

Ad Hoc Exam Procedures

Ad Hoc exams are exams which take place outside of the three main exam periods (Semester 1, Semester 2, and August Resits). The exams should be summative (count towards the final module mark) – we can provide invigilators for formative assessments but the School will be recharged for the cost of invigilation.

It is recommended that no exams take place in October or November, as many students who require exam adjustments will be meeting with Student Wellbeing at the start of the academic year to establish or review their Student Support Plan (SSP). Due to the high volume of adjustment requests during this period, some students may not yet have had their SSP assessed or their arrangements recorded in the exam scheduling system. This could place them at a disadvantage compared with their peers.

As an alternative, you may wish to consider assessments such as a take-home exam via Canvas

If an exam is scheduled during October or November, Schools must inform students that exam adjustments not already in place from the previous academic year are unlikely to be available. This particularly affects most Stage 1 students, who will not normally have arrangements in place at this stage of the year.

Scheduling ad hoc exams – Overview of process

ACADEMIC YEAR PLANNING - SEPTEMBER

At the start of each academic year, the Exams Office will run a report from MOFs identifying all mid-semester exams and will contact Schools to confirm which exams require Exams Office support. Any exams that are not listed on MOFs as a mid-semester exam cannot be supported

Schools are not required to provide an exact date at this stage but must indicate the academic week in which the exam is expected to take place. Exams requiring central support will then be added to the annual Exams Office schedule.

FOUR WEEKS BEFORE THE EXAM

Schools must submit the **Notification of Ad Hoc Exam Form** at least **four weeks before the exam date**, confirming the exam date and time and the venues that the school has booked for the examination.

If the form is not received at least four weeks before the expected date of the exam, the Exams Office will assume that support is no longer required.

Upon receipt of the form, the Exams Office will download the student list from NESS and schedule the exam. We will allocate students to the appropriate venue and notify schools of the venue allocations.

Please note that any SSPs or exam arrangements received after scheduling has taken place will not be implemented for that examination. Schools must communicate this to all students.

TWO WEEKS BEFORE THE EXAM

For exams using Exams Office invigilators, the Exam Paper Portal must be completed at least **two weeks (10 working days)** before the exam date.

Invigilators will collect examination materials from the Exams Office in Kings Gate.

AFTER THE EXAM

After an ad-hoc exam has taken place, the completed exam scripts and attendance lists should be collected from Kings Gate level 1. Please contact exams@ncl.ac.uk to let us know when you plan to collect.

Digital ad-hoc exams

Please consult with Exam team (digital.exams@ncl.ac.uk) to ensure there is capacity to assist with the setup of the exam. Please note that both the "Ad Hoc Digital Exam Form" and the "Notification of Ad-Hoc Exam Form" must be completed.

Please note that it is the School's responsibility to set up and manage formative digital examinations. Please see [guidance for formative exams](#)

Extraordinary exams

We understand that occasionally there will be a need for extraordinary exams for a small number of students, that fall outside of what is listed on MOFs, these exams can still be supported. To notify us of the need for an extraordinary exam you should complete the Ad hoc exams form at least 4 weeks before the planned date of the exam.

Booking an Ad-Hoc exam venue

The School is responsible for booking the venue(s) for the exam before submitting the ad hoc notification form. Please consider the following when booking rooms for exams:

TIMINGS

Venue booking: You must ensure that there is enough time for set up before the exam (at least 30 minutes for individual rooms and 1 hour for all other venues) and time after the end of the exam for the invigilator to clear up and finish paperwork, while also taking into account any students with extra time and rest breaks.

Start times: It is preferable for exams to start on the hour or half hour,

ROOM CAPACITY:

Teaching rooms cannot be booked to full capacity, in an exam situation the capacity will normally be around half the normal room capacity:

- In normal 'flat' rooms the capacity is **50% of normal capacity** (e.g. a room that usually fits 45 students will only fit 22 students for an exam)
- The use of tiered lecture theatres is discouraged because they are difficult to invigilate. If used, **capacity must be reduced to 25%**. Tiered lecture theatres cannot be used for exams longer than 1.5 hours, as students seated in middle rows cannot leave without disrupting others.
- For digital exams, PC clusters should be used at a maximum of **90% capacity** (e.g. 54 students in a 60-PC cluster) to allow for technical issues. Some clusters are restricted to **50% capacity**.

