EXAMINATION TIMETABLING INFORMATION & POLICY 2025/26

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Examination Timetabling Information & Policy 2025/26

This document outlines the University's approach to timetabling of the main University examination periods.

1. The University's main examination periods are as follows:

    Spring Term Assessment Period (SP-AP) – Usually the first week of the Spring Term
    For 2025/26 12-16 January 2026

    Summer Term Assessment Period (SU-AP) – Usually the first 5 weeks of the Summer Term
    For 2025/26 5 May – 5 June 2026

    Summer Vacation Assessment Period (SV-AP) – Usually the last 2 week of August and the first week of September
    For 2024/25 TBC

2. **Types of Examination delivered in University Examination Periods**

    2.1.   The full list of University permitted assessment types are published for students in the [Assessment Guidance for Students](), and for staff in the [University Assessment Protocol]()

    2.2.   During University Examination periods the following types of permitted assessment will be timetabled

    - In person invigilated examinations
    - Online Examinations
    - (Online) Open Book Examinations

    2.3.   Occasionally an assessment method not included in the University permitted assessment types will be approved for specific modules – in these cases students will be informed at the beginning of the academic year once the process of delivery has been agreed by all departments involved

3. **Factors affecting timetabling:**

    3.1.   The number of students needing to sit multiple examinations during the University examination periods.

    3.2.   Examinations need to be timetabled into suitable available rooms with adequate capacities.

    3.3.   The availability of invigilators to supervise in person examinations.

3.4.   Students' selections in optional modules

3.5.   Some exams must be run simultaneously to maintain assessment integrity.

3.6.   Some exams must be run sequentially to meet learning outcomes.

3.7.   Intercollegiate Modules taken at other University of London establishments.

3.8.   Some exceptional teaching and field trips are permitted to be run during the examination periods.

3.9.   In the interests of fairness to all examination candidates the timetabling process is effectively random after all the appropriate factors and Principles have been applied.

4. General Principles of Timetabling

4.1.   The dates of the examination periods will be available to students from the beginning of the academic year (in the [Assessment Guidance for Students](#)) so that students can ensure that they are available (on campus where necessary) throughout the examination period/s.

4.2.   Individual Students exam timetables will be released by the date/s advertised in the current year's [Assessment Guidance for Students](#).

4.3.   Students will not be timetabled for examinations in the evening or at weekends.

4.4.   Where possible the University aims to limit students' timetables to one examination per day. However, due to the volume of examinations and the constraints of the examination period, there is a risk that a small minority of students may be timetabled for two exams in one day.

4.5.   The individual spread of examinations will vary for student to student due to:

- the factors affecting timetabling (see Section 3)
- The student's degree course of study
- The type of assessments and associated Principles (see Section 5 &6) applied to the timetabling of individual assessments.

4.6.   Having multiple examinations in a short space of time and the occasional timetabling of two examinations on one day (see point 4.4 above) is not regarded as being detrimental to performance in examinations.

4.7.   In the interests of fairness to all examination candidates the timetabling process is effectively random after all the constraints have been considered.

5. Principles of Timetabling Online/Open Book Examinations

5.1.   Online Examinations are timetabled to commence at 10.00am.

5.2.   The total timetabled time INCLUDES time for uploading completed assessment.

5.3.   Online Open Book exams are timetabled to commence at 11.00am with an end time of 10.00am – this 23-hour window is when the set assessment should take place which should usually take 4 hours or less.

5.4. Online Open Book exams are not timetabled to commence on a Friday or on a day before scheduled bank holidays or University closure days.

6. Principles of Timetabling in person invigilated exams

6.1. Invigilated Examinations are timetabled in morning and afternoon sessions. The morning session is timetabled to commence at 9.30am and the afternoon session at 2.00pm

6.2. Longer examinations (over 2 hours) are usually timetabled in afternoon session.

6.3. Examinations being taken by a large cohort of students (over 250*) are usually timetabled earlier in the assessment period. This is subject to resource requirements, e.g. availability of space and is not guaranteed.

6.4. Examinations being taken by a large cohort of students (over 250*) are not usually timetabled on a Friday afternoon.

6.5. SU-AP Examinations for the Foundation Year of a programme are timetabled in the first two weeks of the Summer Term Assessment Period to allow the recommencement of teaching in the third week of the summer term.

* The determination of what is a large cohort will be agreed in February each year based on the examinations required, the number of students taking each examination and the available sessions in the early weeks of the exam session. For 2025/26 a large cohort will constitute >250 students

Related Documents and Links

- [Assessment Guidance for Students](#),
- [University Assessment Protocol](#)

Document Control Information

The current official copy of this policy shall be located on the Policy Hub of the University's website.

Policy Owner	Sarah Smart
Operational Owner *(where different to policy owner)*	Frances Whitson
Approving Body	University Education Committee
Approved on	
Reviewed	
To be reviewed before	September 2026

Version History		
Version (newest to oldest)	Date of approval	Summary of changes
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