

EXAMINATIONS

SCRIPTS COLLECTION PROCEDURES

[scripts = answer booklets)

SCRIPTS FROM THE MAIN VENUE

Scripts are received into the Exams Office, sorted and annotated on our scripts returned report. The bundles are sorted into Subject areas and stored in the strongroom. Available alternative exam scripts are then added to the appropriate bundles. Please allow time for this process to occur and arrange to pick up scripts from the Exams Office after 9:30am or 2:30pm.

IDENTIFICATION

Any person attending to collect scripts **must have staff ID**. If a nominated person, other than staff, comes to collect scripts, they must have a **letter of authority** (see annexed) signed by the Head of School or the lecturer. The nominated person will also need to bring **photo ID**.

AEA SCRIPTS (from alternative exam arrangements)

AEA scripts may not always be available with the main venue scripts, due to changes in dates and/or times that the exams were sat. You will be notified when these additional scripts are available and it is your responsibility to arrange for someone to collect them.

INCIDENT REPORTS

Any emergency or suspected cheating will require an Incident Report. The Incident report will be attached to the relevant answer script and bundled separately. The Exams Officer will retain the bundle for further investigation and reporting. The School will be contacted when the script is available for collection.

Please bookmark our webpage on the Student Administrative Services website for additional information for staff about exams and results procedures and guides – <http://www.adelaide.edu.au/sas/exams.html>

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LETTER OF AUTHORITY

This is to certify that _____

is authorised to collect scripts from the exam _____

_____.

On behalf of _____

in the School of _____.

Signed _____

Dated _____

(Photo ID must accompany this letter when collecting examination scripts)