



EXAMINATION PAPER CONTROL
SHEET (SUPPLEMENTARY EXAMS)

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

SUPPLEMENTARY EXAMINATIONS

EXAM DATE: TIME: VENUE:

MONTH AND YEAR OF EXAMINATION:
 SCHOOL:
 MODULE CODE: MODULE NAME:
 PAPER NO.: DESCRIPTION:
 DURATION OF EXAM: NO. OF PAGES SUBMITTED FOR PRINTING:
 NUMBER OF COPIES TO PRINT:
 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:

EXAM BOOK
 MCQ ELECTRONIC ANSWER SHEET
 STATISTICS TABLES/STEAM TABLES

GRAPH PAPER
 OTHER: (PLEASE SPECIFY BELOW)

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.

YES		NO	
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Contact numbers during exam:

Office Ext.:

Cell:

Home:

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

Name of Academic Leader/D&HoS: _____ Signature: _____

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Date:

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ANY OTHER ADDITIONAL PRINTING INSTRUCTION(S):

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