



BENSON IDAHOSA UNIVERSITY

P. M. B. 1100, BENIN CITY

## POLICY ON LECTURE AND EXAMINATION TIMETABLES (POLET)

### SECTION ONE: PURPOSE, OBJECTIVES AND SCOPE

#### 1.1 Preamble:

The arrangements laid out in this timetabling policy are specified and overseen by the University Examination Timetabling Committee, on behalf of the Vice Chancellor; who is accountable for the integrity and effectiveness of arrangements described in this policy.

#### 1.2 Purpose

The purpose of this policy is to provide a mutual guide to effective and efficient timetabling across Departments, Faculties and University at large in order to achieve common standards for effective allocation of teaching and examination spaces in the University.

It is based on the principles of equality, efficiency, and decisiveness taking into account the needs of both students and academic staff whilst striving to achieve the most efficient use of space and resources on both campuses (Heritage and Legacy). More specifically, it acknowledges the wide range and diversity of lectures and examination requirements across university and the relative need of shared processes, norms and tools to coordinate effective and efficient timetabling across Departments, Faculties and University at large.

**1.3 OBJECTIVES:** The general objectives are to:

- a. Facilitate the efficient and effective allocation of teaching and examination spaces with the aim of achieving the most efficient use of facilities and other related resources in the University's campuses.
- b. Define the foundational principles for scheduling University-wide Lecture and examination timetable space based on the principle of equality and efficiency.
- c. Outline processes and norms guiding the preparation and implementation of lecture and examination timetables across departments and Faculties of the University.
- d. Achieve a uniform standard for planning, preparation, producing and managing teaching space within the university's campuses.
- e. Support staff involved in the preparation and management of lecture and examination timetable by stating modalities guiding the usage of shared facilities.

#### 1.4 SCOPE

The policy incorporates lecture and examination timetable requirements of a range of stakeholders including students and academic staff. The document is designed to produce a workable and reasonable framework for timetable preparation which will address defined constraints such as the availability and number of teaching rooms and facilities. The policy applies to:

- 1) All teaching facilities in all campuses of the university
- 2) All bookings (both physical and online) made for lectures, examinations as well as other scheduled teaching activities.
- 3) All students enrolling in undergraduate and postgraduate courses
- 4) All courses taught at the various levels of study and in the various programmes offered by the University. To wit all credit earning and non-credit earning courses statutorily recognized as:
  - a) Intra departmental or interdepartmental courses
  - b) Intra-faculty of inter faculty courses
  - c) National University Commission (NUC) mandated General study (GST) courses
  - d) Benson Idahosa University (BIU) mandated Inter-Disciplinary (IDS) courses.

## 1.5 DEFINITION OF TERMS

For the purposes of this policy:

**Core Credit:** A mandatory credit taken to fulfil the requirements for an award;

**Course:** A set of credit load and Study Areas that lead to the granting of an award registered with the University Portal, approved by course advisers;

**Credit Unit:** A coherent set of learning activities such as lectures, tutorials, laboratories and workshops assigned a unit code number by the University.

**Elective Credit Unit:** A free choice of credit unit drawn from anywhere within the University undertaken to fulfil the requirements for an award;

**Resources:** Teaching rooms, teaching equipment;

**Special/Mop-up Examination:** means an examination offered in lieu of the normal examination. A student may apply to sit for a special examination if, for medical or financial compassionate reasons or in other circumstances beyond the student's control, he or she was or will be unable to sit for the examination. Special/mop-up examinations are not normally granted to candidates who misread examination timetables;

**Student/Staff with Special Needs:** Students/staff who require reasonable adjustments arising from their disabilities, etc;

**Teaching Space:** Any location used to conduct lectures;

**Teaching Staff:** Academic staff with responsibilities for teaching;

**Examination Event:** the date, time and location(s) in which a single examination paper is sat (after which time that paper is no longer suitable for assessment purposes).

**Computer Based Examination (CBE):** An Examination Event where the exam questions and answers are provided via a secured electronic device, and the event is conducted under traditional invigilated conditions.

**Practical Examination:** An Examination Event involving a context specific assessment with standards specified by the Lead Examiner – includes authentic assessment modes.

**Examination Venue:** Usually a single room or a logical collection of rooms that are operated in conjunction with each other for the effective delivery of an Examination Event.

**Examination Room:** a single room forming part of an Examination Venue meeting the standards as for traditional examination, of not more than 3 on a roll and practical examinations.

