

**SWIN
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SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

Student Business Systems, Student Operations

STUDENT GUIDE

HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

- 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).



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 to unforeseeable circumstances.

Student ID

Name

Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Reading Time	Location

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. If, after having done this, you discover that 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!

HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

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



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Student 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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HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

- 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;



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Student ID

Name

You have no exams scheduled

Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Reading Time	Location
-							
-							
-							
-							
-							

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HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

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

The screenshot shows the Microsoft Excel interface with the 'Print' dialog box open. The printer selected is 'Adobe PDF'. The main content of the spreadsheet is visible in the background, featuring the SWINBURNE UNIVERSITY OF TECHNOLOGY logo and the title 'TIMETABLE DUTY INFORMATION'. Below the title, there is a section for 'STUDENT ID: 22449789' and 'Name: TEST STUDENT'. A table lists examination units with their respective dates, times, durations, and locations. Below the table, there are several sections of text providing important information for students, including 'ATTENTION TO STUDENTS', 'Examining from your timetable', and 'Exam appearing on your timetable that shouldn't'. The footer of the spreadsheet indicates '1 of 1' pages.

Exam Unit Code	Exam Unit Title	Day	Date	Time	Exam Duration	Heading Time	Location
ACC1007	FINANCIAL INFORMATION FOR DECISION MAKING	Thursday	28-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	Thursday	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

HOW TO VIEW MY INDIVIDUAL EXAM TIMETABLE

Note:

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.

If, after having done this, you discover that 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.

Examination Clashes

If you discover an examination timetable clash, i.e; two examinations scheduled at the same time, you must submit the [Examination Clash Notification Form](#) so an alternative can be arranged.

Good luck in your examinations!