

Year 11 & 12 Examination

Cover Sheet

Please complete this cover sheet and submit it with your examination paper to Reprographics at least **14 days before the exam period**.

Please also include **class list(s) of exam candidates, instruction sheet** (if needed) and any **special items (eg. Maps) to be given with exam papers**.

Examination Details	
Subject	
Date of Examination	
Exam Set By	
Contact Details <i>(During examination)</i>	

Reprographics	
Number of Copies	
Proof Copy Checked <i>(Sign and Date)</i>	
Final Exams Checked <i>(Sign and Date)</i>	
Class List Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions <i>(Include any special items or supplementary material, colour paper needs, etc...)</i>	<input type="checkbox"/> Separate Instruction Sheet Included

Final copies will be delivered to the exam cupboard in Academic Services and you will receive notification at this time. **Two days prior to the exam, the overseeing person sights the final exam, checking that it has been photocopied correctly and the number of exam papers matches the number of students on the class list.**