Exam essentials

Check your personalised exam timetable
www.uws.edu.au/examtimetable
platformweb.uws.edu.au

Find out what to bring to your exams
www.uws.edu.au/examrules

Work out how to get to your exams
www.uws.edu.au/travellingtoexams

On the day

Only attend exams on your personalised exam timetable
www.uws.edu.au/exams

Arrive 20 minutes before each exam
www.uws.edu.au/examrules

Bring your student ID card
www.uws.edu.au/studentidcard

Bring a black/blue pen, pencil and eraser
www.uws.edu.au/examrules

Student Central Infoline
1300 688 370
studentcentral@uws.edu.au

Examination information

Essential information for exams at UWS

www.uws.edu.au/exams
The exam period

Final exams are run at the end of Autumn/1H Session and Spring/2H Session during the two week official exam period. Exams are scheduled to start at 8.30am, 1.30pm and 5.30pm from Monday to Friday and at 8.30am and 1.30pm on Saturdays.

You’ll need to be available to sit exams anytime during the exam period – work commitments, holidays or other social functions are not valid reasons for missing a final exam.

Exams for other teaching sessions, such as quarters are not valid reasons for missing a final exam.

The exam period sometimes changes in the weeks leading up to the exam period, so make sure you keep checking so you know about any changes.

Information about when exams are on is available at www.uws.edu.au/examtimetable

Your personalised exam timetable

Your personalised exam timetable is available in Platform Web about a month before the exam period starts. platformweb.uws.edu.au

You can only attend an exam at the time and location listed on your personalised timetable – if you turn up at the wrong exam you will be redirected to correct exam time and location as listed on your personalised timetable, even if it’s at another campus.

The exam timetable sometimes changes in the weeks leading up to the exam period, so make sure you keep checking so you know about any changes.

What to bring

- Student ID card – you won’t be allowed to sit the exam without it. If you forget it you must get a temporary student ID card from Student Central for $15
- writing materials and stationary – including a black or blue pen, pencil, ruler, eraser and calculator if required
- water in a clear bottle
- personal items – purses/wallets and mobile phones (switched off) must be placed on the floor under your desk once you’re in the exam venue

What not to bring

- pencil case – bring writing materials in a clear plastic bag
- electronic transmitting devices – such as PDAs
- food
- textbooks or other reference material – unless specified by your unit coordinator

- motorcycle/bicycle helmet
- bilingual dictionary

What if I’ve lost my Student ID card?

If you’ve lost your Student ID card, you’ll need to get a temporary card from Student Central before your exam starts.

Student Centrals are open from 8.00am on exam days. You’ll need to present a form of photo identification, such as your Driver’s Licence, so Student Central staff can produce a confirmation of your enrolment and eligibility to sit the exam.

How to get there

Some exams may be scheduled on campuses where the unit is not studied, so make sure you know how to get there and allow enough time to arrive at your exam 20 minutes before it’s due to start.

Information about how to get to the exam venues by public transport or car is available at www.uws.edu.au/travellingtoexams

On the day

Arrive at least 20 minutes before your exam starts. Attendance lists are taken at each exam location – this means you can only attend an exam at the time and location listed on your personalised timetable.

If you attend an exam that’s not on your timetable, don’t bring your Student ID card or arrive at your exam 30 minutes after it starts, you won’t be permitted entry to the exam venue. Please note, missing an exam for one of the above reasons is not grounds to apply for special consideration.

In the exam venue

You’ll be allocated a seat by the exam supervisor and will need to display your Student ID card on your desk during the exam.

Examination conditions will be in place, so you won’t be allowed to communicate with other students and may be asked to leave if your behaviour is disruptive. While in exams, you must follow all directions given by the exam supervisor.

Once the exam starts, you won’t be allowed to leave an exam venue during the first 30 minutes or the last 10 minutes, unless there are exceptional circumstances.

Special Consideration

You can apply for Special Consideration if you feel exceptional circumstances, such as serious illness or misadventure, has affected your performance in an exam.

If this occurs, you’ll need to submit a Final Examination Special Consideration Application with documentation to support your application no later than 5.00pm on the second working day after your scheduled exam. Forms are available at any UWS Student Central or at www.uws.edu.au/forms

More information about Special Consideration is available in the Special Consideration policy at www.uws.edu.au/policies or at www.uws.edu.au/specialconsideration

What if I can't attend an exam?

If you’re not able to attend an exam because of exceptional circumstances, such as serious illness or misadventure, you can apply to sit a deferred exam during the deferred exam period.

How do I apply for a deferred exam?

You’ll need to submit a Deferred Examination Application with documentation to support your application to any UWS Student Central no later than 5.00pm on the second working day after the exam you missed.

Applications are assessed against the deferred exam criteria and are not automatically granted. If your application is successful, we will send an email to your UWS student email account with further information including your deferred exam dates.

Please note: completing a deferred exam may delay the publication of your results as well as your eligibility to graduate.

When and where are deferred exams held?

The deferred exam period usually runs a few weeks after the official exam period finishes. Deferred exams are only held at Parramatta campus.

Exams run three times a day, starting at 8.30am, 1.30pm and 5.30pm.

The deferred exam timetable is published in Platform Web no later than three days before the deferred exam period starts.

What if I can't attend a deferred exam?

If you’re not able to attend a deferred exam because of exceptional circumstances, such as serious illness or misadventure, you are not able to sit your deferred exam at a later time.

In this circumstance, you can submit a Final Deferred Examination Special Consideration Application with documentation to support your application to a Student Central no later than 5.00pm on the second working day after the missed deferred examination.

Need more help?

More information about exams is available in the Examination policy at www.uws.edu.au/policies or at www.uws.edu.au/exams