**Additional Examination Arrangements:** Adjustments to the examination conditions, duration and/or procedures for students entitled to modifications based on an approved learning support and/or medical need.

**Viable Examination Schedule:** The day, time, and provisional room(s) (unpublished) that covers the entirety of a department's examination requirements for all of their enrolled students, and including cross departmental teaching.

**Student Examination Timetable:** The complete schedule including designated rooms of all examination events for an individual student. Includes the information needed for each student to be able to attend the correct examination venue at the correct time for their examination, excluding only the individual seat allocation.

**Examination Session:** the period in which examinations are held, this currently being morning (AM) and afternoon (PM) sessions.

**Seating plan:** The individual seating allocation for each student for the examination event.

**Departmental Examination Timetable:** The complete annual schedule of examination events for which a given Department is responsible, including all necessary resources such as students, rooms, seats, invigilators, and Lead Examiner(s).

**University Examination Timetable:** The logical aggregate of all Departmental Examination Timetables, that covers all timetable events for all examined programmes, staff, students and facilities.

**University Main Examination Periods:** The annual blocks of weeks when the majority of examinations are conducted, being the 3 to 4 weeks of per semester, the first week is usually for GSTs, followed by final year examination week and then other levels. During this time, room bookings for examination events take precedence above all other bookings.

**Departmental Examination Periods:** The weeks of the semester, as determined by the academic calendar, in which examination events are scheduled. These will normally be aligned with the academic terms of each session and will in all cases reflect the structure and schedule of the programme(s) run by that department or the respective unit head.

**Examination Room Layout:** The maximum capacity layout of desks for each Examination Room, meeting standards set out in this policy.

**Lead Examiner:** Member of academic staff with overall responsibility for the examination paper and for answering any queries in relation to it.

**Chief Examiner:** this is the head of the department, who is responsible for producing the question papers, attendance sheet, and examination booklets.

**Exam Timetable layout:** The agreed structure of the examinations time table, which must consist of: date/day, time, course name and code, venue, and invigilators.

**Lecture Timetable Layout:** The agreed structure of the lecture time table, which must consist of:

- a) time on the columns, while the day per levels displayed per roll, and course name and code fitted per time, venue, course lecturers, and course adviser, for each department/level lecture time table.

b) time on the columns, while the day per levels displayed per roll, and course name and code fitted per time for the harmonised university wide lecture time table.

## **SECTION TWO: LECTURE TIMETABLING**

### **2.1. OBJECTIVES:**

The specific objective of the Lecture timetabling policy is to provide stated guidelines that will:

- I. Serve as a sustainable framework for lecture timetabling and for the allocation of lecture rooms.
- II. Define appropriate lecture timing and accommodation standards that promotes the delivery of high-quality learning and teaching of students in the University
- III. Assist stakeholders of the university to achieve efficient management and attain optimum use of the University's teaching space and resources.
- IV. Promote transparency, measurable outcomes; and
- V. Continuous improvement for all lecture timetabling activity.

## **2.2 PRINCIPLES AND POLICY PROCEDURES**

### **2.2.1 The Principles**

Given the importance of the lecture timetable in relation to work/life balance decisions, in preparing a lecture timetable, the Timetable Committee should be guided by the University's goal of core learning experiences through agreed University standards. Whilst striving to achieve the most efficient use of space and resources on campuses, it is imperative that the timetable process considers the needs of both students and academic staff and be guided by the principles of equality, efficiency and decisiveness. However, where conflicts arise among needs of stakeholders, the student experience will be a major deciding factor in setting priorities in the construction of timetables.

### **2.2.2 Procedural Guidelines**

Based on the principles, the procedure guidelines for drawing up lecture timetabling are:

- I. A viable lecture schedule should include the day, lecture start and end time and room allocation. Statutorily provided Lecture schedules must be included in the departmental/faculty lecture timetable (See appendix 3).
- II. The full process of producing the Departmental/Faculty Lecture timetable should be completed at least four (4) weeks prior to the start of each of the relevant Semester of implementation.
- III. Planning, publicizing and managing Lecture timetabling schedules are the prerogative of the statutorily constituted Timetabling Committee. The Committee is also saddled with the responsibility to review and assess the extent to which current lecture timetables meet stated objectives.

