168	193	218	243	268	293	318	343	368	393	418	443	468	493	518	543	568	593	618	643	668	693	718	743	768	793	818	843
19	44	69	94	119	144	169	194	219	244	269	294	319	344	369	394	419	444	469	494	519	544	569	594	619	644	669	694	719	744	769	794	819	844
20	45	70	95	120	145	170	195	220	245	270	295	320	345	370	395	420	445	470	495	520	545	570	595	620	645	670	695	720	745	770	795	820	845
21	46	71	96	121	146	171	196	221	246	271	296	321	346	371	396	421	446	471	496	521	546	571	596	621	646	671	696	721	746	771	796	821	846
22	47	72	97	122	147	172	197	222	247	272	297	322	347	372	397	422	447	472	497	522	547	572	597	622	647	672	697	722	747	772	797	822	847
23	48	73	98	123	148	173	198	223	248	273	298	323	348	373	398	423	448	473	498	523	548	573	598	623	648	673	698	723	748	773	798	823	848
24	49	74	99	124	149	174	199	224	249	274	299	324	349	374	399	424	449	474	499	524	549	574	599	624	649	674	699	724	749	774	799	824	849
25	50	75	100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500	525	550	575	600	625	650	675	700	725	750	775	800	825	850

Entrance Double Doors

Entrance Double Doors

examsoffice@universityofgalway.ie
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This is what exam hall looks like!



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Can't bring into Exam Hall

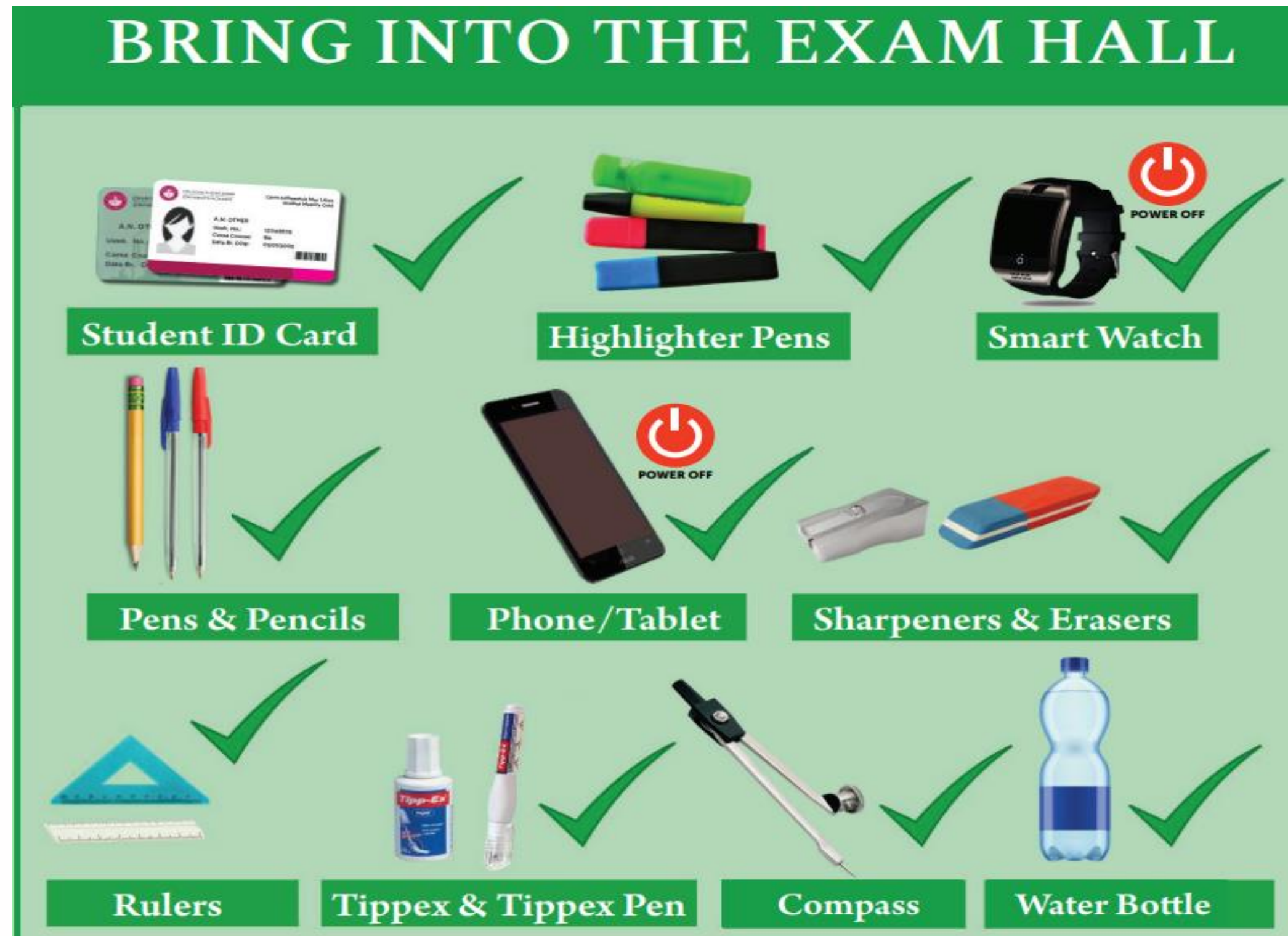
NO PHOTOGRAPHY,
VIDEOGRAPHY
OR RECORDING



