

## Ad Hoc Exam Procedures

Ad Hoc exams are exams which take place outside of the three main exam periods (Semester 1, Semester 2, and August Resits). The exams should be summative (count towards the final module mark) – we can provide invigilators for formative assessments but the School will be recharged for the cost of invigilation.

It is recommended that no exams take place in the months of October and November, as we cannot guarantee that we will have the necessary details of students who have new or recently updated SSP's and require exam adjustments, thus putting them at a disadvantage to their peers. You may, instead, wish to consider alternative assessments such as a take-home exam on Canvas.

If you do elect to run an exam during October or November you must inform all students that we cannot guarantee they will receive any exam adjustments, which weren't in place in the previous academic year. The majority of Stage 1 students will not have any arrangements in place for exams scheduled in October or November.

**For a written ad hoc exams**, the Exams Office require 15 working days' (3 weeks) notice– if we do not receive this much notice we cannot guarantee we can assist with the exam. Exam papers must be submitted at least 10 working days (2 weeks) before the exam, if applicable.

**For Digital ad-hoc exams**, the form must be submitted at least 4 weeks in advance – but you should consult with Digital Exam team in LTDS ([digitalexams@ncl.ac.uk](mailto:digitalexams@ncl.ac.uk)) before completing this form to ensure they have the capacity to assist with the setup of the exam (different to main Semester form). Please note that from 2025/26 Digital Exams will no longer support the setup of formative exams.

### Requesting an Ad Hoc exam

- To request an ad hoc exam to be set up, the school should submit an ad-hoc exam arrangements form (please consult with the Digital Exam team before completing the form for a Digital Exam)
- For exams where you **do not** require invigilators to be provided by the Exams Office, the ad hoc form is not required – please note that where Exams Office invigilators are not used, we cannot provide exam stationery or print exam papers.

<https://forms.office.com/r/TVY5cYExe4>

- Before submitting the Ad hoc form, you need to have booked appropriate venue(s) – please see advice below, as well as tables on page 4

## **Booking an Ad-Hoc exam venue**

- The School is responsible for booking the venue(s) for the exam before submitting the above request form. Please consider the following when booking rooms for exams:
  - Room capacity: teaching rooms cannot be booked to full capacity – in an exam situation the capacity will normally be around half the normal room capacity:
    - In normal 'flat' rooms the capacity is 50% of normal capacity (e.g. a room that usually fits 45 students will only fit 22 students for an exam)
    - We discourage the use of tiered lecture theatres as they are difficult for invigilators to navigate – if you must use one, the capacity is brought down to 25%. Tiered lecture theatres cannot be used for exams longer than 1.5 hours, as students sitting in the middle of the rows will not be able to leave their seat without disrupting others.
    - For Digital exams, the cluster should only be used to 90% capacity (e.g. in a cluster of 60 PCs, the maximum students that should be booked in is 54) – this is to ensure there are spare PC's available should there be any technical difficulties. Please note that some PC clusters are recommended to be used at 50% capacity.
    - See the chart at the end of this document for examples of teaching venues and their capacities in exam situations
  - Timings: You must ensure that there is enough time for set up before the exam (at least 30 minutes for a small exam, 1 hour for venues holding 100 or more students) and time after the end of the exam (as above) for the invigilator to clear up and finish paperwork, while also taking into account any students with extra time and rest breaks.
  - Start times It is preferable for exams to start on the hour or the half hour,
- If you are unsure if a room is suitable for an ad-hoc exam please email [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk) for advice
- If a venue is not a normal teaching venue and doesn't have desks in as standard (e.g. the Lindisfarne room in the Hadrian Building), the School is responsible for submitting a porters request to have the room set up in advance of the exam and taken down after the exam.

## **Student Lists & Specialist Requirements**

- You must include a student list in your submitted ad hoc exam form:
  - The student list should contain separate columns for the students' first name, surname and student number
  - Where you have a large number of students over a number of venues, we would prefer that Schools do not allocate students to specific rooms before submitting your student list to the Exams Office. Once the Exams Office has scheduled the exam, we will allocate students to the most appropriate venue and provide the school with a list of which students are allocated to each location
  - Check for students with SSP's and book venues that are appropriate for their requirements and the type of exam – this may mean booking multiple venues to accommodate every student's needs. Please ensure rooms are booked for the correct amount of time, allowing for extra time and rest breaks. The Exams team can offer advice if you are unsure whether a room will be suitable

- SSP arrangements are checked by the Exams office when scheduling; if the rooms booked are not suitable for students requirements or not enough rooms have been booked we will contact School to advise – if additional rooms are required, it is the School's responsibility to book these.
  - For students who require the use of specialist equipment (e.g. writing slope, wrist rest, a white noise machine etc.), or an external support worker (scribe, reader and other support staff), these will be booked and provided by the Exams team as required.
- Exam timetables are not updated for ad hoc exams - Schools are responsible for ensuring that students are advised of the start time and venue of their exam.