- IV. Heads of Departments are responsible for the Implementation as well as monitoring of timetabling schedules for compliance.
- V. In booking spaces meant for academic activities, teaching bookings will always have priority over casual bookings.
- VI. The lecture timetable for a forthcoming study period will be published two (2) weeks to resumption of students. This is to enable participants to be informed of the timetable in a reasonable timeframe.
- VII. In order to minimize incidences of lecture clashes and rescheduling/changes, timetables should be generated/developed from/by the Committee and published for the Faculties and Departments to implement.
- VIII. The time tables for all courses that are general in nature must be prepared in time and sent to the Committee (eg GST, education courses, ENT).
- IX. Maximum duration for a lecture period shall not exceed (2) two hours at the undergraduate level.
- X. For a set of students in the same program, total teaching hours should not exceed six (6) hours in any day.
- XI. Changes to the timetable after publication will be kept to a minimum. The acceptable standard and benchmark for timetable changes which affect the time, day, date (not location i.e. room) of a lecture during a study period should be no more than 5% overall of all number of lectures for the University and each individual Department and Faculty.
- XII. Students progressing through a standard course structure should expect over time to be able to attend lectures in all core courses and have a reasonable range of electives to choose.
- XIII. The timetable should be designed within the frame of a nine-teaching hour period per working day.
- XIV. As much as practicable, the timetable should be designed in such a way that there is a lecture-free day for final year students. The lecture free day should serve as a research/project day for final year students.

### **SECTION THREE: EXAMINATION TIMETABLING**

#### **3.1 OBJECTIVES:**

- i. Establish examination timetabling standards and norms within the University Timetabling System;
- ii. Align examination timetabling practices with the objectives set out in University's learning and teaching strategy;
- ii. Specify the mechanisms for proper scheduling and suitable rooming of examinations;
- iii. Provide clarity for students about what they should expect in their examination timetables;
- iv. Clarify minimum standards an examination room must meet in order to be deemed suitable;
- v. Clarify acceptable times, frequency and duration of examinations as received by any individual student, including for those students entitled to additional examination arrangements;
- vi. Harmonize examination experience for every student sitting for any given paper;
- vii. Provide guidelines for resolving conflicts that may arise in periods of congestions;

- viii. Minimize overall administrative load placed on academic and support staff during examination timetable construction;
- ix. Promote transparency, measurable outcomes; and
- x. Continuous improvement for all examination timetabling activity.

## **3.2 PRINCIPLES:**

### **3.2.1 Timetable**

- i. The examination timetable for the forthcoming examination period will be published at a time, and in a manner, which permits students required to sit for an examination to be informed of the timetable when planning their study time and organising family, work and other commitments.
- ii. Changes to the examination timetable after publication will be kept to a minimum.
- iii. Examinations shall be scheduled at times and locations that will facilitate student attendance.
- iv. Students should expect to have a reasonable spread of examination times across the examination period.
- v. Assessments held during class time, such as quizzes, mid-semester and practical tests are not part of the Examination Timetable but are to be clearly outlined in the academic calendar at the beginning of the session.
- vi. All Examinations should be scheduled to hold during normal University official opening hours. Circumstances under which examinations can be scheduled outside university official opening hours are:
  - a. If teaching is normally outside University opening hours (e.g., evening lectures)
  - b. If there is defined student benefit (e.g. Executive MBA students)
  - c. When an operational issue has prevented the holding of a scheduled Examination Event and rescheduling such event within the timeframe of the examination period would gravely disrupt consequent university's activities.
- vii. Maximum duration of a single regular examination should not exceed 3 hours. No additional time should be allocated for reading of examination papers
- viii. Examination timetable should be scheduled in such a manner that not more than one (1) core course per level is examined in consecutive examination sessions and not more than two (2) elective courses are examined in consecutive examination sessions.
- ix. In any given week within the examination period, the total number of hours scheduled for examination of any group of students in the same level in any programme shall not exceed fifteen (15) hours.

x. All examination events: a.) Must have uniform start time b.) Should have the same duration unless agreed otherwise locally, c.) Should have compatible examination instructions, d.) Should have consistent arrangements for the role of Lead Examiner(s) for each paper, e.) Should have synergized invigilation arrangements.

xi. In all cases, the Lead Examiner(s) and the chief examiner should be within easy contact for mutual enquiries and to resolve examination-related issues for a period from 30 minutes prior to commencement of the Examination Event until 30 minutes after the end of the Examination Event

