

Biological Sciences Exam-Preparation Timeline	
Week 2	Deadline to confirm assessment structures on Euclid. This includes exam structure (number of sections, number of questions, marks allocated).
Week 5	BTO Admin Team will remind Course Organisers to start compiling exam questions and to check/update student-facing exam factsheets. Around this time, the central Exam Team being the scheduling process.
Week 8	Deadline for course teams to send exam questions to course administrators (should include model answers). If the course usually needs a resit exam, it is ideal to gather sufficient questions now to write both papers (saves a lot of time in the summer). By now, the exam timetable will have been published. Once dates and venues are known, administrators will start to populate the invigilation instructions for each exam (which must include the phone numbers of two members of the teaching team who will be available during the exam).
Week 9	Administrators will format exam papers and send to the External Examiner for comment/approval (we try to give EEs two weeks and we will of course send them earlier if they are ready). Deadline to display student-facing information sheets on Learn. This is timed to coincide with any revision or exam preparation sessions being delivered toward the end of the course and enable us to answer any questions students have about their exams before the end of semester.
Week 10	Course teams need to be contactable to respond to any feedback from the External Examiner. Following these discussions and rounds of internal and external approval, papers will be considered to be the final versions.
Week 11 and beyond	Administrators will arrange for printing of exam papers and associated materials and/or conversion of the paper to ExamOnline. Please be aware that the deadline (set by the Exam Office) for us to deliver printed papers for students with adjustments is usually just after Week 11. We cannot miss this deadline and in the BTO we generally aim for this to be the deadline for preparation of all exam materials. This is because most administrators have more than one exam to prepare (some have 10+) and because, once the diet begins, our focus is on supporting <i>delivery</i> of the exams (the time for <i>preparation</i> being over!).
During exam diet	The BTO will deliver paperwork to venues and provide system support for ExamOnline each day. Then we will arrange for distribution of marking. Academic colleagues are needed to be available to answer queries raised during exams (if named as contacts on the invigilation instructions).