

# Examination Timetable Clashes

## Explanatory Notes for Students

### Circumstances in which the Examination Clash Form should be completed:

- ✓ Where one or more exam is scheduled for the same time
- ✓ Where you have three exams scheduled on the same day, morning, afternoon and evening.

### Deadline

You must e-mail your completed form to [exams@wlv.ac.uk](mailto:exams@wlv.ac.uk) by the deadline shown on the University website ([www.wlv.ac.uk/examtimes](http://www.wlv.ac.uk/examtimes)).

**It is your responsibility to submit your clash form by the deadline.**

**The University cannot guarantee to make alternative arrangements for any examination clashes received after this deadline.**

### Clash Arrangements

Once you have completed your form and it has been processed, the Exams Office will contact you with instructions for your exams on the day that you have a clash. Instructions will be sent to the email address you provided and you must ensure you read and follow all instructions.

You are advised to check your emails leading up to your exam clash in case there are any changes.

There will be one specific room that you are asked to go to for that particular day, where you will sit both of your examinations. **You will be supervised at all times, including lunch and toilet breaks.**

#### Please note:

- ✗ Use of mobile phones, tablets and any other internet device is prohibited.
- ✗ You may not leave the exam clash room without permission
- ✓ You may bring with you refreshments and a packed lunch.
- ✓ Revision materials are permitted during breaks
- ✓ You may revise and eat your lunch during the period between your morning and afternoon exam.

### Regulations & Policy

Please **make sure you are aware** of the *University Examination Regulations* before taking your exam.

*Guidance for Extenuating Circumstances* - can be found on the University webpages under [Policies and Regulations](#).

### Queries

#### Queries relating to Exam Timetable Clashes:

Email: [exams@wlv.ac.uk](mailto:exams@wlv.ac.uk) or Telephone: 01902 322494

If you have any other queries about your exam(s) please log a helpdesk call via [e:Vision](#), or go to your [Faculty Student Services](#)