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Guidance for Remote ExamSys Exams

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Introduction

This guide is designed to prepare students for taking ExamSys exams off-site, and for staff who are supporting students in these assessments. This guide is not an exam rubric, and does not contain assessment regulations. It is recommended that this guide is shared with students in advance of their exam. This guide applies to centrally scheduled remote ExamSys exams. Arrangements for exams scheduled locally may differ.

Preparing to access your exam

Remote ExamSys exams are taken using your own device in a location that suits you.

Remote exams are not invigilated, but it is still expected that your work is your own. You must adhere to the policy on academic misconduct. You may be expected to make a declaration to this effect at the start of your exam.

Follow the login procedure below to start your exam. Note there is no specific exam link. When you log in, ExamSys will only show you exam papers scheduled at that time that match your enrolments.

Exam login procedure

- On the day of your exam, navigate to examsys.nottingham.ac.uk around 15 minutes before the exam start time. (If you attempt to log on before this, you will see the message 'No Exams Found'.)
- Log on to ExamSys using your usual university IT username and password.
- This will take you to the start screen (shown in detail on the next page), which will show important details about the exam. Read this screen carefully.
- When you click on 'Start' you will be asked for an exam paper password.
- Enter the exam password, which is published to your exam timetable. This is shown under the 'Notes' field if accessed via the MyNottingham app.
- The paper will then begin, and the timer will start counting down.

Exam timings and finishing the exam

Your exam duration will be controlled by a countdown timer. The timer is individual to you and will not start counting down until you click to start the exam, so you will not lose writing time if you have any minor difficulty accessing the exam at the precise start time.

There is usually a 10-minute discrepancy between the duration on your exam timetable and the duration on your start screen and countdown timer. This time is added to mitigate minor technical difficulties and must only be used for that reason, e.g. Wi-Fi instabilities, screen freezing, sudden and unexpected device updates. Use of the additional time can be monitored by markers. You should report any technical difficulties using the query form linked at the end of the exam.

Your countdown timer will run continuously once it has begun. Once you finish your exam, click the 'Finish' button on the final screen to submit your script. The screen will then display a confirmation message. Your work will be automatically submitted and your access stopped if the timer reaches zero. Please note that ExamSys does not send submission confirmation emails.

Additional information for students with Support Plans

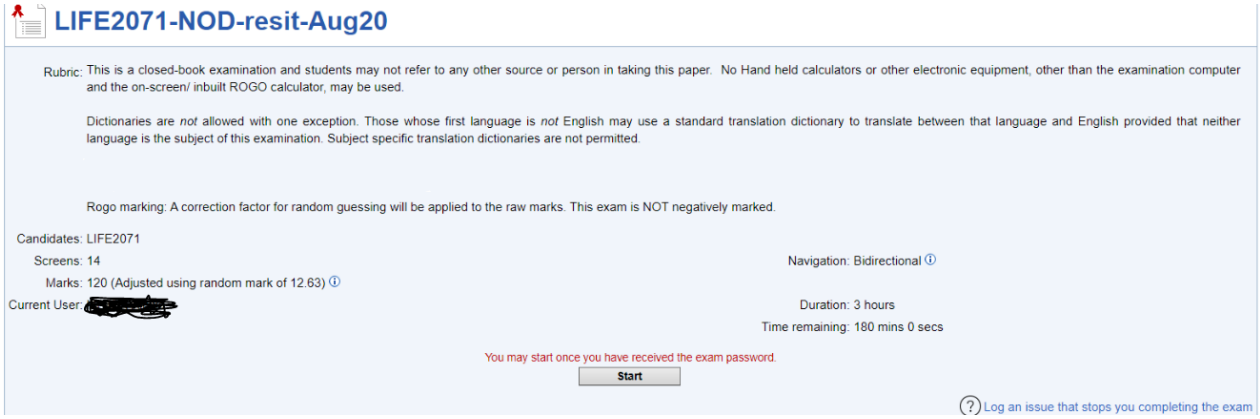
If you have extra time or rest breaks as part of a Support Plan, you will receive 50% extra time. This is manually applied to your ExamSys user account by the Exam Operations team.

