

## [A guide to sitting typed examinations in the Titan Teaching Rooms 1&2 using Moodle](#)

### **The Titan Teaching Rooms 1&2**

In April, May and June, the Titan Teaching Rooms are used by candidates required to type their examinations. Other candidates in the rooms could be sitting a range of different examinations. There is capacity for around sixty candidates in the Titan Teaching Rooms.

### **Finding the Titan teaching rooms**

Titan Teaching Rooms 1&2 are located on the second floor of the Cockcroft Building on the New Museums Site. Enter the New Museums Site on Pembroke Street and follow the signs. To find the Cockcroft Building, head straight past the entrance barriers and the first building on the left. The Cockcroft Building is the second building on your left-hand side, opposite the David Attenborough Building. Enter the Cockcroft Building via the external stairs, as if going to the Cockcroft Lecture Theatre.

A map can be found here:

<https://map.cam.ac.uk/Titan+Teaching+Room+2#52.203036,0.119635,18> or go to <https://map.cam.ac.uk> and search for 'Titan'.

### **Accessibility**

If required, there is lift access to Titan Teaching Rooms 1&2. On entry to the New Museums Site from Pembroke Street, follow the blue signs past two buildings on your left, then turn left (next to the bike racks). The main entrance to the Cockcroft Building has manual double doors providing level ground floor access.

### **Toilets**

There are male toilets on the first floor and female and wheelchair accessible toilets on the second floor of the Cockcroft Building, near to the Titan Teaching Rooms.

### **Devices**

You must bring your own device (a laptop) to complete the exam on and a power cable. Tablets and smart watches are not permitted. Mobile phones will only be permitted where drawings or equations are required to be scanned and uploaded for your exam. Devices must be fully charged and have the latest updates installed. No devices will be provided in the Titan Teaching Rooms. You must speak to your College Tutorial Office if you have concerns about the use of a device in good time before an examination. You may bring and use a wireless keyboard, mouse or stand for your device if required.

### **Sitting examinations**

Exams must be completed on your own device using Moodle. You will be able to download an electronic copy of the question paper from Moodle, but a hard copy of the question paper will also be provided to all candidates and any allowed special materials such as data books or bibles. Paper will also be provided for candidates who need to complete drawings and equations or wish to make rough notes.

Drawings and equations must be written on paper with your Blind Grade Number (BGN) added to each page which should be numbered and referenced in the main text.

### **Prior to the day of the exam**

You must check that you have access to the correct assessment courses. Your Moodle enrolment will be activated 72 hours before your exam is due to start. You must test this link in the Moodle Assessment environment no sooner than 72 hours before your exam starts. You may need to refresh your browser to access the links when the assessment starts. You are required to do this for each exam.

A link to the Moodle Assessment environment (different to standard Moodle) can be found here: <https://www.assessment.vle.cam.ac.uk/>. Please save this website as a favourite.

Please also review the Moodle training available here: <https://www.vle.cam.ac.uk/mod/page/view.php?id=12846331>. The training available includes how to access your assessment on Moodle and how to submit assessments to Moodle (including instructions on how to scan handwritten scripts).

### **On the day of the exam**

Arrive at the venue at least twenty minutes before your exam is due to start. A seating plan with adjusted times will be posted outside of the room. Where possible, candidates will be seated according to their end times to minimise disturbance to other candidates. Once you enter the venue, revision notes are not permitted and must not be viewed either on hard copy or on your own device.

### **Allowed permitted items**

Bring your University Card (to be displayed on your desk) and stationery in a clear case. You are permitted to bring a noncarbonated drink in a small screw-top bottle, watch (not a smart watch), wallet and Exam Confirmation Form. Earplugs will be provided, although candidates should be aware of any important announcements. Any other additional requirements must be preapproved by the Student Registry via an application made by your College.

Candidates are responsible for their personal devices and items. Any devices or items lost, damaged, or stolen will not be replaced or cost reimbursed by the University.

### **Before the exam**

When seated, set-up your device with its power cable. Connect to eduroam and navigate to the Moodle Assessment environment:

<https://www.assessment.vle.cam.ac.uk/>.

Open a Word or Google document in readiness to complete your exam on. Each page of your document must contain your Blind Grade Number (BGN) and the question you have answered.

Only when instructed by the invigilator, should you start your assessment and open the hard copy of the question paper provided and/or access this on Moodle.

### **During the exam**

Raise your hand to attract the attention of an invigilator if you have a question or want to leave the room. If you feel unwell during an examination, the invigilator may arrange for you to be escorted back to College by a member of staff if needed.

However, you will not be able to sit the remainder of your exam at a later point that day in College. You must upload and submit any completed work to Moodle before leaving. If there are any correction(s) in the main venue to the examination question paper, the invigilator will be informed and will let you know.

### **Rest breaks and extra time**

Invigilators are aware of how much extra time and rest time each candidate is allowed. As candidates are all on different timings, notices that there are 30 minutes, 5 minutes to go, and stop typing will be indicated by a card. The invigilator will keep a running total of your rest time and adjust the examination finishing time on a form placed on your desk. No further rest time can be taken after the 5-minute warning.

### **Managing rest breaks**

Let the invigilator know when you are starting and ending a rest period. Rest breaks can be taken at any time during the examination (except the last 5 minutes) and for any period (subject to 5 minutes minimum) as long as they do not exceed the allowed maximum. During the rest break, you can remain seated or leave the room in the company of an attendant, but you must not read, type, write or talk to anyone other than the invigilator/attendant. You do not have to take all of your rest breaks.

Further rest break information can be found here: [Examination Guidance | Student Registry \(cam.ac.uk\)](#).

### **End of examination**

At the end of the examination, you will be asked to save and submit your work to Moodle. If you require to upload drawings or equations, please raise your hand and the invigilator/Supervisor will support you. You will need to use your own device (a mobile phone) to scan and upload your work. After this you will be asked to leave the venue, taking care to be quiet as other candidates may still be working.

**Candidate responsibility**

Candidates are responsible for ensuring that the exam script uploaded to Moodle is complete. Any parts of a script that are supplied after the end time will not be considered for marking. Further information can be found here:

[policy on late submission of examinable material.pdf \(cam.ac.uk\)](#).

**Multiple exams in one day**

A full one-hour lunch break may not be possible if you are timetabled to sit two exams with extra time and/or rest breaks in one day. In these circumstances, candidates may be required to sit their exams in College. Please contact your College Tutorial Office in the first instance.

**Any questions?**

If you have any further questions about sitting exams in the Titan Teaching Rooms 1&2, then please get in contact with your College Tutorial Office who will be able to advise you.

The Cambridge Students Examinations website contains useful information about sitting exams: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations>.