CENTRAL STUDENT ADMINISTRATION OFFICE

IN CLASS TEST QUESTION PAPER CHECKLIST

Papers should be submitted by the deadline confirmed to you via email. Central Student Administration Office have the right to cancel ICT arrangements with the School if papers are not submitted by the given deadline.

Please ensure ALL Question Papers you submit to the Central Student Administration Office include a copy of this checklist. Both the module code and the date of the test must be included on the front cover of the test paper. Please complete all relevant fields on this form.

MODULE CODE: .................................................. Date of In Class Test: ...........................................................

CONTACT (in case of query)...........................................................................................................................

TOTAL PAPERS PRINTED: ..................................................

LENGTH OF TEST (maximum of 45 minutes for a 1 hour lecture slot and 1 hour 30 minutes for a 2 hour lecture slot): ..........................................

IF THE PAPER IS MORE THAN 45 MINUTES LONG ARE THE STUDENTS PERMITTED TO LEAVE THE HALL BEFORE THE END OF THE ASSESSMENT (Y/N): .........................

Please note, if the paper is only 45 minutes long, we will require students to stay within the hall until the end of the allotted time to minimise disruption to others.

Where are the students required to write their answers?

☐ Standard Blue In Class Test booklet (provided by the Central Student Administration Office)
☐ Multiple Choice Answer sheet (to be provided by the School if required)
☐ On the Question Paper
☐ Other - please give details :.................................................................

What identification information would you like students to write on their answer sheet?

☐ Name
☐ Exam Number
☐ Student ID number
☐ Name of Seminar Leader
☐ Other / Combination of above - please give details :.................................................................

Are there any additional materials you would like us to supply to candidates during the test?

☐ None
☐ Graph paper
☐ Actuarial Books
☐ CESTS (Cambridge Statistical Tables)

Are candidates permitted to use any of the following items? PLEASE TICK YES OR NO AS APPLICABLE

<table>
<thead>
<tr>
<th>Item</th>
<th>YES □</th>
<th>NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dictionary</td>
<td></td>
<td></td>
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<tr>
<td>Other - give details</td>
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</tbody>
</table>

STUDENT PERMITTED TO REMOVE QUESTION PAPER

☐ YES □  ☐ NO □

PLEASE UPDATE THE EXAM PAPER ACCORDINGLY