Examinations Information

When are exams held?

Exams are held at the end of Semesters 1 & 2 in January and May. Supplemental/Resit exams are in August. Exam dates and details are released on the <u>Examination Timetable Information</u> webpage closer to exam periods each year.

When will I get my exam timetable?

The exam timetable is usually made available for students on the Exams office webpage Examination Timetable
Information in November, April and late July. Students are notified via their **student email** of when the timetable becomes available.

Where can I see my exam timetable?

Exam dates, times, venues and details are made available on the <u>Examination Timetable Information</u> webpage. This timetable is usually available first, followed by the personalised timetable at a later date.

To view your personalised timetable, log into <u>Timetable Viewer</u> and select 'Exams' in the dropdown menu.

What time do exams start at?

Exams are scheduled to start at 9.30am, 12.30pm and 3.30pm. You should arrive at the venue approx. 15 minutes before your exam is due to start.

How long are the exams?

The exam durations are 60 minutes, 90 minutes, 120 minutes and 180 minutes. Duration is shown on the timetable.

Where are exams held?

Exam venues are spread across both campuses, including sports halls in the Phoenix building, halls on South Campus, and the John Hume building. Any student registered with the Access office who has been granted exam accommodations will have their exams on the first floor of the John Hume building or in the long corridor on South Campus.

An exam venue map is available on the Examinations Office webpage Examination Timetable Information

I have a disability, how do I request accommodations?

If you have a disability, any ongoing or temporary condition/illness that may impact you performing to the best of your ability, you will need to register with the <u>disability office</u> and request accommodations. Short-term

accommodations can also be arranged for temporary conditions/illnesses that may arise during the academic year / exams period.

Please see: How to Apply for Disability Supports | Maynooth University

If I do not pass any module in Semester 1 or 2 will there be an opportunity to re-sit them?

Yes, there are Autumn Supplemental/Resits in August ever year. For more information see the <u>Resitting and Repeat</u> <u>Information</u> webpage.

Can exams be deferred? What happens if I miss my exam?

If you cannot sit your exams in January or May, there is no need to defer or de-register, you can simply not show up and attend the August supplemental / resits instead. However, it is good practice to let the relevant department / lecturer know, so that they understand the situation and can provide support.

To take the resit exams, you <u>must</u> register on the <u>exams website</u>. Registration typically opens late June after the consultation day. A registration guide is available <u>here</u>.

Please note that taking the resit exams incurs a fee per each module. These fees can be waived on medical / exceptional circumstances by contacting the Fees Office – fees.office@mu.ie

There are a very small number of modules where an Autumn resit is not allowed. These are indicated on <u>Course Finder</u>. If you are in one of these modules, you should contact the Department and explain the situation.

How do I register to re-sit an exam?

You can register online through <u>Student Web</u>. A registration guide is available <u>here</u>. If you have any issues, please contact <u>exams.office@mu.ie</u>.

Please note that registration can be confirmed by checking student web or contacting them exams office. Students **do not** receive an email confirming supplemental registration.

When are exam results released?

Full details on the time and date that exam results will be available can be found on Exam Results Information.

Where can I see my exam results?

Official exam results can be viewed on the <u>Student Web</u> portal. Results will not be issued by post. For provisional results, contact your Department / lecturer.

I need a transcript of my results.

Transcripts can be requested here.

<u>Is there a limit on how many modules I can re-sit? Are the resits capped?</u>

You can re-sit any module that you have not passed or passed by compensation. If you wish to re-sit a passed module you will need to get special permission by filling in an RE1 form available here.

If you are in your final year you may sit up to 15 credits of passed modules. For further information see https://www.maynoothuniversity.ie/exams/resitting-and-repeat-information

A small number of resit exams and modules have caps. These can be checked on <u>Course Finder</u>. If you have any queries, contact the Department directly to explain the situation.

What are the fees involved to re-sit an exam? Are there fee waivers?

Any queries relating to fees contact the Fees & Grants Office can be queried through their <u>LiveChat</u> (see 'Ask' button), or by email <u>fees.office@mu.ie</u>. Please include your student number in all correspondence.

Who can I talk to if I do not understand my results?

Students can contact the Exams Results Information Centre (ERIC) by emailing examresultsinfo@mu.ie (only open during specific times of the AY). Otherwise, you can query your results with the Exams Office.

I did not pass the year, what are my options?

Students can contact the Exams Results Information Centre (ERIC) by emailing examresultsinfo@mu.ie (only open during specific times of the AY) or seek advice from the Academic Advisory Office - email advisory.office@mu.ie and include your student number.

Where can I get help with...

- Academic Advice https://www.maynoothuniversity.ie/centre-teaching-and-learning/academic-advisory-office
- Programme Advice https://www.maynoothuniversity.ie/programme-advisory-office
- Transferring to another programme https://www.maynoothuniversity.ie/admissions-office
- Exam timetable https://www.maynoothuniversity.ie/exams