

## Student Administration Frequently Asked Questions – Examinations

### Examination Timetables

#### **When are the exam timetables published? How do I find out when my exam is?**

Exam timetables are published on the [Exams](#) pages of my Napier and campus noticeboards six weeks before each diet. The notice boards are located outside the iPoint meeting rooms at Merchiston, the corridor behind the iPoint at Craiglockhart and between LRC1 and iPoint at Sighthill. Check the time, date and location of your examinations on a regular basis.

Exam timetable publication dates can be found on the [Exams](#) pages.

#### **My exam is not on the timetable, what should I do?**

You should contact your School Office in the first instance; they will advise if you have an exam. If the exam is to be timetabled the School will inform Student Administration who will then update the timetable. If an exam is added after the timetable is published it will be highlighted in red text. If you have any queries regarding the timetable please email [exams@napier.ac.uk](mailto:exams@napier.ac.uk)

#### **Do exam dates change?**

Changes can occur to the timetable, therefore please ensure that you recheck your exam details on a regular basis until the day of your exam.

If an exam date, time or location is amended it will be highlighted in red on the timetable.

#### **I have two exams on the same date and time, what should I do?**

If you have exams which clash (this means exams starting at the same time and date), please download, complete and return the Exam Clash form to [exams@napier.ac.uk](mailto:exams@napier.ac.uk) by the deadline shown. The Exam Clash form can be found on [myNapier](#).

### Exam Room Instructions

We ask that you adhere to some straightforward [instructions](#). Further instructions will be given by our invigilators on the day of your examination. All Edinburgh Napier University examinations are run in conjunction with the [University Regulations](#) which will be enforced by our trained invigilators who will oversee your examination.

### Guidance and support for students with disabilities, specific learning difficulties or health conditions

## **I require additional requirements/adjustments for my exams, what should I do to organise this?**

If you have a specific learning difficulty (such as dyslexia) or a health condition, you may be entitled to apply for exam allowances such as extra time, the use of a scribe or reader, or the use of a pc. Please contact Disability & Inclusion by email at [disabilityandinclusion@napier.ac.uk](mailto:disabilityandinclusion@napier.ac.uk) about individual exam arrangements as these can only be put in place after approval by an adviser in this team.

Any individual exam arrangements need to be organised well before exams start, so please make any enquiries about this as early as possible. There are also 'cut off' dates for each set of exams and it will not be possible to arrange exam support that has not been approved before the cut-off date.

Please see [myNapier](#) for more information or contact [disabilityandinclusion@napier.ac.uk](mailto:disabilityandinclusion@napier.ac.uk)

## **I have approved exam allowances, what do I do on the day of my exam?**

If you have additional exam arrangements it is essential that you report to the exams staff based at the iPoint at either Sighthill, Merchiston or Craiglockhart, depending on where your exam is due to take place, approximately 30 minutes before your exam. The staff will be able to advise you of the room you have been allocated, please note you will not always be allocated the same room. If you go to the main exam room your additional exam requirements will not be able to be accommodated.

## **What if I am unable to attend any of your exams?**

It is very important that you let Student Administration know as soon as possible if you are unable to attend any of your exams. This can be done by emailing [exams@napier.ac.uk](mailto:exams@napier.ac.uk). Failure to do any of the above may result in the withdrawal of special allowances in future. If the above list does not provide an answer to your question, please email [exams@napier.ac.uk](mailto:exams@napier.ac.uk)

## On the day of the exam

### What do I do on the day of my exam?

If you have exams at Craiglockhart, Merchiston or Sighthill campuses you will find the room numbers for your exams posted in the appropriate campus. Room numbers are posted two hours prior to your exam. If you have not been to these locations before please check the [campus maps](#).

You must arrive at your exam room on time, if you arrive late you will not be given any additional time.

### Do I need to bring my Student ID Card?

Yes, you will need your Edinburgh Napier ID Card to enter the exam room and you must display your ID Card on your desk throughout the exam.

If you do not have your ID card, please bring alternative photographic ID such as your passport or Driving Licence to your exam. If you do not have any appropriate ID the invigilator will make other arrangements to verify your identity with University staff.

### What happens if I arrive at the exam late?

You may enter the exam room during the first hour of the exam. If you arrive after 1 hour from the start time you will not be permitted into the exam. You should contact your School Office to explain that you are unable to sit the exam.

