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| http://thenest.unitec.ac.nz/shadomx/apps/fms/fmsdownload.cfm?file_uuid=8CEFCB9E-9892-44FC-924E-7E60A12782DA&siteName=unitecintranet | Examination/Test Information Form |  |

**This *Examination/test Information form is* to be completed by the**

**Examiner for ALL examinations requiring invigilation and sent to** [**exams@unitec.ac.nz**](mailto:exams@unitec.ac.nz)

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| --- | --- | --- | --- |
| Examination/test details: | **Year 2022** | | **Semester One** |
| Course Name | Course Number |  | |
| Day of Exam | Start Time ………….  Reading Time …………. ……………  Finish Time …………. | | |
| Date of Exam |
| Course Co-ordinator/Examiner | Supervisor Name | | |
| Exam Type Closed Book | Supervisor Contact | | |

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| **Examination/test** **invigilator information:** | | |
| 1. | Are students required to hand in any part of the Examination Question Paper? | Yes  No |
|  | If “YES”, please identify. (e.g. multi-choice answer sheets, appendices, page number) | |
| 2. | Calculator Non programmable | Yes  No |
|  | Dictionary (if applicable) Yes  No  Programmable | Yes  No |
| 3. | Please identify any other material students are permitted to bring into the examination room | |
| 4. | Please identify any separate items to be handed to students with the examination question paper (e.g. formulae sheets, answer sheets, appendices).  Answer sheets | |
| 5. | All students will be provided with a 10-leaf answer book. Please list any other material that should be provided (e.g. graph paper, drawing paper, etc.) and how much per student. | |
| 6. | Do you wish students to write in the answer book: One side  Both sides | |
| 7 | Has the exam question paper been formatted? Yes  No  Has the exam question paper been moderated? Yes  No  Moderator Name: | |
| 8. | If you, as Examiner, are unable to attend during the 10-minute reading time for the examination? If not, please state who you have organised to be in attendance.  Name: Unitec telephone extn: Cell phone number: | |
|  |  | |
|  | Examiner signature (approved for printing): Date: | |
|  | Unitec telephone extn: Cell phone number: | |

(For Examinations Office Use only) Date received: