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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/%3Af%3A/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 applicableOther 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.*