### **3.2.2 Venue**

i. All rooms allocated to be used for a particular examination should ideally be:

3.2.2i.1 In the same physical building and floor

3.2.2i.2 Not materially different in terms of working space, lighting, ventilation and ambient noise for each student examined

3.2.2i.3 Equipped with examination board or screens (or equivalent) that is visible by all students displaying start time and examination end time.

ii. To ensure the integrity and fairness, each room constituting an examination venue for examining a given course must operationally:

3.2.2ii.1 Be within contact with other rooms

3.2.2ii.2 Have mechanism(s) for the immediate and simultaneous announcements of information or answers to examination-related enquiries

3.2.2ii.3 Respond to fire and security incidents equivalently and in unison within the affected location

iii. Seat spacing in each room shall be according to the approved examination room layout as specified in this policy. In examination rooms for which there is no approved layout, seat spacing shall meet standards outlined in Appendix 2 – Room Layout Standards.

iv. More than one course may be scheduled to be examined simultaneously in any given examination venue in order to make best use of scarce suitable spaces.

v. In cases where a room is scheduled to host multiple examinations, the layout and spacing of the room will be in accordance with the principles set out in Appendix 2 – Room Layout Standards.

### **3.3 PROCEDURAL GUIDELINES**

Examination Timetable should have:

i. Each Examination Room will have at least 2 invigilators. For examinations whose class-size is larger than 50 students, the minimum number of invigilators for various class sizes is given as:

51-100 students – 3 invigilators

101-150 students – 4 invigilators

151-200 students – 5 invigilators

Above 200 students – 6 invigilators

ii. The periods of examination shall be approved as part of the academic calendar and made available to the university community before commencement of each academic year

iii. Date and time of each Examination Event that falls within University Main Examination Period will be published at least 10 weeks in advance of that Examination Event

iv. The University Timetable Committee (UTTC) will be responsible for initiating a provisional examination schedule, which should include the day, examination start time and the allocated venue. This will be published two weeks before resumption, it forms the input for producing a faculty/departmental timetables.

vi. All Faculty timetable officers shall hold a University time-table meeting to achieve out the following:

3.3.vi.1 Prepare university wide timetable schedule four (4) weeks before resumption

3.3.vi.2 Sort out fundamental clashes affecting interfaculty courses, scheduling of General studies courses and allocation of room spaces

v. Departmental Time-table officers shall extract the departmental timetable from the university-wide provisional timetable and hold meetings with students' representatives and the faculty timetable officer to consolidate the various timetables and thereby identify any gaps or issues to be resolved before the final timetable shall be published and disseminated to all stakeholders.

vii. The examination time table which incorporates the venue for each examination shall be published at least 2 weeks before the commencement of the semester.

viii. Individual student seat allocations shall be available on the day of the Examination Event, at the Examination Venue

## **SECTION FOUR: RESPONSIBILITIES**



#### 4.1 STUDENT RESPONSIBILITIES

Each student will be responsible for:

- Checking the BIU Academic Calendar for the advertised lecture dates and examination period.
- Ensuring they are available for the full duration or at least 75% of the lectures time and examination period,
- Checking the lecture and examination timetable,
- Adhering to the lecture and examination timetable.
- Submitting all examination related forms within the published time frames on the form

#### 4.2 STAFF RESPONSIBILITIES

Each staff of the University will be responsible for:

- Ensure compliance to the BIU Academic Calendar for lectures and examination
- Ensure they are punctual to lectures and examinations
- Comply with the lecture and examination timetables
- Be in examination hall 30 minutes before start of examination
- Assign students to their various sitting positions
- Compile and collate class and exam attendance
- Start and end each class and exam with prayer
- Cancel all blank sheets in the examination booklets

### SECTION FIVE: ADMINISTRATION, COMMITTEE MEMBERS AND REFERENCES,

#### 5.1 POLICY ADMINISTRATION

<b>Policy Name &amp; Code:</b>		Policy On Lecture and Examination Timetables (POLET)	
<b>Prepared by:</b>		The Office of the Vice Chancellor	
<b>Approval Authority:</b>		BIU Senate	
<b>Ratified by:</b>			
<b>Next Review:</b>		Annually in September	
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
	June 2021	1	First print

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## 5.2 COMMITTEE COMPOSITION

There shall be a timetable committee at the three levels of the university. These are:

1. **University level:** the members at this level are appointed by the Vice-chancellor and shall comprise of each faculty's representative as members (this is usually the chairman of the faculty committee) and the Director of Academic Planning Unit as the Chairman.
2. **Faculty level:** the members at this level are appointed by the Dean and HODs. The Dean appoints the Chairman while the HODs appoint the departmental timetable officer and each departmental officer is a member of the faculty timetable committee.
3. **Departmental level:** The HOD is responsible for the appointment of a senior staff member who is not less than Senior Lecturer as the departmental timetable officer. He/she is to work closely with students and HOD in ensuring that both the lecture and examination timetables are acceptable and suitable for the students and staff of the department.

