

Doughty, Charlotte

From: Maggie.O-Brien@warwick.ac.uk
Sent: 28 May 2024 08:47
To: O'Brien, Maggie
Cc: Kirk, Becca; Doughty, Charlotte; Lowe, Daniel; Twigg-Flesner, Christian
Subject: EXAMINATIONS REMINDER - What to do if you have technical problems

Categories: Law - Student Email Archive

Dear Student

I hope the examinations are going well. Here are a few reminders for any of you with outstanding examinations.

All information on examinations, including AEP, access to the Portal, training videos and copies of the Exam Prep workshop recording and slides are loaded on the Student Hub. [HERE](#)

Be careful to read all the instructions on each Examination. There might be specific instructions relating to timing, word count, question selection etc. The 15 minutes is really important.

If you have problems during the examination your first point of call will be your Module Convenor or Invigilator on the available Teams Channel. They will be able to help with any questions re the paper and if you experience any other difficulties.

The rules are:

- 15 minutes Reading time
- Exam Time (as available on AEP) – check the Rubric for each examination and your own reasonable adjustments if necessary.
- 30 minutes upload time

I can't impress upon you enough the importance of using the **30 minute upload time** to make sure you uploading the correct paper to the AEP portal, that means checking it is the final submission, and having time to work through any issues with your network or your computer.

There is no guarantee that we will be able to consider your work if you do not upload within the 30 minute window. If we can track your efforts to upload on AEP we may be able to arrange for the paper to be marked but this will be subject to a mitigating circumstances process. If you have not used the upload window to attempt the upload, we might still not be able to accept your paper. If it looks as if you only started the upload a minute before the deadline, it is likely the paper will not be accepted.

So, if things do go wrong and you encounter IT problems on upload, contact us at the earliest opportunity by emailing your finished paper to undergraduate.law@warwick.ac.uk.

Once you have emailed the Team they will respond as quickly as possible. However anxious you are, please be patient as the Exam season is a very busy time for our Professional Services staff and you will probably not be the only student in that position. If you have contacted us we will be making sure this is properly recorded and they will respond as soon as they can.

Good luck with your examinations

Best wishes Maggie