The duration on your exam timetable will not reflect your extra time, but it will be included in the duration stated on the start screen.

If you have provision in your Support Plan to begin 9am exams at 10am, your exam timetable will still show a start time of 9am, but you should begin your exam at 10am.

For students requiring alternative formats, you can find out how to change your accessibility settings through the University of Nottingham blog.

Start screen

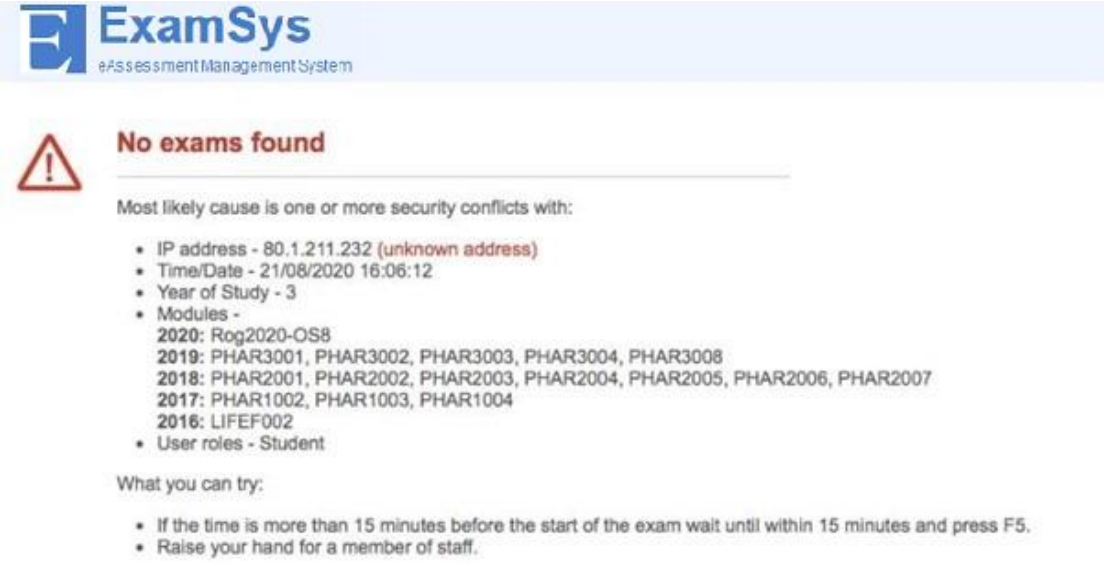


- **Title:** normally includes the module code, confirming the identity of the paper.
- **Rubric:** instructions and regulations specific to the exam.
- **Candidates:** further confirmation of the module code.
- **Screens:** number of screens in the exam.
- **Marks:** total marks available. This may reference random mark adjustment – a correction factor applied to all scripts to account for random guessing (not negative marking).
- **Current user:** yourself.
- **Navigation:** either Bidirectional or Unidirectional. Unidirectional means that you can only move forwards through the paper; you cannot return to previous screens. Bidirectional means you can move back and forth through the paper.
- **Duration:** total duration of your exam, including the additional 10 minutes in case of technical difficulties, and any extra time you may be entitled to as part of a Support Plan.
- **Time remaining:** how much time you have left on the countdown timer. Before you start, this should match the duration. If you leave your exam part way through and return to it, it will show how much time you have left.

Technical issues & troubleshooting

This section includes some of the 'Error' screens that you may encounter in ExamSys.

