**EXAMINATION REQUISITION FORM**

**GUIDELINES**

All Examination papers must be received with a completed Examination Requisition Form.

# Module Information

* Indicate the correct module title and module number – this information should match the exam front cover and will also be published on the exam timetable
* Examiners name and telephone number should be inserted
* School Administrator’s name and telephone number should be inserted

# Examination Information

* Please indicate which session and diet the exam paper is for by choosing an option from drop down boxes
* The number of pages and questions should correspond to the exam paper (please number all the pages on your exam paper)
* Number of Students sitting the module for this session (please include any resit students you think may sit)
* Indicate all timings including duration of exam and any reading time (drop down box) you have allocated

**Instructions for the examination**

* Please complete each question by selecting from the drop down menu. If you have additional information you would like to provide, please use the box provided at the bottom of the Requistion Form.

# Additional Information for the examination

* If the Examination is to be timetabled at the same time as another exam
* Anything else you feel will be needed for the exam

**Confirmation**

* Please sign and date the requisition form to confirm the requirements for the examination

Please note that if the Examiner is not outside the Examination room at the start of the Examination, decisions will be based on the information on the requisition form.

Please note Student Administration no longer submit Examination papers to the Library