

Exams – FAQs for academic staff

At Edinburgh Napier University exams are scheduled in a hybrid model involving both on campus and online exams. Exams will be delivered online however there may be some exceptions to this, for example due to Professional, Statutory and Regulatory Body (PSRB) requirements or other compelling academic reason.

The Exams Diet for Academic Year 2023/24 continues to be delivered by Student Administration through collaboration between the academic community, DLTE, Information Services and the wider School Support Service.

The University will deliver over 500 exams online averaging 14,500 individual sittings annually. Exams take place at the end of each Trimester as well as the Reassessment (resits) in the summer. Exam dates can be found on [MyNapier](#)

Is there a template I should use for my Exam Question Paper?

School Administrators will send an email to all Module Examiners at the beginning of each Trimester with details of when Exam Question Paper should be submitted and details of where to send the papers. There is a different front cover for online exams and on campus exams, which also requires a Requisition Form. Links to further guidance and the Examination Paper template will also be provided.

When should I submit my Exam Question Papers?

Module Examiners are encouraged to prepare their Exam Question Papers and submit to their School Office by the deadline provided in the email. This deadline is to ensure there is enough time for the Exam Question Papers to be formatted and sent to the External Moderators/Examiners for comment and to allow enough time to upload the final Exam Question Papers to the Exam Server. The Exam Server is the platform through which students will access online Exam Question Papers.

Exam Duration and Timings

Online exams will be delivered in a robust timed model, with exams available to students for the duration of their exam plus an additional one and half times the duration of that exam i.e., if you have a 3-hour exam the Exam Server will be open for 4 hours and 30 minutes for the students, this is to ensure an inclusive approach

for all students, to allow students time to submit their answers, taking account of any technical/network difficulties that students may experience.

The start time for all online exams is 11am (UK time). This should allow students studying Edinburgh-based modules but who are currently located overseas to engage in the examination at the same time as UK-based students.

On campus exams will be delivered in accordance with the duration given on the Exam Question Paper, taking into account reading time, if applicable. Students who have been assessed by Disability & Inclusion and require additional time for their exam will be managed on an individual basis by Student Administration staff.

The start time for on campus exams will be either 9.30am or 1.30pm. This information will be available on the published [Exam Timetable](#).

Examination Integrity

It is important that all students abide by the Student Conduct Regulations in undertaking these exams. Online Exam answers will also be checked through Turnitin for originality.

On campus exams will be delivered by Student Administration and exams will be invigilated by trained Invigilators.

Will students be able to request alternative forms of assessment?

Yes, students may be able to request an alternative assessment, such as an online viva, etc. Students would have to discuss this type of request with their Module Leader/Examiner, who may then want to take further advice from the Wellbeing and Inclusion Team if the request is linked to specific circumstances, such as a medical/health condition. The potential limiting factor to these requests may be that any Professional Bodies involved may also have to be consulted by the Module Leader/Examiner.

Will I know which Exams will be delivered in each Trimester?

School Administrators will receive a spreadsheet of all possible centrally timetabled exams from the Academic & Student Lifecycle team approximately in Week 4 of the

Trimester. This will be shared with Module Examiners for checking the exam information held on SITS is correct and up-to-date with regards to how your exam will be scheduled in the Exam Timetable.

I have an issue with the scheduling of my Module on the Exam Timetable

The Student Administration Team is responsible for the administration of exams and can be contacted at exams@napier.ac.uk

Where do I find the Exam Timetable?

The Exam Timetables for Trimesters 1, 2 and 3 are published 6 weeks prior to exams commencing and Resit Exam Timetable 4 weeks prior to exams and can be found at [Exam Timetable](#)

Can I view my Exam Question Paper prior to the Exam?

Module Examiners are encouraged to check they have access to the correct exams on the [Exams Server](#). You will receive an email, usually 2 weeks prior to the exam dates, when access is available for you to check. If you have any access issues contact your School Administrator and they will be able to check you are enrolled on the module. If there is an issue with your Exam Question Paper email your enquiry to exams@napier.ac.uk

Where do I access the Exam Question Papers?

