Introduction to MyTimetable for Exams

Exams scheduled by the Exams Office will be available in your online timetable when the exam timetable is published. Dates for publication for each exam period are available on the Student Hub.

When opening MyTimetable for the very first time you will need to log in (top right). Although anyone can open the site, only City students and staff can log in. Logging in will automatically save your searches for the next time.

The information on MyTimetable is an indication only and you must ensure that you are familiar with the format of your specific exams by referring to your module information and speaking to your Lecturer or Course Officer.

Navigation

Initially your display will contain no data and it will have defaulted to 'Timetable View', which is the correct view for looking up course/programme timetables. If you have clicked on 'Estate View' to view room timetables, click back to 'Timetable View'.



The 'Timetable View' has tabs on the top-left for options to view your timetable in Day, Week, Month or List format. You can move to different date ranges using the arrow buttons on-screen.



Ensure you are viewing the appropriate academic year.

Viewing your exams

1. Login and ensure 'Timetable View' is selected in the top-right (as above)
2. The right-hand panel will show your teaching timetable per academic year and exam timetable.
3. Your exams and teaching timetables for the academic year will automatically show.

Check that all the exams you are expecting are showing and there are none listed that you weren't aware of. If you believe your exam registrations are incorrect, please contact exams@citystgeorges.ac.uk. It is important you are registered for every exam so that you are allocated a seat for in-person exams and any reasonable adjustments you may be entitled to can be arranged.

The full exam timetable is available on the Student Hub.

Reasonable Adjustments

If you have registered for reasonable adjustments, any Extra Time in your Student Support Plan (SSP) will be included in the length of the exam event. If you are entitled to Rest Breaks, these will be in addition to the exam length shown. There is more information about exam adjustments on the Student Hub.

Exams scheduled for longer periods

You may have some exams that are scheduled for a longer period such as 6 hours, 24 hours, or longer. Where this is the case, you are normally expected to spend a shorter time on your exam within the available period. If your School has provided information about the time that should be spent on the exam, this will be shown as the Exam Duration when you click on the event.

Adding to your calendar

Students and staff can connect their timetable to an external calendar using this button  on the top right and following the onscreen instructions.

Downloading your timetable

To download a printable version of your timetable, click on the download icon to the right of + Add Timetable, shown as 

Choose the format you require and select your date range from the vertical list on the right-hand side of the pop-up box before clicking 'Download'. *Please note the final three columns on the Excel download (L, M and N) are for internal reporting and may be disregarded.*

Note that the timetables are subject to change and if you download your timetable you should check back to the live timetable regularly.

Support

A detailed help section is available on the site. To access it, click 'Help' in the top right, beside your logout. Please use this if you need assistance. When opened, simply use the shortcuts on the left to access the pertinent section.

If you have any queries please contact exams@citystgeorges.ac.uk.