

MY EXAM TIMETABLE:

# HOW TO VIEW YOUR EXAM TIMETABLE ONLINE

## 1

### Log in to your exam timetable

Log in to **My Exam Timetable** with your Student ID and password.

A list of your exams will be displayed.

#### None of my exams are showing. Why?

If none of your exams are displayed, you may receive a message saying: *'You have no exams scheduled at this point in time'*.

This could be due to one of the following reasons:

- Your unit doesn't have any formal exams scheduled
- Your unit's exam timetable has not been released yet
- The exam timetable is currently undergoing maintenance.

#### Exam Timetable

##### Information

You have no exams scheduled at this point in time.

**Note:** If you are viewing your Exam Timetable **after** the [Examination Timetable Publication dates](#), first check that an exam is required as part of your assessment. You can check this through Blackboard. If Blackboard indicates that you do have an exam and it is not showing below, please check back later, or if your exam doesn't show within 24 hours contact [studentHQ](#) or your Course Convenor.

If you think that you have an exam for a particular unit but it's not displaying (and the exam timetable has been released), first check your Unit Outline via Blackboard or contact your lecturer/unit convenor to find out if a formal examination is part of your assessment.

If, after having done this, you discover that a formal examination is part of your assessment, please contact **studentHQ** to check the exam's status.

## 2 Viewing your exam timetable

When the exam timetable has been published, your individual exam details will automatically display.

To view further details about an individual exam, click **view** next to the relevant exam.

The screenshot shows the Swinburne University of Technology website. The top navigation bar includes links for My Details, Offers, Study Plans, Exam Timetable, HELP Assistance, My Financials, and Results and Graduation. The main heading is "Exam Timetable". Below this, there is an "Information" section with a note: "Your Exam Timetable is detailed below. Click 'View' for further details about your scheduled exam." and "Note: It is recommended that you regularly check your exam timetable, as your timetable may be subject to change." The "Exam Period:" is set to "All". A table lists the following exams:

	Timetable Status	Date	Day	Time	Unit Code	Short Title	Exam Title	Exam Duration	Reading Time	Session Duration	Location
<a href="#">View</a>	Final	08-Nov-2014	Saturday	09:00:00	MTH10009	Calculus 1 for Science and Engineering	Calculus 1 for Science and Engineering	120 Minutes	10 Minutes	2 Hours 10 Minutes	Hawthorn
<a href="#">View</a>	Final	17-Nov-2014	Monday	09:00:00	CHE10001	Chemistry 1	Chemistry 1 - Part 1	180 Minutes	10 Minutes	3 Hours 10 Minutes	Melbourne
<a href="#">View</a>	Final	20-Nov-2014	Thursday	09:00:00	CHE10001	Chemistry 1	Chemistry 1 - Part 2	120 Minutes	0 Minutes	2 Hours	Hawthorn

The screenshot shows the Swinburne University of Technology website. The top navigation bar includes links for My Details, Offers, Study Plans, Exam Timetable, HELP Assistance, My Financials, and Results and Graduation. The main heading is "Exam Details". Below this, there is an "Information" section with the text: "The following are the details of the exam selected by you." The details are as follows:

Date	17-Nov-2014
Day	Monday
Time	09:00
Unit Code	CHE10001
Unit Title	Chemistry 1
Exam Title	Chemistry 1 - Part 1
Exam Duration	180 Minutes

You must read your exam timetable carefully, paying close attention to the venue for each individual exam.

We recommend that you regularly check your exam timetable up until the day of your exam/s, as your timetable is subject to change.

To view a current list of Swinburne exam venues, visit our [exam venues and seating webpage](#).

If you have an exam timetable clash or error, [click here](#) to submit an Examination Clash Notification form.

Please speak to your course convenor or lecturer if you had any further questions about your exam timetable.

