



Examinations Office

Hi There!

Semester 1 Exams are approaching fast. Please read on for some important information and dates about your exam timetable.

Exam Timetable

Timetable

[Click here to view your timetable](#)

Modules

[Click here to view your curriculum](#)

- Be fully aware of what modules you are to be examined in.
- Check your exam timetable, if all your modules are there, excellent news – keep preparing!

Missing Modules

An Exam is missing from your timetable – but you are registered.

- check if the module is to be examined,
- confirm you're correctly registered for the module,

Contact the Student Registry Helpdesk (askregistry@nuigalway.ie)

and register as a Late Entry for this Exam.

An Exam is missing from your timetable – but you don't think you're registered.

- If you are not registered for a module but you are studying it, and there is an exam...
- You must register for the module urgently

1. **Contact** your College or School Office who will advise Reghelp to register you for the module

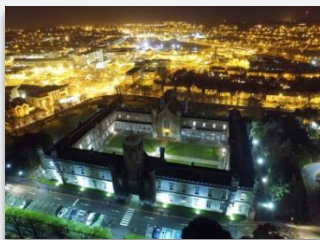
2. Once the module is added to your curriculum contact the Student Registry Helpdesk (askregistry@nuigalway.ie) to register as a 'Late Exam Entry'

An Exam appears on your timetable – but you're not studying it and you're registered for the module.

- You must de-register for the exam
1. **Contact** your College or School Office who will advise Reghelp to de-register you for the module.
 2. Check your curriculum to make sure the module has been removed.

An Exam appears on your timetable – but you're not studying it and you're not registered for the module.

- No action needed. We wish you the best of luck preparing for your exams!



Exam Preparation

Structure

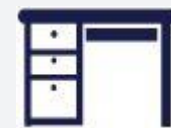
Create a plan to give structure to your exam session, know your dates and deadlines.



Study Space

Setup an appropriate examination workplace in your home/room.

Ensure you have an adequate space set up for your online examinations.



Laptop & Software

Ensure you have the correct software required installed on your PC/Laptop e.g. Microsoft Office Word or Excel. Make sure that you have a



well-working laptop/PC and that your internet connection is reliable.

Test Run & Passwords

Try to do a test run of the exam, know the procedures involved, printing, typing, handwritten scanned documents etc.

If you need to know passwords, make sure you know these.

In case you have any issues uploading documents, know who to get on to straight away.



Know the guidelines! Make sure you know the guidelines and the format of the exam; it is important to know how long you have to complete the test!

If you are registered with the Disability Support Service please ensure that your Module Coordinator is aware of the exam accommodations you are entitled to, and that you have downloaded and tested any additional software you will be using for your online exams.

Exam Day



Prepare to prevent disruption, talk to your family members, or house mates, let them know you have an online exam and ask them to refrain from bandwidth-intensive services during this time.



Make sure your laptop is fully charged, plugged in and the power cable stored safely.

Keep your study/exam space tidy and clutter free especially before the exam.



Eat and drink before the exam, have a bottle of water close to hand during the exam that can be closed to avoid any accidents.



Have an actual clock or a watch, not your phone, in a spot you can easily see in order to keep track of how much time you have left to finish the exam.

If you are allowed any additional materials like calculators, dictionaries, have them ready as well.



Know who to contact if you're having difficulty logging in, taking the exam or uploading the exam.

Know their preferred method for you to get in touch with them.

Have their contact details close to hand.

LOOK AFTER YOURSELF

Try to relax, you have the work done, you are fully prepared and set up to take the exam.

Try to get plenty of rest in the lead up and during the exam period.

Keep in touch with classmates.



CLICK HERE FOR SEMESTER DATES

Useful Contact Information

College of Arts, Social Sciences & Celtic Studies	091-493954	www.nuigalway.ie/arts
J.E Cairnes School of Business & Economics	091-492612	www.nuigalway.ie/commerce
School of Law	091-492389	www.nuigalway.ie/business-public-policy-law
College of Science & Engineering	091-492182	www.nuigalway.ie/science-engineering/
College of Medicine, Nursing & Health Sciences	091-544475	www.nuigalway.ie/colleges/medicine-nursing-and-health-sciences
School of Nursing and Midwifery	091-493432	www.nuigalway.ie/nursing.midwifery
Fees Office	091-492386	www.nuigalway.ie/student_fees