

- 1) Download the Individual Exam Timetable in Microsoft Excel file on Blackboard under the Announcement for Publication of the Examination Timetable when available.
- 2) Upon launching the downloaded Microsoft Excel file, enter your 7 or 9 digits Student ID in the box shaded in red as shown below; The **TIMETABLE STATUS** will indicate whether your exam timetable is **PROVISIONAL** or **FINAL** (finalized).

	SWINBURNE UNIVERSITY OF TECHNOLOGY SAWWA CAMES								
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TIMETABLE STAT	US: PROVISIONAL								
Information Your Exam Timeta	ble is detailed below. Please fill in your Student ID and your Individual Exar	n Timetable will be genera	ted. You may print a copy	of your Individual Exam Tir	netable for reference.				
All students must circumstances.	All students must be available for examinations during the entire examination period. The examination period is designed to include provision for re-scheduling of examinations which were cancelled, interrupted or ceased due to unforeseeable circumstances.								
Student ID	Student ID								
Name	e								
Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Reading Time	Location		
ATTENTION TO STU	IDENTS								
Student Identificat Student who do no	ion Card must be brought to each examination of have a student identification card, please proceed to Student Ce	ntral to replace or purc	hase.						
Student with outst Students who still	anding fees has outstanding fees will be blocked from sitting for all their exam	ination unless authoriz	ed by the University Re	gistrar and Finance Ma	nager.				
Misreading of Timetable will not be accepted as a reason for failing to attend an examination. It is important that you check your exam timetable on a regular britis in the period leading up to your examinations									
reason of the exam timetable with not be accepted as a reason for raining to attend an examination, it is important that you creck your exam timetable on a regular basis in the period reading up to your examinations.									
If you think you have an exam but it's not listed on your timetable, you must first check your unit guide 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. Dease contact Student Central to check the exam's status.									
Exam appearing on your timetable that shouldn't									
ii an exam is appearing on your timetable for a unit that you are not enrolled in, or you experience any other exam timetable errors, please report this to student Central Immediately.									
Good luck in your e	examinations!								

Student Business Systems, Student Operations Last modified : 18 July 2016 Version: 1.5

3) Your Individual Exam Timetable will be shown in detailed. Example shown below;

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TIMETABLE STATUS: PROVISIONAL									
Information Your Exam Timetable is detailed below. Please fill in your Student ID and your Individual Exam Timetable will be generated. You may print a copy of your Individual Exam Timetable for reference. All students must be available for examinations during the entire examination period. The examination period is designed to include provision for re-scheduling of examinations which were cancelled, interrupted or ceased due									
Student ID	ent ID 123456789								
Name	TEST STUDENT								
Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Reading Time	Location		
ACC10007	FINANCIAL INFORMATION FOR DECISION MAKING	Thursday	26-Nov-15	9:00:00 AM	3 hours	10 mins	Exam Hall		
LAW10004	INTRODUCTION TO BUSINESS LAW	Monday	23-Nov-15	9:00:00 AM	3 hours	10 mins	Exam Hall		
ECO10003	MACROECONOMICS	Tuesday	24-Nov-15	2:00:00 PM	2 hours	10 mins	Exam Hall		
MKT10007	FUNDAMENTALS OF MARKETING	Friday	27-Nov-15	9:00:00 AM	3 hours	10 mins	Exam Hall		
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ATTENTION TO STUDENTS Student Identification Card must be brought to each examination Student who do not have a student identification card, please proceed to Student Central to replace or purchase. Student with outstanding fees Students who still has outstanding fees will be blocked from sitting for all their examination unless authorized by the University Registrar and Finance Manager. Misreading of Timetable Misreading of the exam timetable will not be accepted as a reason for failing to attend an examination. It is important that you check your exam timetable on a regular basis in the period leading up to your examinations. Exam missing from your timetable If you think you have an exam but it's not listed on your timetable, you must first check your unit guide via Blackboard, or contact your lecturer/unit convenor to find out if a formal examination is part of your assessment, please contact Student Central to check the exam's status. Exam appearing on your timetable that shouldn't If an exam is appearing on your timetable for a unit that you are not enrolled in, or you experience any other exam timetable errors, please report this to Student Central immediately. Good luck in your examinations!									

4) When viewing the Individual Exam Timetable, if you receive a message saying 'You have no exams scheduled' this means that the unit(s) that you enrolled does not have any formal examination as part of the assessment. Example shown below;

SWINBURNE BUR * NE * SWINBURNE TECHNOLOGY								
TIMETABLE STAT	US: PROVISIONAL							
Information Your Exam Timetable is detailed below. Please fill in your Student ID and your Individual Exam Timetable will be generated. You may print a copy of your Individual Exam Timetable for reference. All students must be available for examinations during the entire examination period. The examination period is designed to include provision for re-scheduling of examinations which were cancelled, interrupted or ceased due to unforeseeable circumstances.								
Student ID	987654321							
Name	TEST STUDENT							
	You have no exams scheduled							
Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Reading Time	Location	
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Good luck in your examinations!								

5) To print your Examination Timetable, Go to File and click on Print or press Ctrl + P. Select your preferred printer and press Print.

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Exam missing from your timetable

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Exam appearing on your timetable that shouldn't

If an exam is appearing on your timetable for a unit that you are not enrolled in, or you experience any other exam timetable errors, please report this to Student Central immediately.

Examination Clashes

If you discover an examination timetable clash, i.e; two examinations scheduled at the same time, you must submit the <u>Examination Clash Notification Form</u> so an alternative can be arranged.

Good luck in your examinations!