

# UNIVERSITY OF KWAZULU-NATAL



## EXAMINATION PAPER CONTROL SHEET

**To be completed by the EXAMINER (not the admin person) and attached to the OUTSIDE of the exam envelope.**

**TO BE CHECKED BY EXAMS OFFICE AGAINST FINAL TIME-TABLE**

DATE: ..... TIME: ..... VENUE: .....  
 NO. OF COPIES TO PRINT: ..... DATE RECEIVED AT EXAMS OFFICE: .....  
 DATE PRINTED: ..... DISPATCHED: .....

MONTH AND YEAR OF EXAMINATION: .....  
 FACULTY: .....  
 MODULE CODE: ..... MODULE NAME: .....  
 PAPER NO.: ..... DESCRIPTION: .....  
 DURATION OF EXAM: ..... NO. OF PAGES SUBMITTED FOR PRINTING: .....  
 ANTICIPATED NO. OF STUDENTS WRITING THIS PAPER: .....

- PRINT DOUBLE-SIDED (Tick choice)
- OPEN BOOK ALLOWED (Tick choice)
- REFERENCE SHEET ALLOWED? (Tick choice)
- DOUBLE DESKS REQUIRED? (Tick choice)
- SCIENTIFIC CALCULATORS ALLOWED? (Tick choice)
- \*PROGRAMMABLE CALCULATORS ALLOWED? (Tick choice)

YES	NO

*\* Exams Office staff cannot be responsible for checking or clearing the memory of programmable calculators.*

**INDICATE NUMBER OF BOOKS/SHEETS TO BE SUPPLIED TO EACH STUDENT:**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>3-PAGE EXAM BOOK (turquoise)</td></tr> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>7-PAGE EXAM BOOK (royal blue)</td></tr> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>15-PAGE EXAM BOOK (green)</td></tr> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>OTHER (PLEASE SPECIFY): _____</td></tr> </table>		3-PAGE EXAM BOOK (turquoise)		7-PAGE EXAM BOOK (royal blue)		15-PAGE EXAM BOOK (green)		OTHER (PLEASE SPECIFY): _____	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>MCQ ELECTRONIC ANSWER SHEET</td></tr> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>GRAPH PAPER</td></tr> <tr><td style="width: 30px; height: 20px; border: 1px solid black;"></td><td>STATISTICS TABLES / STEAM TABLES</td></tr> </table>		MCQ ELECTRONIC ANSWER SHEET		GRAPH PAPER		STATISTICS TABLES / STEAM TABLES
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Can this paper be retained by the students after the exam? (Tick choice)  
 If NO, front page must be of coloured paper, to assist security in assuring this.

<b>YES</b>	<b>NO</b>
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Name of Internal Examiner(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ Signature(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Email address of Internal Examiner(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Contact numbers during exam:

Office Ext.:  Cell:  Home:

Name of External Examiner(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ Signature(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Name of Head of School/Programme: \_\_\_\_\_ Signature: \_\_\_\_\_

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