

**Subject: Information about August/September Exams**

**This email only applies to you if you are sitting a centrally organised exam in August/September 2021. If you do not have any centrally organised exams as part of your Programme please ignore this email.**

Dear [student name]

The Exams Team will soon prepare the August/September exam timetable. See [overall exam period dates](#).

The University expects all students to prioritise their exams by being available for the entirety of the exam period: 20<sup>th</sup> August to 3<sup>rd</sup> September 2021 inclusive.

However, if you know of any significant events that you think will prevent you from sitting an exam on a particular date, you must let the Exams Team know by Wednesday 28 July 2021, and provide evidence in support of your request. Significant events may include work placements, court appearances or days of religious observance.

The University will not formally consider personal holidays or family celebrations as a significant event to be taken into consideration when timetabling, and will not normally accept scheduling requests where a period of religious observance spans a significant period of time and where day-to-day activities are expected to continue as normal.

To notify the Exams Team, please email [examinations@reading.ac.uk](mailto:examinations@reading.ac.uk) with the following information:

- \* Student name
- \* Student number
- \* Date/s affected
- \* Reason you think you will be unable to sit an exam on that date
- \* Evidence to support your request (for example documentation from the relevant official which confirms the event)

The Exams Team cannot guarantee that your timetable request will be met but we will try to accommodate reasonable requests. The University reserves the right to hold any examination during the published Exam period. We will email you when your personal exam timetable is ready to view on your portal (in mid-August).

If you find out after the 28 July deadline that you have a significant event that cannot be rescheduled, you must follow the [extenuating circumstances procedure](#).

This email has been sent to all students based on the Whiteknights and London Road Campuses. Please only respond to this email if you are due to sit a centrally organised exam in August/September 2021.

Examinations and Graduation Office