All Exam Question Papers will be uploaded onto the [Exams Server](#) you will receive an email, usually 2 weeks prior to the exam dates when access is available for you to check.

Do I need to be available online on the day my Exam is taking place?

Module Examiners, or a suitable alternative academic who knows the subject and assessment, are encouraged to be available online at the start time of their exam (see link for [Exam Timetable](#)) and be available to answer any questions students may have on the Question Forum on [Exams server](#) for their particular module. We would suggest checking into your module on the Exams Server at start of the exam and then checking the Question Forum during the exam.

If you have an exam on campus, we would request that Module Examiners are contactable by mobile phone for the first 15 minutes of their exam, should Student Administration need to contact you.

How can additional Markers be added to the Exam Server?

Please contact your Programme Administrator and ask them to give you access to the Moodle module in the usual way, as the Exams Server is a duplicate of access to regular Moodle modules.

What should I do after my Exam has taken place?

You should go back to the Exams Server and hide your exam if it is still visible. Check the submissions and contact the Exams team if any have a 'draft' status. Student Administration will contact any students with an answer paper left in 'draft' to ask permission to submit on their behalf. Please note that you should not mark any 'draft' papers without Student Administration obtaining permission first. Grade the submissions and export the marks as a spreadsheet from the Gradebook. Support for grading submissions is available from the [Learning Technology Advisors](#).

If your exam has taken place on campus Student Administration will arrange secure delivery of your completed Exam Script Books to your School Office and these should be available to you within 24 hours of your exam sitting.

Can I share samples of students completed exam answers with External Examiners?

This [Exams Server – External Examiners](#) shows how to provide External Examiners with access to sample Exam Answer Papers. You may want to check with your School Administrator how your School provides External Examiners with sample Exam Answer Papers.

What to do if a student contacts you regarding late submission of their online Exam Answers?

Late online Exam Answer Papers will not be accepted after 15 minutes of the scheduled end time of the exam. A 15 minute 'grace' period after the exam closes has been added to the Exam Server, only for administrative/IS staff use, as a

technical buffer time period to help with not overloading the Exam Server (please note, this information is confidential to staff and should not be publicised to students). Students who have not submitted in time and consider they have validating extenuating circumstances should be referred to [MyNapier Extenuating Circumstances](#)

Sanctions for late submission in relation to marking online Exams

Any submissions uploaded during the 'grace' period, or manually uploaded from 'draft' by Student Administration will be timestamped on the Exam Server as being 'late' for the Examiner's information. At this point there are currently no sanctions identified within the University Regulations for late submission if the form of assessment is an online exam.

What to do if a student contacts me regarding technical difficulties they are experiencing?

Students should be directed to exams@napier.ac.uk who will work with IS to help resolve any issues the student may be experiencing.

How should students submit their online Exam Answers?

Students create an Exam Answer Paper of their own using Microsoft Word or another word processor. Acceptable file formats are Microsoft Word (doc, docx), PDF, OpenOffice (odt). Apple Pages are not acceptable and students should export these as a PDF before uploading to the Exam Server. The [student video](#) shows how they access their exams and upload their Exam Answer Papers.

Feedback to students?

We are currently trialling providing feedback to students via the Exam Server. Notes have been added to the Staff Guidance section of the Exam Server to provide instructions on how to provide your feedback. Feedback will be available for students to view during a fixed period of one week after Results Publication. Please note that providing feedback in this way is not mandatory.

Quick Links and Videos

Staff

Staff can view guidance on the [Exam Server](#) via the Staff Support section:

- Staff Guidance to Online Exams
- Staff Moodle Guide
- Your Technology Toolbox
- Learning Technology Hub
- Please see separate guid for achieving [Turnitin Rubrics](#) to exams

Student

Staff can view guidance on the [Exam Server](#) via the Student Support Section

- Student Guide to Online Exams
- Online Learning Guides
- Library Search
- Student Records
- Academic Skills
- Wellbeing and Inclusion Team

For help and support with the Exams Server please contact exams@napier.ac.uk