

# Examination Checklist for Students 2011 - 2012



NUI Galway  
OÉ Gaillimh

Examinations Office

# Exams – Personal Timetable

- Every student who is registered in 2011/12 can access their Personal Exam Timetable, see Exams Office website <http://www.nuigalway.ie/exams/>
- Your exam timetable is based on your Registration Statement, if you are missing exams from your personal timetable, contact: The Student Contact Centre, Áras Uí Chathail (10:00 to 12:30 & 14:00 to 16:00).
- You access your timetable using your Student ID number & your CASS password.



# Exams – Personal Timetable Amendments

- Please check the Timetable Amendments link on the Exams Office website at regular intervals to ensure latest details regarding your Exams; it is *your responsibility* to know when your exams are on. Amendments to the timetable will only be available on the Web; your Personal Timetable will not be *updated*.  
<http://www.nuigalway.ie/exams/timetables/amendments.html>



# At the Exam

- You must bring your current, valid College ID with you to all exams.
- If you don't have your current, valid ID Card with you, you will be charged €30 for verification of identity and registration. You will be charged €30 for every exam where you do not have your ID card. There are no exceptions to this regulation.
- Current, valid ID's are required to confirm Students' identity, contact the Student Contact Centre if you have lost your Student ID card.



# At the Exam

- **Be at the Exam venue 20 minutes before the start of the exam, you will be seated 10 minutes before the exam starts.**
- **Do not bring Mobile phones or personal belongings into the exam with you.**
  - **We advise that you do not bring valuables to the exam venue – including lap-tops.**
  - **If you are found with a mobile phone during the exam, it will be confiscated. You can collect it later from the Exams Office, a fine of €20 will be charged.**



# At the Exam

- **All permitted material which you bring into the exam must be free of annotations, for example Law Acts and calculators, and will be checked by invigilators.**
- **Calculator covers must not be brought into the exam.**
- **At the end of the exam you must remain seated until the invigilator has collected your script booklets.**



# At the Exam

- **Please read the Exam Regulations on the Exams Office webpage.**
- **If an incident in the exam hall leads the invigilator to believe that you may be in breach of the Exam Regulations, a report will be made to the Exams Security Group and you may be called for interview by the Group. More information is available on the Exams webpage.**



# Additional Information

- Further information is available on the Examinations Office website:
- <http://www.nuigalway.ie/exams/>

*Good luck with your exams!*