### **Exam Paper Submission**

- If the School requires the Exams Office to print exam papers, they should be submitted to us via the Exam Paper Portal. Once your exam has been scheduled, we aim to schedule exams within 2 working days of receipt of the ad hoc form but during busy periods this will not always be possible. You will be notified once your exam has been scheduled.
- We require the exam paper to be submitted 10 working days (2 weeks) before the exam, after this deadline the papers will need to be printed by schools and brought to the Exams Office (remember to provide spares)
- If a School does not need any exam stationery or for the Exams Office to print exam papers and require invigilators to pick up from the school office, we you will need to provide invigilators with everything required for the exam including an attendance list, seat plan and desk numbers for each exam room. We will email an invigilator sign-in sheet to the School to provide on the day to invigilators. The School should scan the completed sign-in sheet to [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk) after the exam.

### **Return of Exam Papers**

- After an ad-hoc exam has taken place, the completed exam scripts and attendance lists should be collected from Kings Gate level 1. Please contact [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk) to let us know when you plan to collect.

## **Teaching Venue Capacities**

Please note this list is not exhaustive. Some exam venues will require set up (they don't have exam desks in as standard if using these venues please arrange with Porters directly).

<b>Venue</b>	<b>Default capacity</b>	<b>Additional Information</b>
Armstrong 2.96 PC Cluster	54	PC Cluster
Armstrong Building, King's Hall	125	Needs set up
Armstrong Building, Room 1.06	30	
Armstrong Building, Room 3.38	30	
Armstrong Building, Room G42	40	Needs set up
Barbara Strang Teaching Centre, Chart Cluster	30	PC Cluster
Barbara Strang Teaching Centre, Room 1.48	40	
Barbara Strang Teaching Centre, Room 2.40 Cluster	30	PC Cluster
Barbara Strang Teaching Centre, Room 2.41B	18	
Barbara Strang Teaching Centre, Room 2.51	25	Needs exam desks
Barbara Strang Teaching Centre, Room B32	70	
Barbara Strang Teaching Centre, Room G33	30	
Barbara Strang Teaching Centre, Room G34	30	
Barbara Strang Teaching Centre, Room G36	46	
Barbara Strang Teaching Centre, Side Cluster	40	PC Cluster
Henry Daysh Cluster 1.12	12	PC Cluster
Dame Margaret Barbour Building, 1.21 Cluster	60	PC Cluster
Dame Margaret Barbour Building, Room 2.16	90	Needs set up
Henry Daysh Cluster 1.14	56	PC Cluster
Herschel Cluster, 1st Floor, Herschel Building	160	PC Cluster
Lawn Cluster, KG VI Building	81	PC Cluster
Lindisfarne Room, Hadrian Building	200	Needs set up
Medical School, Dene Cluster	27	PC Cluster
Medical School, Fell Cluster	82	PC Cluster
Medical School, Linn Cluster	20	PC Cluster
Medical School, Pool Cluster, William Leech Building	65	PC Cluster
Merz Court, Room L201	20	
Merz Court, Room L301	36	
Merz Court, Room L302	31	
Merz Court, Room L303	46	
Ridley Building 2, Nereid PC Cluster (Room 472), 4th Floor	27	PC Cluster
Stephenson Building, Room 2.005 Cluster	64	PC Cluster
Stephenson Building, Room 2.006 Cluster	66	PC Cluster
Stephenson Building, Room 2.007 Cluster	68	PC Cluster

# Ad hoc Checklist for Schools

## All Ad hoc Exams:

- ☐ [Book exam rooms](#)
- ☐ [Create student list](#)
- ☐ [Complete ad hoc exam form](#)
- ☐ Inform students of exam date time and venue

## Written Ad hoc exams:

- ☐ [Arrange venue set up \(if required\)](#)
- ☐ [Complete exam paper portal and submit exam paper](#)

## Digital Ad hoc exams:

- ☐ [Confirm that the Digital Exams team can support your exam](#)
- ☐ [Complete the Digital exams form](#)
- ☐ [Complete exam paper portal](#)
- ☐ Inform NUIT of exam date, time and venues

## After the exam:

- ☐ [Collect exam papers and/or attendance lists from Kings Gate](#)