**EXAMINATION REQUISITION FORM**

**GUIDELINES**

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

# Section 1 – Module Information

1. 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
2. Examiners name and telephone number should be inserted
3. The number of pages and questions should correspond to the exam paper (please number all the pages on your exam paper)

# Section 2 – Information required for timetabling

1. Number of Students sitting the module for this session (please include any resit students you think may sit)
2. Please indicate which session the exam paper is for by marking the relevant box
3. Indicate all timings including duration of exam and any reading time you have allocated

**Section 3 – Instructions for the examination**

1. All the boxes should be marked indicting if an exam is e.g. open book etc

**(Student Administration no longer submit Examination papers to the Library)**

**Section 4 – Dictionaries**

1. You must supply a list of students who are allowed to use a dictionary. If no list is attached no student will be allowed to use a dictionary in their exams
2. Students who sit Business School modules are automatically allowed the use of a paper dictionary

# Section 5 – Special items to be handed out with exam papers

1. Unless otherwise stated the School should supply these items

# Section 6 – Additional Information

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

**Section 7 – Confirmation**

1. 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.