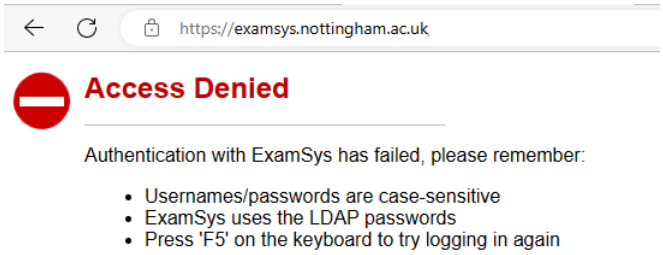
'No exams found'



If you see this message on logging in to ExamSys, it could mean:

1. You have logged in on the wrong day or at the wrong time for your exam. ExamSys will only show your exam at the time it is scheduled for. At all other times it will show the 'No exams found' message. Check your exam timetable for the correct date/time.
2. There may be a problem with your module enrolment. ExamSys takes module enrolments directly from your student record. The 'No exams found' screen displays your enrolments and associated academic sessions under 'Modules' – check that the module code for the exam you are expecting falls under the correct period e.g. under 2025 for the 2025/26 academic year.

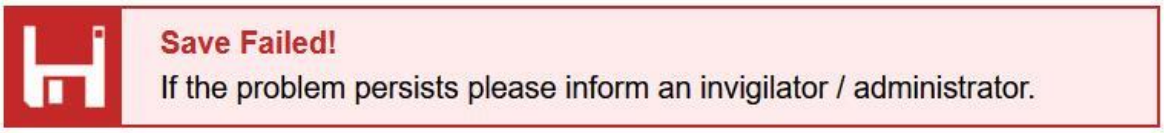
'Access Denied'



If you see this message on logging in to ExamSys, it could mean:

1. You have typed your university username or password incorrectly. You must use your IT username (not your full email address, or your firstname.lastname format for O365), and the password that corresponds with this. Common errors include trying to use a student ID number, or the exam paper password to log in to ExamSys.
2. There may be an error on your student record, preventing the integration to ExamSys from working properly. If you suspect this to be the case, please contact the Exam Operations team.

‘Save failed’ error

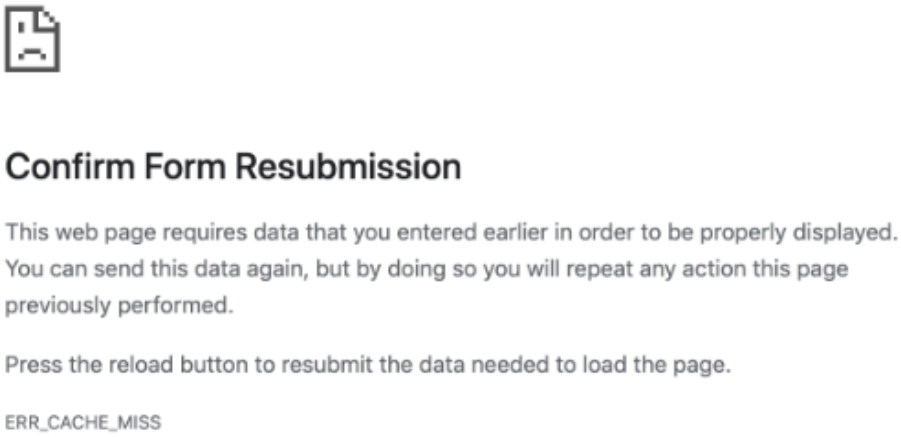


This message may appear at the bottom of your screen when you try to advance to the next screen of the exam.

This means that your answer data is in a queue at the server. It does not mean that your answers have been lost. The data will be recorded when it reaches the top of the queue.

If this happens in a unidirectional exam and you are concerned as you are unable to go back and check your answers, please complete the query form linked at the end of the exam.

‘Confirm form resubmission’ or ‘Page cannot be displayed’



This is likely to be caused by a problem with your internet connection.

If you lose access to ExamSys during your exam, close any remaining browser windows and open a new one. Repeat the login process. You may need to re-enter answers from the screen that you were on when the problem occurred.

You will be able to pick up exactly where you left off, but your countdown timer will have continued in the background.

If this occurs, please complete the query form linked at the end of the exam.

Contacting the Exam Operations team

If you encounter a problem you are unable to fix by reading this guide, please contact us via the student enquiry centre and we will assist you as soon as possible.