

## University of Bristol

### University Examinations Office

## Support Levels for University of Bristol Examinations

The three main examination periods are held in January, May/June and August/September.

Please see <http://www.bristol.ac.uk/directory/exams/dates/> for dates.

### Outside Main Exam Periods

Examinations run by Schools outside the Main Exam Periods and not timetabled by Examinations Office (EO)

The EO will ***on request***:

- book a central exam room
- provide desks and arrange for them to be set up and set down
- provide materials (answer books and graph paper)

*You can request these services using the current 'Exams request form', which can be found using the following link <http://www.bristol.ac.uk/media-library/sites/exams/documents/outside-exams.doc>*

*You will need to print your own exam paperwork (student lists, attendance lists etc), a template can be found using the following link <http://www.bristol.ac.uk/media-library/sites/exams/documents/paperwork-template.xls>*

### Within Main Exam Periods

**1 Examinations run in central rooms by the Examinations Office and timetabled by Examinations Office**

The EO will:

- book an exam room
- provide desks and arrange for them to be set up and set down
- provide desk numbers and exam hall signage
- provide Assistant and Chief Invigilators
- print exam papers

*You will need to ensure that originals are submitted electronically to the Examinations Office by the published exam paper deadline.*

- print exam paperwork (student lists, attendance lists etc)
- provide materials (answer books and graph paper)
- provide stationery and a guidance folder
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

*These exams are requested via the UA report which is completed on a yearly basis by Schools.*

## 2 Examinations run in Schools and Timetabled by Examinations Office

### The EO will on request:

- provide materials (answer books and graph paper)

*You can request materials by emailing [exams-office@bristol.ac.uk](mailto:exams-office@bristol.ac.uk).*

- print exam papers (to be collected by the School from the EO)

*You will need to ensure that originals are submitted electronically to the Examinations Office by the published exam paper deadline.*

### You will need to:

- book an exam room
- provide desks and arrange for them to be set up and set down
- organise invigilation - a list is available on request from [exams-office@bristol.ac.uk](mailto:exams-office@bristol.ac.uk)
- print exam paperwork (student lists, attendance lists etc) *templates are available on our website at <http://www.bristol.ac.uk/media-library/sites/exams/documents/paperwork-template.xls>*
- attend on the day to set out exam papers and materials and ensure the exam is started and finished properly
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

*These exams are requested via the UA report which is completed on a yearly basis by Schools and on the exam constraints form on the Exams Office website.*

## 3 Examinations run in central rooms by Schools and timetabled by Examinations Office (by special arrangement)

### The EO will:

- book an exam room
- provide desks and arrange for them to be set up and set down
- provide desk numbers and exam hall signage
- print exam papers (to be collected by the School from the EO)

*You will need to ensure that originals are submitted electronically to the Examinations Office by the published exam paper deadline.*

- provide materials (answer books and graph paper)
- provide stationery and a guidance folder
- check the room prior to the day of the examination, but will not be providing any service on the day.

### You will need to:

- organise invigilation - a list is available on request from [exams-office@bristol.ac.uk](mailto:exams-office@bristol.ac.uk)
- print exam paperwork (student lists, attendance lists etc) *templates are available on our website at <http://www.bristol.ac.uk/media-library/sites/exams/documents/paperwork-template.xls>*
- attend on the day to set out exam papers and materials and ensure the exam is started and finished properly
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

*These exams are requested via the UA report which is completed on a yearly basis by Schools and on the exam constraints form (on the Exams Office website) and are by special arrangement.*