School of Applied Sciences 0131 455 2620

School of Health & Social Care 0131 455 5604/5725

The Business School 0131 455 4536

School of Computing 0131 455 2700

School of Engineering & Built Environment 0131 455 2477

School of Arts & Creative Industries 0131 455 6150/2678

### What should I bring to the exam?

As well as your Edinburgh Napier ID Card, you are advised to carry a pen, pencil, eraser, ruler and any other item you may have been advised to bring by your Examiner.

The invigilator will instruct you regarding the removal of any material which is unauthorised such as notebooks, textbooks, mobile phones etc.

### **Can I use my mobile phone?**

All electronic devices including mobile phones, smart watches etc. must be switched off and placed in the plastic bag provided and left on your desk during the examination and may not be taken out of the exam room until the end of the exam.

### **Can I use a dictionary or calculator in the exam?**

In some instances calculators and paper dictionaries may be allowed during the exam. You should discuss this with your Examiner in advance of the exam. Programmable calculators are only allowed in appropriate examinations, provided the memory facility has been cleared and the Examiner has approved the use of programmable calculators. Mobile phones must not be used as calculators.

### **Can I eat or drink during the exam?**

Only bottled water is allowed – no fizzy drinks or food may be consumed (unless you have agreed this with Disability & Inclusion staff before the exam).

### **I am unable to attend my exam – what should I do?**

If you are unable to attend your exam you should contact your School Office or Programme Leader.

### **I was unwell on day of exam – what should I do?**

If you feel that you are not fit to sit your exam on the day, please refer to the [Extenuating Circumstances - Fit to Sit](#) which will provide you with all the information you need to know along with contact details for your School Office

## **External/Off campus Exams for Distance Learners**

### **Merchiston**

School of Arts and Creative Industries

School of Computing

School of Engineering and the Built Environment

Email: [fecciecs@napier.ac.uk](mailto:fecciecs@napier.ac.uk)

Telephone No: 0131 455 2230

### **Sighthill**

School of Health & Social Care: Room 3.B.27, Sighthill

Email: [SNMSC.ExtCirc@napier.ac.uk](mailto:SNMSC.ExtCirc@napier.ac.uk)

Telephone No: 0131 455 2820

School of Applied Sciences

Email: [SLSSS.ExtCirc@napier.ac.uk](mailto:SLSSS.ExtCirc@napier.ac.uk)

Telephone No: 0131 455 2820

### **Craiglockhart**

The Business School

Email: [FitToSitECsTBS@napier.ac.uk](mailto:FitToSitECsTBS@napier.ac.uk)

Telephone No: 0131 455 4462

### **Can I sit my exam abroad or away from the University?**

If you are on a distance learning programme you can apply to sit your exams off-campus. To do this you will need to complete and return the external exams form found on the myNapier [Exams pages](#). Please ensure that you read the attached guidance notes carefully before returning your form. If you have a query about sitting your exams external to the University, please email [exams@napier.ac.uk](mailto:exams@napier.ac.uk)

## **Resit Exams**

### **Do I have to register for my resit exam?**

Yes. All students sitting Resit exams must complete and return a Resit Form to [exams@napier.ac.uk](mailto:exams@napier.ac.uk). Payment for Resit fees can be made <https://applications2.napier.ac.uk/epay/> Please see the [Resit pages](#) for more information.

Please note Student Administration do not confirm receipt of resit forms.

### **Do I have to pay for my resit?**

If you are re-sitting exams as a first attempt i.e. 'Extenuating Circumstances' then you do not have to pay the resit fee.

For any of your exams that are not a first attempt, there is a resit fee of £25 per module, subject to a maximum payment of £150. Payments must be completed along with a [Resit Form](#) by the deadline date.

Payment for Resit fees can be made <https://applications2.napier.ac.uk/epay/>

Nursing and Midwifery students do not pay resit fees but should complete a [Resit Form \(Nursing & Midwifery\)](#) by the deadline date to register for the exam.

### **I have missed the deadline to register for my Resit – what should I do?**

You should still complete and return the Resit form and pay the fee if applicable. You will still be able to resit your exam.

## Results

### **Where & when are my results published?**

Your programme and module results will be published on your [eStudent Records](#).

Publication dates for results can be found on the [Exams pages](#).

Any queries regarding your results should be directed to your School Office.