

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 those students who have 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 paper on Canvas.

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 (digital.exams@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).

Requesting an Ad Hoc exam

- For exams where you do not require invigilators to be provided by the Exams Office, we do not require the ad hoc form to be completed – please note that where Exams Office invigilators are not used, we cannot provide exam stationery or print exam papers.
- 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)

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

- Before you submit the form, you need to have booked appropriate venue(s) – please see advice below, as well as tables on pages 3-5

Booking an Ad-Hoc exam venue

- The School must book the venue(s) for the exam before submitting the above request form; Schools are responsible for booking all venue(s)
 - Bear in mind that 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 usually discourage the use of tiered lecture theatres as they are difficult for invigilators to navigate – if you do wish to use one, the capacity is brought down to 25%, as we need to leave every other row empty so that invigilators can fit through each row to collect exam papers etc. We also discourage the booking of any exams longer than 1.5 hours into tiered lecture theatres, as students sitting in the middle of the rows will not be able to visit the toilet without disrupting their classmates
 - 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 allow for any PC problems
 - See the spreadsheet 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 set up time for the invigilator 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.
 - It is preferable if exams could start on the hour or the half hour, if room bookings allow for this.
- If you are unsure if a room is suitable for an ad-hoc exam please email 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 will need to submit a porters request to have the room set up and taken down in advance of the exam date

Attendance Lists & Specialist Requirements

- You must include an attendance list in your form
 - The attendance list should contain separate columns for the students' first name, surname and student number
 - 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 to book rooms for the correct amount of time, allowing for extra time and rest breaks. The Exams team can offer advice if you are unsure if a room will be suitable
 - Attendance lists do get checked by the Exams team for SSP arrangements; if any further room bookings are required, we will contact the School to advise – booking these are the responsibility of the School
 - 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
 - For students who require an adjustable chair for their exam, chairs can be borrowed from a PC Cluster near the exam venue, if one is not already

present in the room (this will be arranged by the invigilator on the day of the exam, with instruction from the Exams team)

- Schools are responsible for ensuring that students are aware of the correct venue they should be in for their ad-hoc exam, where you have a large number of students over a number of venues, we would recommend that you do not allocate students to specific rooms when submitting your student list to the Exams Office. Once the Exams Office has scheduled the exam we will allocate students to the most appropriate room and provide you with a list of which students are allocated to each location (you can contact the Timetabling team who can update the students' individual online timetables with venue information if necessary: timetable-services@ncl.ac.uk)

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. The exam will appear on the portal approximately 2 working days after submitting the ad hoc request form.
- 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 in-house 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 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 after the exam.

Return of Exam Papers

- After an ad-hoc exam has taken place, the School will be contacted if there are any scripts or equipment to collect from King's Gate.

Teaching Venue Capacities

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

Venue	Default capacity	Additional Information
Armstrong 2.96 PC Cluster	54	PC Cluster
<i>Armstrong Building, King's Hall</i>	<i>125</i>	<i>Needs to be set up</i>
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
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
<i>Lindisfarne Room, Hadrian Building</i>	200	<i>Needs to be set up</i>
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