Dear students,

As the campus remains physically closed, all assessments for the rest of the academic year will be run online. This email sets out how your remaining assessments will work and what you will need to do.

**Timetable and instructions**
With the changes to assessments this summer it is not possible to issue an ‘exam timetable’ in the usual way. Instead, you will be able to view all of your remaining assessment deadlines by visiting the View my assessment details screen in eVision, accessed via MyBristol.

The dates displayed in this eVision screen are the **due dates**. For example, if an assessment is available for five days, the information in eVision will only show the end date. Some assessments will also still be referred to as a ‘summer exam’, even if this has now been replaced with a different type of assessment (for example, a written piece of coursework over an extended time period, or a Blackboard test).

**All students should consult unit-level Blackboard courses for full details of the assessments they are required to complete, which will be made available to you no later than 17:00 on Tuesday 19th May.**

Students are reminded that the usual University regulations regarding plagiarism and cheating remain in place for all assessments during this period. Guidance for Engineering students can be found online.

**What to do if you are ill or have other issues**
Information is available on the Faculty of Engineering student pages about the following matters:
- Requesting an extension for coursework
- Deferring an assessment
- Submitting extenuating circumstances
- Informing your department that you’ve been unable to engage with online teaching (for a period of 7 days or longer)

The weblink above also provides links to the Powerapps tool (which Engineering students should use to submit forms).

If you are ill or unable to complete a timed assessment, you should notify the University and defer the assessment. No evidence is required, and you will have another opportunity to take any missed assessments later in the summer. Please note that this may delay your graduation or progression.

You will not need to submit extenuating circumstances if you think your performance in an assessment has been affected by coronavirus, as the University is putting mitigations in place to account for the impact of this. You can still choose to submit extenuating circumstances if you believe that the general mitigations are not sufficient to account for your particular situation.

We are applying special Regulations which take account of the exceptional circumstances this year – you can find these here. In all cases, final decisions about degree awards and progression will be taken by the Board of Examiners once all your marks and any other relevant circumstances are known.
More information for Engineering students about notifying absence from assessment, coursework extensions and extenuating circumstances is available online.

**Access to specialist software for students**
IT Services are working on a remote desktop service to allow students to access specialist software only available on campus to help support teaching. Please note that the capacity on this service is limited. Details can be found on the Student Remote Desktop page under the Teaching Remote Access tab. If you find that a piece of software is not available or this does not meet your needs, or have other questions about this, please contact the IT Service Desk.

**Where to find advice and support**
You can find help on the University's website to support you in taking online exams, including:

- Online individual tutorials and other resources from the Study Skills team. You can find all links and booking options via Blackboard here
- The Study Skills blog, written by students and tutors
- Advice around taking exams at home for disabled students who normally have alternative exam arrangements

You can also contact the University's wellbeing services, including the Student Wellbeing Service and the Student Counselling Service. These services are still operating remotely during the current campus closure.

**If you have questions or concerns**
If you have a question about an extension, deferral or extenuating circumstances, please contact your School Office. Your personal tutor can help with any academic issues.
The Senior Tutor in your department is available if you would like to talk to someone about any personal issues.

Any questions or concerns about the University’s response to Covid-19 should be directed to the Faculty Education Manager’s team by emailing engf-fem@bristol.ac.uk

**Key links**
Here is a summary of the links given in this email:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Link</th>
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<tbody>
<tr>
<td>MyBristol portal</td>
<td><a href="https://mybristol.bris.ac.uk/mybristol/f/u39l1s5/normal/render.uP">https://mybristol.bris.ac.uk/mybristol/f/u39l1s5/normal/render.uP</a></td>
</tr>
<tr>
<td>Faculty of Engineering student information (about rules concerning plagiarism and cheating in assessed work)</td>
<td><a href="https://www.bristol.ac.uk/engineering/current-students/taught-programme-handbook/#7.0">https://www.bristol.ac.uk/engineering/current-students/taught-programme-handbook/#7.0</a></td>
</tr>
<tr>
<td>Faculty of Engineering student information (about extenuating circumstances, coursework extensions, deferrals &amp; missed teaching)</td>
<td><a href="https://www.bristol.ac.uk/engineering/current-students/covid-19-updates/">https://www.bristol.ac.uk/engineering/current-students/covid-19-updates/</a></td>
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<tr>
<td>Study Skills (online tutorials and bookings - linked via Blackboard)</td>
<td><a href="https://www.ole.bris.ac.uk/">https://www.ole.bris.ac.uk/</a> studyskills.blogs.bristol.ac.uk</td>
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<tr>
<td>Study Skills blog</td>
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<td>Student Remote Desktop (for accessing specialist software)</td>
<td><a href="https://www.bristol.ac.uk/it-services/advice/homeusers/remote/studentdesktop">https://www.bristol.ac.uk/it-services/advice/homeusers/remote/studentdesktop</a></td>
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<tr>
<td>Advice for taking exams at home (for students who normally have alternative exam arrangements)</td>
<td><a href="http://www.bristol.ac.uk/disability-services/study-support/covidaes/">http://www.bristol.ac.uk/disability-services/study-support/covidaes/</a></td>
</tr>
<tr>
<td>Wellbeing information for students</td>
<td><a href="https://www.bristol.ac.uk/students/wellbeing/services/">https://www.bristol.ac.uk/students/wellbeing/services/</a></td>
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</tbody>
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Best wishes,

Jen

Jen Williams
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