

# EXAM REQUEST CHECKLIST

1. **Course:** clearly identify the **name of the exam paper** (eg. UG, PG, Bradford, etc.)

Course ID	Subject	Cat	Paper Title

2. Clearly identify the **details of other courses** that will use this **same exam paper**:

Course ID	Subject	Cat	Paper Title

3. Is the exam **compulsory**? **YES** or **NO**
4. Indicate the **mode** of exam: **Wayville (formal)** or **In Department**
5. Are the **majority** of students sitting the paper **expected to graduate**? **YES** or **NO**
6. Is more than 10 mins **reading time** required? If so, **add the additional recommended reading time to the writing time.**
7. How much **writing time** will students need? (Include any additional recommended reading time). Select **60, 120** or **180** or \_\_\_\_\_ mins (every non-standard duration results in more announcements and disruptions for students).
8. Is any part of this exam **Open Book** (double-desks required)? **YES** or **NO**
9. Does any part of the exam have to be **collected early** (eg. Part A after 1 hour)? If so, **provide details:**

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10. **If 50 students or more** list the details of **common course combinations** (ie. where students will also sit another particular exam). This may help the Examinations Office to spread those exams apart.

Course ID	Subject	Cat	Paper Title

11. Do students complete the exam in **separate answer books**? **YES** or **NO**
12. Indicate **type and quantity of books** each student will need? (Students will be issued extra pink books on request).

<b>BLUE</b> (2 hrs or more)	_____	books per student
<b>PINK</b> (less than 2 hrs)	_____	books per student
<b>GREEN</b> (short answers in separate books)	_____	books per student
<b>QPAB</b> (covers only for question paper answer books)	_____	covers per student

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13. What **materials are students permitted** to bring into the exam? **Specify** calculator and dictionary types, books, notes, etc. All materials allowed must also appear on the rubric.

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14. Are there **any attachments** to the exam paper? If so, specify (eg. **Graph paper, formulae, tables**, etc.):

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16. **List all exams that must be conducted at the same time** as this exam:

Course ID	Subject	Cat	Paper Title

17. **List all exams that must precede** this exam:

Course ID	Subject	Cat	Paper Title

18. **List all exams that must be conducted on the same day** as this exam:

Course ID	Subject	Cat	Paper Title	AM or PM

19. Will **any additional students** (other than those enrolled) sit this exam? If so, **provide list**.

20. Do you **require a supplementary exam** to be scheduled? **YES** or **NO**

21. Who will conduct the supplementary exam? **Exams Office** or **In Department**

**PLEASE PROVIDE THIS COMPLETED CHECKLIST  
TO THE STAFF MEMBER RESPONSIBLE FOR  
REQUESTING EXAMS IN PEOPLESOFT**