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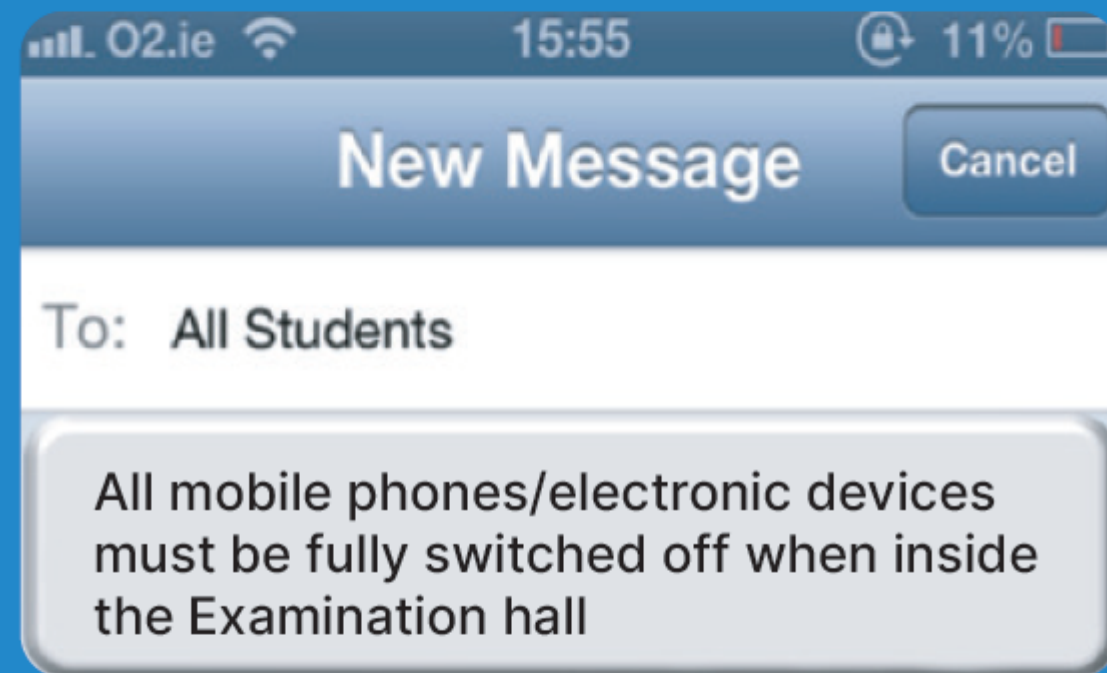
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Can bring into Exam Hall



Can & Can't bring into Exam Hall

Mobile Phones/ Electronic Device Breach



These items must be kept in clear sight and students are required to follow invigilator's instructions in this regard.

