

寄件人: **EXAMS-TEAM** exams.team@durham.ac.uk

標題: [ug-year1] May 2024 Examinations

日期: 2024年4月19日 下午1:19

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Dear Student,

On Campus Examinations

For students with exams on-campus, the exam locations are now included in your personal timetable. You can view your personal examination timetable via [MyTimetable](#).

- Please make a note of your examination locations and make sure that you know where to go. More information on these locations can be found via our [webpages](#).
- It is particularly important that you arrive in good time for your exam. You should get to the venue no later than 10 minutes before the scheduled start of the exam.
- Please note that **exam venues will be closed 5 minutes before the start of the exam**. If you arrive after this point, you will be considered as a late arrival and will have to wait outside the venue until five minutes after the start of the exam. All late arrivals will then be brought into the room together. This is to limit the amount of disruption for the students who arrived on time.
- Students who are not in the exam venue when the venue closes will not be given additional time to make up for being brought in five minutes after the start of the exam. You must therefore arrive no later than 10 minutes before the start of the exam.
- Anyone arriving more than 30 minutes after the start of the exam will not be permitted to sit the exam.
- Ensure you have your campus card with you and place it on your examination desk as these will be checked by the invigilators during the exam.
- Ensure you know your anonymous marking code so that you can write it on your examination scripts. More information about anonymous marking codes can be found via our [webpages](#).

Information for students with on-campus exams held at Maiden Castle:

Your personal timetable available on [MyTimetable](#) will indicate if you have exams at Maiden Castle and whether your exam is in the Hall or Arena. Your timetable will also tell you which block you have been assigned. The Maiden Castle Hall are blocks A-D and Maiden Castle Arena are blocks 1-8.

The Maiden Castle Hall and Maiden Castle Arena are both based in the Sports and Wellbeing Park:

The Graham Sports Centre
Maiden Castle
Durham
DH1 3SE

Maiden Castle Hall Blocks A to D

If your exam is due to take place in the Hall, you should use the main entrance for the building and walk along the corridor past the Reception desk and the door to the hall is on the right.

Maiden Castle Arena Blocks 1 to 8

If your exam is due to take place in the arena **do not use the main entrance**. Instead, please access the arena directly using the fire doors located next to the car park.

Online Examinations

All exams will be released on Learn Ultra in a specific examination course unless your Department has notified you separately that they will be available in a different place. Note: **the exam link will not appear to you until the start of the exam window** but you'll be able to log in to the Learn Ultra course prior to the start of your exam to ensure that you know where to access it once it is released. Your Department will provide you with any further information specific to your exams.

Unless your department has advised you otherwise, your online exams will be released on Learn Ultra at a specified time, which will usually be 9.30 am or 2.30 pm British Summer Time (BST), Monday to Friday. Please ensure you have reviewed your timetable in [MyTimetable](#) before the start of the exam period.

If you have any difficulty accessing your timetable information in MyTimetable, please contact the [IT ServiceDesk](#).

Best wishes,

Peter

Peter Fieldhouse

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[Examinations and Assessment \(sharepoint.com\)](#)

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