### 5.2.1 Terms of Reference of Timetable Committee

The committee is instituted to achieve the following:

- a) to set out the scheduling principles and organisational arrangements for the planning, preparation, producing, publication and managing space within the context of the University-wide Lecture and Exam timetables;
- b) apply the principles of equality, efficiency, and decisiveness taking into account the needs of both students and academic staff whilst striving to achieve the most efficient use of space and resources;
- c) to achieve common standards – where practicable – in order to guide development of tools and systems to better support staff involved in the preparation and maintenance of lecture and examination timetables;
- d) ensure full compliance of the timetable;
- e) review the timetabling policy from time to time when needed.

### 5.2.3 Duration of the Committee

This shall be determined by the Vice-chancellor, Dean and HOD as the case maybe.

### 5.2.4 Meetings

The Committee at each level shall hold not less than two (2) meetings per semester and not more than six meeting in a session including the extended programmes.

### **5.2.5 Conflict resolution**

It is expected that any issues that cannot be resolved by application of the principles and policy articulated herein, will be resolved in the first instance by the departments/faculties concerned using existing mechanisms. However, where issues arise that cannot otherwise be resolved, the escalation path (including delegates) is:

- i. Examination Officer, ii. Head of Department for the programme, iii. Dean, iv. Chairman, UTTC, v. Vice Chancellor.

### **5.2.6 Dissemination of Approved Timetable and Distribution Channels**

The approved timetable shall be communicated to the Director, ICT upon approval for onward publishing and disseminated to all staff and students via the different platforms eg email, website, chats groups, etc.

## **5.3 NOTES/REFERENCES**

This policy was compiled from the Timetabling documents of some foreign universities (see references below). No local framework nor policy was found to support the preparation of this policy. However, some online educational resources and in conformity with the National Universities' Commission (NUC) document for Quality Assurance in conjunction with the Inspection and Monitoring Directorate to ensure quality control in Nigeria Universities, BIU developed this policy. Some portions were fully adopted, others were adapted to suit our purposes.

- Carleton University, Ottawa
- Imperial college, London
- Southern cross university
- Australian college of physical education; and
- University of Queensland
- Evaluation and assessment framework- OECD
- Education policy implementation-OECD

#### **Related Documents**

- Academic culture,
- Higher Education Standards Framework 2015
- Special Consideration Policy and Procedure
- Academic Integrity Policy
- Request for Special Exam Provisions Legislation

#### 5.4 UNIVERSITY TIMETABLE COMMITTEE MEMBERSHIP

This policy was prepared by the office of the Vice Chancellor, through the University Time table Committee which comprises of:

<b>NAME</b>	<b>OFFICE</b>	<b>POSITION</b>
Dr (Mrs.) Rosemary O. Obasi	Ag. DAP	Chairman
Prof K. Ogbahiagbon	Director, GST	Member
Dr Omo Odigie	Representative, FS	Member
Dr (Mrs) Ewere F. OKungbowa	Representative, FSMS	Member
Mr F.E. Omorogbe	Representative, FAE	Member
Mrs. J. Obasohan	Representative, FLAW	Member
Engr I.O. Akhideno	Representative, FENG	Member
Mr John Ejuetueyin	Representative, FAAT	Member
Mr N. O. Osagede	Representative, FBMHS	Member
Mr Julius Osaigbakhoe	Academic Planning	Secretary

**APPRECIATIONS:** The Committee wishes to appreciate Prof (Mrs.) T.U. Akpoghome and Dr (Mrs.) Gina Asemota for their critical reviews and contributions to this document. We also, thank the Vice Chancellor (Prof. Sam Guobadia) and His Management Team for granting us opportunity to serve.

