

### **EXAMINATIONS OFFICE**

## VERSION 2: 26/04/2023

# Personalised Examination Timetables – Student User Guide

Personalised Examination Timetables can be accessed via the link on Exams Office website: <u>Examinations &</u> <u>Timetable Information</u>

Log in using your usual MU log in credentials – username will be your student number. If you have forgotten these and cannot log in please <u>contact IT services</u>.

### To view your Examination Timetable on your desktop.

• Select My Timetable on the menu bar on the left hand side of the page. Select the relevant month (January/May/August) by clicking on Month as highlighted below:

		METABLE C					
	MONTH	WEEK DAY		13 DEC - 18 D	EC 2021 🔻		
		TODAY	Tue 14 Dec	Wed 15 Dec	Thu 16 Dec	Fri 17 Dec	Sa
TEST maynooth	9:00			BI101/L3/Blended (TH1)			
LOGOUT	10:00						
	11:00						
<u> </u>	12:00						
Find timetable	13:00						
🛗 My timetable 💙	14:00	BI101/L1/Blended (JHL1)					
A Profile	15:00						
2010 ( Dodd Baby)	16:00		BI101/L2/Blended (JHL1)				
Help - Contact us	17:00						
English 🔻	18:00						
	19:00						

• Then select the relevant month and year

JANUARY 2022

Tuesday	Wednesday	Thursday	Friday
	29	30	31

• Your exam timetable activities will display on the calendar as below (location in brackets):

11	12	13
18	19 CS607-01 (PE Hall) 12:30	20
25	26	27

• When you click on the activity it will open up to show all details including Date, Start and End times, Location and Seat Number for your exam:

CS607-01 (PE HALL)		×
Wednesday, 19 Jan 12:30 - 15:30		
Location	PE Hall	
Event Type	Examination	
Seat	62	

Under Profile on the menu bar on the left hand side of the page you can select/deselect to receive notifications of any changes to your timetable. You can also select your language from here.

	A profile
	NOTIFICATIONS By enabling notifications you will receive an email when an event has been changed or cancelled.
TEST meynooth LOGOUT	I WANT TO RECEIVE EMAIL NOTIFICATIONS AT TESTTESTSTUDENT201824.20
	I DON'T WANT TO RECEIVE NOTIFICATIONS
Q Find timetable	
My timetable	LANGUAGE Please select your desired language for this website
A Profile	
Help + Contact us	LANGUAGE ENGLISH *
Europe/London (+00:00) English ▼	
	RESET MY TIMETABLE
	Warning: Resetting My Timetable will remove any activities you have added to it with Find Timetable. This action cannot be undone.
	RESET
	eure
	SAVE

### To view your Personal Examination Timetable on your IPhone/Android

- Log into the Publish link on the Exams Office webpage.
- Use the arrows to navigate to the exam month/year.
- All exams modules you are registered to will show in list format showing, date & time of exam, the exam duration and the exam venue you will be taking your exam in.
- By clicking on any exam listed you will also be able to view your seat number in that venue.

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TODAY	MONTH TODAY
▲ APRIL 2023 ▼	DAY MAY 2023 V
	AGENDA AY 2023
No events for this month	12:30 MN317-01 (Main Sports Hall) an hour 30 minutes
III O <	III O <

If you select the month view you will see the screens below.

- The number of exams on any exam date will be displayed in a grey circle on that date (see below (Fig 1).
- Click on any exam date where you have any exam and the exam module code, time of exam and exam venue will display (Fig. 2).
- By further clicking into the exam module, details of your seat number will be displayed as below (Fig. 3).

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	AY MAY 18TH	×
9:00		
10:00		
11:00		
12:00	12:30 - 14:00	
13:00	MN317-01 (Main Sports Hall)	
14:00		
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•	MAY 2023 🔻	•
MN317-01 (MA	IN SPORTS HALL)	×
Thursday, 12:30 - 14:0	18 May 00	
Location	Main Sports Hall	
Event Type	Examination	
Seat	42	
		CLOSE