



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

# Exams Office

# Semester 1 Exam Information

November 2024

[examsoffice@universityofgalway.ie](mailto:examsoffice@universityofgalway.ie)  
091 493024



University  
ofGalway.ie

# Exam Information - Timetable

1. Please [CLICK HERE](#) to view your personal Semester 1 Exam Timetable.  
Published 14<sup>th</sup> November.
2. It is your responsibility to make sure that all the modules that you are being examined in are listed on your exam timetable.
3. Please note your seat number for each exam is published with your personal timetable [here](#).
4. If you do not see your module on your personal exam timetable, please contact your lecturer for assessment information.
5. If all of your exams are listed as you expected. There is no need for further action.



# Exam Information – Late Entry

1. If you are registered for a module and there is an exam in that module, but it is not listed on your timetable. You registered late for the module. Visit/Email the [Student Registry Helpdesk](#) (in Áras Uí Chathail) to register as a 'Late Exam Entry'. Send in an email to [here](#) and provide name, student ID, missing module code on email.
2. If course registration is incorrect, please email [registration@universityofgalway.ie](mailto:registration@universityofgalway.ie) to correct.



# Exam Information – Late Entry

3. If you are not registered for a module but you are studying it, and there is an exam. You must register for the module urgently. Contact your [College or School Office](#) who will advise Registration to register you for the module.
4. Once the module is added to your Curriculum, visit the [Student Registry Helpdesk](#) (in Áras Uí Chathail) to register as a 'Late Exam Entry'. Send in an email to [here](#) and provide name, student ID, missing module code on email.
5. Please check your student email address for exam e-zine.



# Alternative Exam Arrangements

1. Alternate Arrangements are only for use by students in need of particular consideration during the official examination period on a temporary basis.
2. Alternate Arrangements do not automatically allocate extra time. Only students with detailed medical reports specifying that extra time is needed will be allocated extra time.
3. More information [here](#).
4. [alternatearrangements@universityofgalway.ie](mailto:alternatearrangements@universityofgalway.ie)







# Venues

- Kingfisher
- Bailey Allen Hall
- Numerous small venues across campus
- PC Suites on campus
- No off-campus venues
- Late Entry – Call into SRH (ground floor, Áras Uí Chathail) or email [askregistry@universityofgalway.ie](mailto:askregistry@universityofgalway.ie)

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# This is what exam hall looks like!



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# Can't bring into Exam Hall