- Any Notes.
- Writing of any nature on one's person, eg. hands/arms etc...
- Annotations on permitted material such as Law Acts.
- Annotations on back of calculators (All calculators are checked by invigilators).
- Calculator covers.
- **Mobile Phone/Electronic Device Breach**
All mobile phones/electronic devices must be fully switched off when inside the Examination hall. These items must be kept in clear sight and students are required to follow invigilator's instructions in this regard.
- Pencil cases/Glasses cases.
- Handbags
(Students are advised not to bring any personal belongings to exam halls. These must be left outside the examination hall at their own risk.).





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Before

- Exams start at 9:30, 13:00 & 16:30.
- Exams are Monday to Friday.
- All 2 hours duration.
- Be at exam 20 minutes early.
- Allocated seat number (boards).
- Read rules & regulations [here](#).
- If found in breach, maybe subject to penalty from ESG (Exam Security Group).
- Bring Student ID card. Exam fine, pay – SRH, Áras Uí Chathail.
- Do not bring smart watch, notes etc.





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During

- Signature roll.
- No talking.
- Any permitted material must be free of notes and annotations.
- Books & calculators will be checked by invigilators.





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After

- Remain seated until scripts collected.
- Do not turn on your mobile phone until you leave the exam venue.
- Do not take anything from the exam venue.
- Move on to your next exam.





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Exam Regulations

1. Please check the [Exams Office](#) for information on Exam Regulations.
2. Exams FAQ's [here](#).
3. Student ID card required for entry to exam venues.
4. Do not bring personal items to exam venue such as Fitbits or Laptops.
5. Powered off mobile phones can be brought into exam venues.
6. [Capping](#) is applied to all students with the exception of those who defer and 1st year undergraduate students.

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Capping

1. Capping is 40% for most modules.
2. Capping means that when you repeat an exam or assessment, the maximum mark you can be awarded is the pass mark for the module i.e. 40%.
3. More information [here](#)



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Deferrals

- Deferrals must be applied for before your exam takes place.
- If circumstances arise which are outside of your own control and you wish to defer exams, you must apply for a deferral before the examination takes place.
- More information [here](#).

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Exam Supports – Student Services

Galway Exams 101



First Years - Get Exam Ready



Assignment & Exams Success



Taking Care of Me



Doing Exams



More details here:



Exam Supports

1. Student Services have a range of valuable supports on offer over the next few weeks to help you both before and during exams.
2. If you have agreed exam accommodations with the Disability Support Service then please check your University of Galway email regularly for information on the location of your exams.



IMPORTANT DATES 23/24



OLLSCOIL NA GAILLIMHE
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Examinations Office 23/24



Semester 1

09 November

Exam timetable
published

04-15 December

Semester 1
exams

25 January

Provisional results
on Canvas

Exam Appeal

Applications will
open when official (final)
results are released
after Semester 2 and
Autumn exams.

Semester 2

11 March

Exam timetable
published

15 April - 01 May

Semester 2
exams

19-21 June

Final Results
(Undergraduate)

26-28 June

Final Results
(Postgraduate)

Autumn

11 July

Exam timetable
published

06-16 August

Autumn exams

06 September

Autumn results
(Undergraduate)

16 September

Autumn Results
(Postgraduate)

KNOW YOUR EXAM REGULATIONS - WWW.UNIVERSITYOF GALWAY.IE/EXAMS

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Know your [exam regulations](#).

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Exam Advice Video

Check out the exam
advice video [here](#)



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**Thank you for your
attendance today.**



***From all in the
Exams Office, Registry!***

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