



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Exams Office

Semester 2 Exam Information

27th March 2024

examsoffice@universityofgalway.ie
091 493024



University
ofGalway.ie

Exam Information - Timetable

1. Please [CLICK HERE](#) to view your personal Semester 2 Exam Timetable.
Published 11th March.
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](#). (Turn your phone landscape)
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 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.



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
- PC Suites on campus
- No off campus venues for semester 2 23/24
- Late Entry – Call into SRH (ground floor, Áras Uí Chathail) or email askregistry@universityofgalway.ie

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This is what exam hall looks like!



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Can't bring into Exam Hall

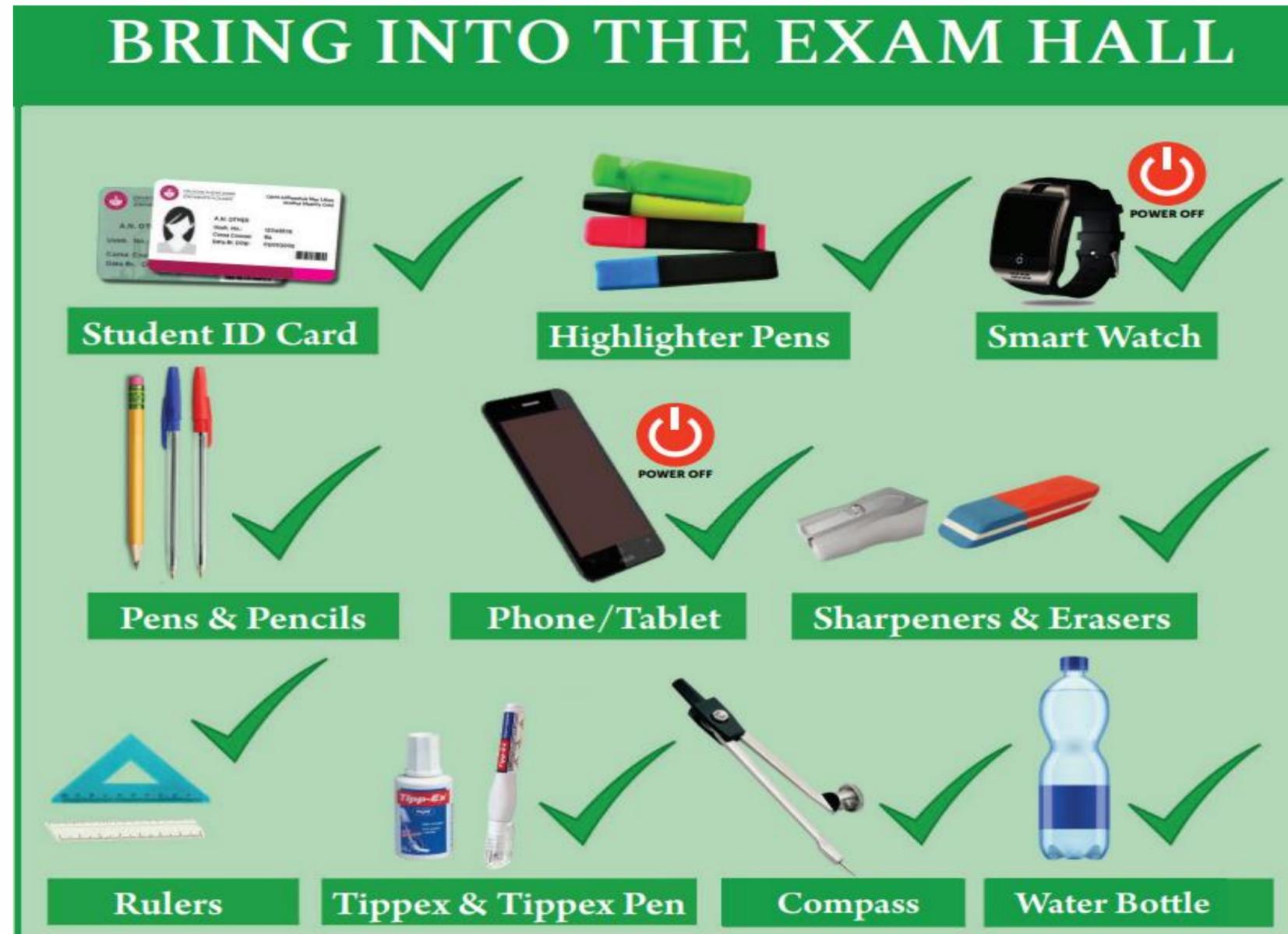
NO PHOTOGRAPHY,
VIDEOGRAPHY
OR RECORDING



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Can bring into Exam Hall



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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. €25.00 fine, pay – SRH, Áras Uí Chathail. Open early during exams.
- 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 your phone on until all scripts are collected.
- 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](#).
- Final year and exiting students please note eligibility for Conferring [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.

SUPPORT WHEEL



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IMPORTANT DATES 23/24



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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 Appeals

- Examination Results may only be appealed after the complete Academic Year (Semesters I & II and Overall) results are released see [here](#).
- Please remember your Consultation Day see [here](#)
- Final year and exiting students please note eligibility for Conferring [here](#).
- More information [here](#).

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Questions Submitted

1. If during an exam you spot an error on the exam paper please put up your hand for invigilator.
2. No pencil cases allowed.
3. If unwell contact College to request deferral.
4. Use of dictionaries is permitted for some international courses, please see [here](#).
5. Where a seating plan is given to students for an exam, it is an examination breach if the student does not seat in the allocated seat.
6. Where a computer exam is taking place it is an examination breach for students to enlarge their computer screen.
7. Bathroom breaks – Students will be accompanied to the bathroom by an invigilator of the same gender, where possible. All students will be asked to confirm they have no materials on their person. They may also be asked to roll up their sleeves. A form will be completed with the required details.
8. Please note your seat number for each exam is published with your personal timetable [here](#). (Turn your phone landscape).
9. Do not turn your phone on until all scripts are collected.



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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