EDINBURGH NAPIER UNIVERSITY

Examination Requisition Form

The information on this form assists Student Administration and Invigilators with the delivery of your Examination. Therefore please complete in full and indicate clearly where there is an option.

**1.** **MODULE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Module Title: |  | Module Number: |  |
| Examiner(s): |  | Tel Ext: |  |
|  |  | Tel Ext: |  |
| ***The Examiner must be available at the Exam location for the first 15 minutes of the Examination.*** | | | |
| School Administrator: |  | Tel Ext: |  |

Number of pages in Examination paper (including title page): Number of questions:

**2. INFORMATION REQUIRED FOR TIMETABLING**

**Duration of Examination: (please complete) Examination Diet: (Please indicate)**

|  |  |  |  |
| --- | --- | --- | --- |
| Trimester 1 December | Trimester 2 April/May | Trimester 3 August | Resits July |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Duration of Examination  **excluding reading time** | Reading Time | **Total duration of Examination** |
|  |  |  |

**Number of Students:**

**3. INSTRUCTIONS FOR THE EXAMINATION**

**(Please indicate) YES NO YES NO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Calculator (programmable ones are **not** allowed) |  |  | Open Book Examination |  |  |
| Used Examination question papers to be returned Examiner |  |  | Separate Script Book per answer |  |  |
| Unissued Examination question papers to be returned to Examiner |  |  | Answer on Examination question paper |  |  |

**ADDITIONAL INFORMATION FOR THE EXAMINATION**

|  |
| --- |
|  |

**DICTIONARIES - Electronic dictionaries are not allowed in Examinations. Please indicate  if paper dictionaries are allowed:**

**All students: No students: Only students named on the attached list:**

**4. SPECIAL ITEMS TO BE HANDED OUT WITH EXAMINATION PAPERS**

To be supplied by the Schools in sufficient quantity when Requisition Form is submitted unless otherwise indicated below. Indicate number required per student (or leave blank if none required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Engineering Mathematics Formulae Booklet V4 (from Student Admin.) |  | Graph paper (1mm)  Supplied by School |  | Graph paper (other) please indicate size |  |
| Other Items (please state): | | | | | |

**5. CONFIRMATION -** I confirm that this information constitutes a complete and accurate list of requirements for the Examination and that the **Examination paper has been fully checked and moderated**. Any changes to the above will be notified by the School to Student Administration immediately.

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised: |  | Date: |  |