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**Examination Information Form**

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| Lecturers (Examiners) of all exam types, including digital exams, are required to complete and submit the [**Examination Paper Submission Form**](https://forms.office.com/pages/responsepage.aspx?id=sonzgIBzZ0u1J39xGleBMOTjI5CjpQRMgFYe9ztZIxJUNkhNMUxUSUpTVEZGRDZaT0hOV0ZWRUdFQS4u&web=1&wdLOR=c243C65BD-97DE-4F31-9F21-1A7FE7C30E22).  The exam paper must be prepared using the [**Exam Paper Template**](https://unitecnz-my.sharepoint.com/:f:/g/personal/tkk_unitec_ac_nz/Ev01avkspOdKobr4dDdEdh0Bj_QeaI9K_16gmg6DAvfCmA?e=alfQDJ) provided by the Exams Office. Prior to submitting this form, the exam paper must be proofread and receive approval from the Academic Programme Manager (APM).  **Please note that exam papers will be returned if any proofreading errors are identified.**  This document should be named as follows: [**Course Code] [Info Form] [Date of Exam]**  Example: ‘ACCY1100 Info Form 20 Nov’ |

**Please complete the following sections and provide additional information where applicable.** **The details in the exam paper must match exactly with the information provided in this form.**

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| **Section A: Examiner Details** | |
| \* Examiner Full Name: |  |
| Contact Number(s): |  |
| Email Address: |  |
| Substitute Examiner (if any): |  |
| Contact Number of Substitute: |  |

*\*The examiner must be present during reading time and remain on call throughout the exam for any queries. If the main examiner is unavailable, contact details for a substitute examiner must be provided.*

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| **Section B: Examination Details** | |
| Course Code: |  |
| Course Name: |  |
| Date of Exam: |  |
| Duration of Exam: |  |
| Start Time:  End Time:  Reading Time Duration: |  |
| \*Exam Type: |  |
| For Restricted Book / Restricted Open Book exams, specify allowed resources: |  |

***\*Exam Types:*** *Closed Book, Open Book, Restricted Book, Restricted Open Book, Digital Closed Book, Digital Open Book, Digital Restricted Book. For further guidance, please refer to the* [*Exam Regulations*](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2024/07/AC2.5-Examination-Regulations-June-24.pdf)*.*

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| **Section C: Calculator Use** | |
| \*Calculators Allowed: | Yes, all types of calculators allowed  Yes, only non-programmable calculators allowed  No calculators allowed / Not applicable  Other calculator requirements (if any): |

*\*The examiner must be present during reading time to verify calculators meet requirements, with a colleague assisting for large classes. Examiners may attach reference images of approved calculators.*

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| **Section D: Answer Booklets and Additional Sheets** | |
| Answer Booklets Needed: | Yes  No, answer in question paper / Not applicable |
| Additional Exam Materials Included: *(e.g. appendices / formulae sheet / answer sheet)* | Yes, specify type:  No |
| Additional Sheets Needed:  *(e.g. \*graph paper/ blank sheets / ruled sheets)* | Yes, specify type:  Specify quantity required per student:  No |
| Multiple Assessors Involved: *(e.g. Section A – John Smith / Sections B & C – Neha Patel)* | Yes, specify method for splitting:  No |

*\*For graph paper, please specify the required type (e.g., square grid/ Engineering graph paper)*

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| **Section E: Printing Options for Exam Paper** | |
| Print Layout: | Double-sided (Standard)  Single-sided |
| Colour Options: | Black & White (Standard)  Colour (for images/diagrams) |
| Stapling Options: | Top Left Corner (Standard)  Top Right Corner  No Stapling Required |

*Please ensure that all exam papers are submitted early for printing, in accordance with the* [*Examination Timeframes and Processes*](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2024/07/Exams-2025-Exams-ProcessTimeline-v2.pdf)*, to allow sufficient time for processing and review.*

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| **Section F: For Digital Exams (If Applicable)** | |
| Software Program(s) Used: |  |
| \*Exam Codes Requested: | Yes  No |
| IMS Support Requested: | Yes  No |

*\*Exam Codes must be requested from IMS for Closed Book Digital exams. The examiner must be present at the start to assist with login and exam access. A colleague should be present to assist for large classes.*

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| **\*Other Relevant Details (If Any)** |
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*\** *Please provide additional details, clarifications, or special requirements for the exam, if any.*

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| **Proofreader Acknowledgment** | |
| I hereby confirm that I have carefully reviewed the examination paper to ensure its accuracy, clarity, and consistency. I have checked all aspects of the paper, including the content, structure, and formatting, to verify that it meets the required academic standards and guidelines. | |
| \*Proofreader Name: |  |
| Proofreader Signature & Date: |  |

*\*The proofreader must be a colleague or academic programme manager and* ***not*** *the examiner.*

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| **Examiner Declaration and APM Approval** | |
| **All boxes below must be ticked before the exam paper is uploaded. The Academic Programme Manager (APM) must review and approve the exam prior to submission.**  I hereby confirm that:  I have reviewed the[**Exam Regulations**](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2024/07/AC2.5-Examination-Regulations-June-24.pdf) and the [**Examiner/Lecturer Checklist for Exams**](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2025/02/Examiner-Lecturer-Checklist-for-Exams.pdf).  The content of the exam is accurate, complete, and adheres to the required standards.  All information and instructions provided on the cover page are accurate and correct.  All page numbers, headers and footers are properly formatted and accurate.  All appendices are included, properly labelled, and clearly referenced.  \*This document represents the final version of the exam paper, approved for printing.  A proofreader has reviewed the exam paper to ensure accuracy, clarity, and consistency.  The Academic Programme Manager has reviewed and approved this exam paper for printing. | |
| Examiner Full Name: |  |
| Examiner Signature & Date: |  |
| APM Signature & Date: |  |
| School: |  |

*\*All documents must be uploaded in PDF format. Other file types will not be accepted.*