NO PHOTOGRAPHY,  
VIDEOGRAPHY  
OR RECORDING

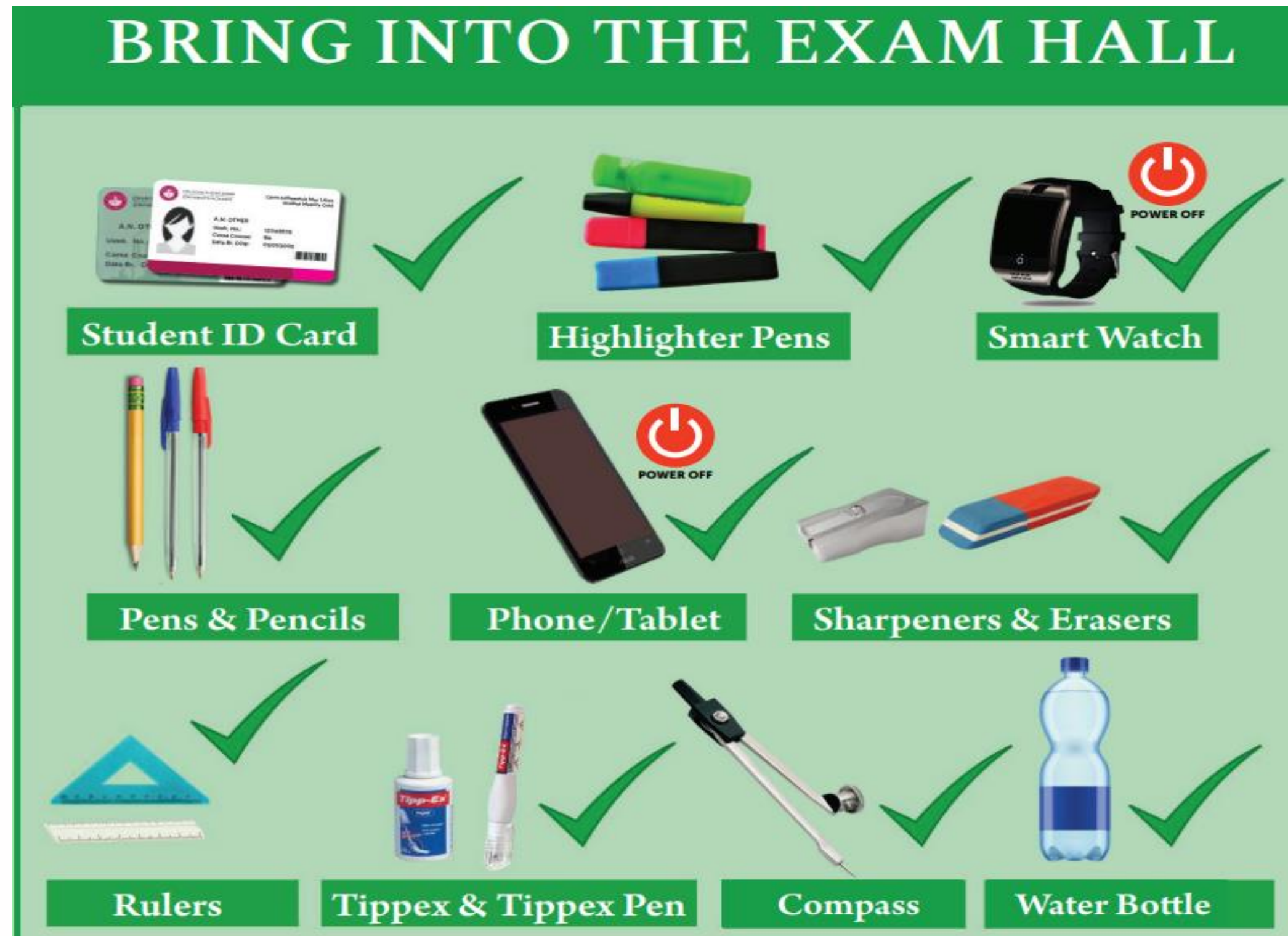


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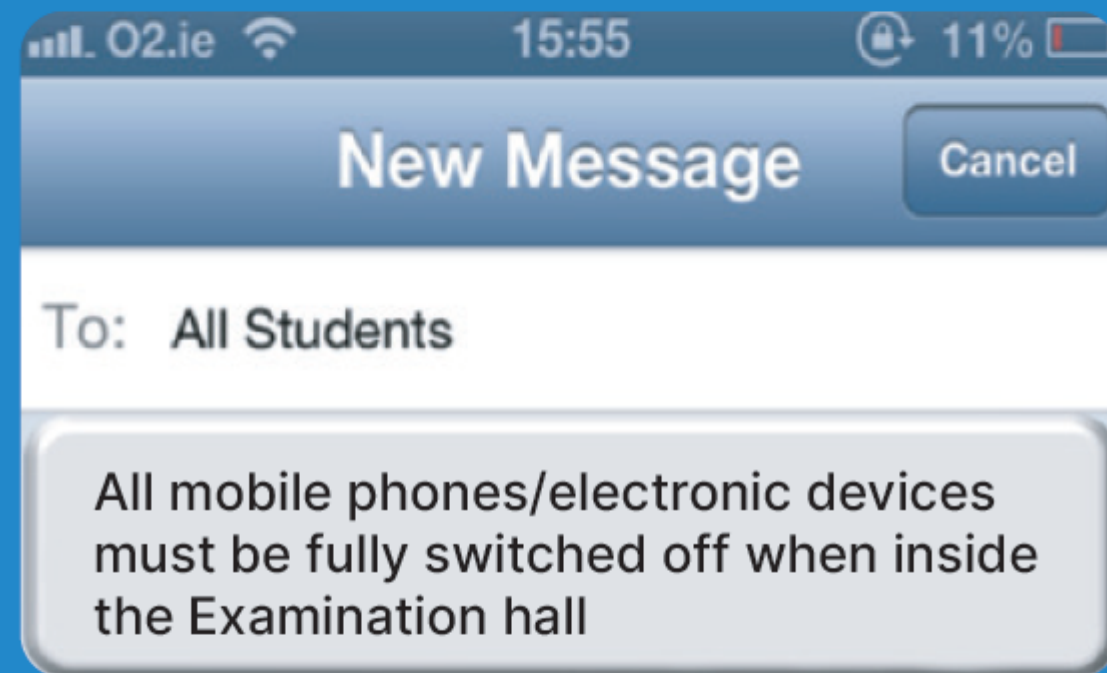
# Can bring into Exam Hall





# Can & Can't bring into Exam Hall

## Mobile Phones/ Electronic Device Breach



These items must be kept in clear sight and students are required to follow invigilator's instructions in this regard.

- Any Notes.
- Writing of any nature on one's person, eg. hands/arms etc...
- Annotations on permitted material such as Law Acts.
- Annotations on back of calculators (All calculators are checked by invigilators).
- Calculator covers.
- **Mobile Phone/Electronic Device Breach**  
All mobile phones/electronic devices must be fully switched off when inside the Examination hall. These items must be kept in clear sight and students are required to follow invigilator's instructions in this regard.
- Pencil cases/Glasses cases.
- Handbags  
(Students are advised not to bring any personal belongings to exam halls. These must be left outside the examination hall at their own risk.).







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# Before

- Exams start at 9:30, 13:00 & 16:30.
- Exams are Monday to Friday.
- All 2 hours duration.
- Be at exam 20 minutes early.
- Allocated seat number (boards).
- Read rules & regulations [here](#).
- If found in breach, maybe subject to penalty from ESG (Exam Security Group).
- Bring Student ID card. Exam fine, pay – SRH, Áras Uí Chathail.
- Do not bring smart watch, notes etc.







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# During

- Signature roll.
- No talking.
- Any permitted material must be free of notes and annotations.
- Books & calculators will be checked by invigilators.







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# After

- Remain seated until scripts collected.
- Do not turn on your mobile phone until you leave the exam venue.
- Do not take anything from the exam venue.
- Move on to your next exam.







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# Exam Regulations

1. Please check the [Exams Office](#) for information on Exam Regulations.
2. Exams FAQ's [here](#).
3. Student ID card required for entry to exam venues.
4. Do not bring personal items to exam venue such as Fitbits or Laptops.
5. Powered off mobile phones can be brought into exam venues.
6. [Capping](#) is applied to all students with the exception of those who defer and 1<sup>st</sup> year undergraduate students.

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# Capping

1. Capping is 40% for most modules.
2. Capping means that when you repeat an exam or assessment, the maximum mark you can be awarded is the pass mark for the module i.e. 40%.
3. More information [here](#)



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# Deferrals

- Deferrals must be applied for before your exam takes place.
- If circumstances arise which are outside of your own control and you wish to defer exams, you must apply for a deferral before the examination takes place.
- More information [here](#).

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# Exam Appeals and Rechecks

1. Examination results may only be appealed after the complete academic year (semesters I & II and overall) when results are released; however, you must apply within 10 days of the release [here](#).
2. A recheck is a check to make sure that all components of your work were properly included in the overall result. A recheck request can only be submitted [here](#) on the publication of official ratified examination results.
3. Please read the [Policies](#) carefully before you make an appeal or recheck application.
4. Please remember your Consultation Day see [here](#).
5. More information on our website [here](#).





# Exam Supports – Student Services

## Galway Exams 101



First Years - Get Exam Ready



Assignment & Exams Success



Taking Care of Me



Doing Exams



More details here:





# Exam Supports

1. Student Services have a range of valuable supports on offer over the next few weeks to help you both before and during exams.
2. If you have agreed exam accommodations with the Disability Support Service then please check your University of Galway email regularly for information on the location of your exams.





# Examinations Office 24/25



## Semester 1

**14 November**

Exam timetable  
published

**09-20 December**

Semester 1  
exams

**23 January**

Provisional results  
on Canvas

### Exam Appeal

Applications will  
open when official (final)  
results are published  
after Semester 2 and  
Autumn exams.

## Semester 2

**18 March**

Exam timetable  
published

**22 April - 09 May**

Semester 2  
exams

**23-25 June**

Final Results  
(Undergraduate)

**30 June-02 July**

Final Results  
(Postgraduate)

## Autumn

**17 July**

Exam timetable  
published

**05-15 August**

Autumn exams

**05 September**

Autumn results  
(Undergraduate)

**15 September**

Autumn Results  
(Postgraduate)

Know your exam information - [WWW.UNIVERSITYOF GALWAY.IE/EXAMS](http://WWW.UNIVERSITYOF GALWAY.IE/EXAMS)





# Exam Advice Video

Check out the exam  
advice video [here](#)



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**Thank you for your  
attendance today.**



***From all in the  
Exams Office, Registry!***

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