See the chart at the end of this document for examples of teaching venues and their capacities in exam situations

If you are unsure if a room is suitable for an ad-hoc exam please email exams@ncl.ac.uk for advice

- If a venue is not a normal teaching venue and doesn't have desks in as standard (e.g. the Lindisfarne room in the Hadrian Building), the School is responsible for submitting a porters request to have the room set up in advance of the exam and taken down after the exam. Remember to factor set up time into your booking

Student Lists

- Exams office will pull a student list from NESS when the ad hoc notification form is received
- Exams office will allocate students to venues (booked by the school) and will notify the school of these allocations.
- Exam timetables are not updated for ad hoc exams - Schools are responsible for ensuring that students are advised of the start time and venue of their exam – Please ensure that students are aware of the importance of attending the correct venue, if a student arrives at a venue they were not allocated to, they may be turned away.

Exam Paper Submission

- We require the exam paper portal to be completed 10 working days (2 weeks) before the exam, after this deadline the papers will need to be printed by schools and brought to the Exams Office (remember to provide spares)
- To ensure consistency in the materials provided in exam venues all exams supported by the Exams Office will require invigilators to collect the exam packet from us, in Kings Gate.

Teaching Venue Capacities

Please note this list is not exhaustive. Some exam venues will require set up (they don't have exam desks in as standard if using these venues please arrange with Porters directly).

Venue	Default capacity	Additional Information
Armstrong 2.96 PC Cluster	54	PC Cluster
Armstrong Building, King's Hall	125	Needs set up
Armstrong Building, Room 1.06	30	
Barbara Strang Teaching Centre, Chart Cluster	30	PC Cluster
Barbara Strang Teaching Centre, Room 2.40 Cluster	30	PC Cluster
Barbara Strang Teaching Centre, Room 2.41B	18	
Barbara Strang Teaching Centre, Room 2.51	25	Needs exam desks
Barbara Strang Teaching Centre, Room B32	70	
Barbara Strang Teaching Centre, Room G33	30	
Barbara Strang Teaching Centre, Room G34	30	
Barbara Strang Teaching Centre, Room G36	46	
Barbara Strang Teaching Centre, Side Cluster	40	PC Cluster
Dame Margaret Barbour Building, 1.21 Cluster	60	PC Cluster
Dame Margaret Barbour Building, Room 2.16	90	Needs set up
Henry Daysh Cluster 1.12	12	PC Cluster
Henry Daysh Cluster 1.14	56	PC Cluster
Herschel Cluster, 1st Floor, Herschel Building	160	PC Cluster
Lawn Cluster, KG VI Building	81	PC Cluster
Lindisfarne Room, Hadrian Building	200	Needs set up
Medical School, Dene Cluster	27	PC Cluster
Medical School, Fell Cluster	82	PC Cluster
Medical School, Linn Cluster	20	PC Cluster
Merz Court, Room L301	36	
Merz Court, Room L302	31	
Merz Court, Room L303	46	
Ridley Building 2, Nereid PC Cluster (Room 472)	27	PC Cluster
Stephenson Building, Room 2.005 Cluster	64	PC Cluster
Stephenson Building, Room 2.006 Cluster	66	PC Cluster
Stephenson Building, Room 2.007 Cluster	68	PC Cluster

Ad hoc Checklist for Schools

All Ad hoc Exams:

- ☐ Provide information to Exams Office of all ad hoc exams for the academic year
- ☐ [Book exam rooms](#)
- ☐ [Complete ad hoc exam form](#) (at least 4 weeks before exam date)
- ☐ Inform students of exam date time and venue

Written Ad hoc exams:

- ☐ [Arrange venue set up \(if required\)](#)
- ☐ [Complete exam paper portal and submit exam paper](#)

Digital Ad hoc exams:

- ☐ [Confirm that the Digital Exams team can support your exam](#)
- ☐ [Complete the Digital exams form](#)
- ☐ [Complete exam paper portal](#)
- ☐ Inform NUIT of exam date, time and venues

After the exam:

- ☐ [Collect exam papers and/or attendance lists from Kings Gate](#)