#### APPENDICES

##### APPENDIX 1 – APPROACH TO ALLOCATING EXAMINATION VENUES

The following protocol is designed to achieve a balanced, fair, transparent, and objective room allocation. This protocol will be applied to the University Main Examination Periods only. Lecture theatre, and Peniel Chapel for University Main Examination Periods will be managed by the University Timetabling

Committee for all forward bookings. This includes any additional booking requests for the lectures as well. The protocol is:

1. All lectures and examination room requirements for the semester will be reviewed among Departments at the Faculty Timetabling Committee, while the faculties requirements will be reviewed by the University Time Tabling Committee and the combination that provides the greatest alignment to the goals of this policy will be selected subject to all Lectures and exams in that combination:

- a. Have the same start time
- b. Have compatible starting instructions
- c. Commit to having joint invigilation arrangements, to include designating a coordinator/lead invigilator for the venue
- d. Have a consistent arrangement for the role of Lead /coordinating Examiner/invigilation for each exam in the venue. Any Examination Event that in previous year(s) was allocated into the Lecture theatre or Peniel Chapel Rooms and is displaced through this protocol will be found a suitable alternative Examination Venue.

## **APPENDIX 2 – EXAMINATION ROOM LAYOUT NORMS**

### **a) Guiding Principles**

The purpose of the room layout norms is to define adequate spacing to ensure:

1. A fair and equitable exam experience for all students in any Examination Room
2. Adequate space such that each student not discomforted or constrained
3. Adequate privacy for individual students
4. Access for exam invigilators to move freely and easily between rows and columns of desks without disturbing examinees
5. Access for students to move freely and easily between rows and columns of desks without disturbing examinees (for example to visit the bathroom)
6. No student should be able to inadvertently or otherwise see detail of another examinee paper Desk

### **b) layout spacing norms**

The spacing norm for room layouts using individual desks is represented as follows:

1. Desks used for examinations should be at least 60cm in width and at least 55cm in length
2. The measuring point from which a “student” is deemed to be is the midpoint of a minimum standard 60cm by 55cm desk
3. Distance between two students should ideally be 140cm
4. Distance between side edges of desks (a corridor) should ideally be at least 70cm. Distance from rear edge of one desk to front edge (an aisle) of another should ideally be at least 80cm Spacing norm for examinations held at benches.

Note that student spacing and desks of minimum size result in a corridor that is 80cm wide. The spacing norm for room layouts using benches is based on that for individual desks, modified to accommodate additional access needs due to the lack of aisles:

1. Distance between two Students should ideally be 140cm
2. The distance from the rear edge of one desk to the front edge of another should ideally be a minimum of 80cm
3. Physical dividers should be used to block examinee sight lines and help improve exam capacity for spaces otherwise restricted by bench furniture
4. Distance between two Students separated by a physical divider should ideally be 10cm between each minimum desk width (60cm), providing a reasonable degree of comfort with divider.

Allowable deviations If better aggregate outcomes can be achieved against the guiding principles for room layouts, then it is permissible to reduce measurements 1, 2 and 3, either individually or in conjunction, by up to 10cm each.

### c) **Computer Based Examinations**

The spacing norms indicated above apply to Computer Based Examinations, and are achieved by either:

- Allocating examinees only to computer desks that do not provide sight lines to other examinee screens; OR,
- Providing temporary physical dividers to block sight-lines between each examinee and all other examinee screens that would otherwise be visible.
- Suitable exam software security in place to remove access to internet, files/folders or non-exam software

- Back-up devices and power outlets available for any examination permitting students to bring their own device (BYOD – ‘Bring Your Own Device’ examinations)
- Technological support in place for BYOD examinations to ‘health-check’ student devices and ensure exam software compatible prior to examination.

### APPENDIX 3: LECTURE TIME TABLE FORMAT

Days	Level	8-9am	9-10am	10-11am	11-12noon	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm
Monday						BREAK				
Tuesday										
Wednesday										
Thursday										
Friday										

### APPENDIX 4: EXAMINATION TIME TABLE FORMAT

DATE/DAY	TIME	MORNING SESSION	VENUE	TIME	AFTERNOON SESSION	VENUE
<b>MONDAY</b> (Day-month-year)	8am – 12 noon	Course code and title		1:00pm – 5pm	Course code and title	
<b>TUESDAY</b> (Day-month-year)						
<b>WEDNESDAY</b> (Day-month-year)						
<b>THURSDAY</b> (Day-month-year)						
<b>FRIDAY</b> (Day-month-year)						