



AGREEMENT FOR VIEWING TEST/EXAMS

PROCESSES FOR VIEWING YOUR TEST OR EXAM PAPER

- Test/Exam papers are not returned to students. Grades are loaded to Moodle.
- Students may request to view their Test/Exam paper up to two weeks from the date of the release of confirmed results.
- There is no application fee associated with viewing a Test/Exam paper.
- Once a viewing of the Test/Exam has been requested, the student makes an appointment to view the Test/Exam in one of two ways:
 - By sitting with Faculty Support for 10-15 minutes to view the Test/Exam on campus
 - By arranging a remote access meeting with Faculty Support who will share the screen
- No notes, screen shots or photos of the Test/Exam are permitted. ALL students are to sign an agreement to comply with this regulation on request for viewing.

STUDENT NAME STUDENT ID

NAME OF QUALIFICATION

COURSE CODE ASSESSMENT NO

DUE DATE FOR TEST/EXAM/...../.....

FIRST ATTEMPT OR RESIT.....

DATE OF VIEWING TEST/EXAM/...../.....

VIEWING OPTION On campus Off campus

BY signing this form, I agree that I will not take notes, screen shots or photos of the Test/Exam.

STUDENT SIGNATURE

FACULTY SUPPORT SIGNATURE

Comments

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ADMINISTRATION USE ONLY

On receipt of Grades, student requests to view TEST/EXAM.

Faculty Support (FS) completes the following tasks and date and initial beside each task when completed.

- FS Checks grades are released (and notifies moderator of any FAILs (initial.....) (date.....))
- FS Notify Programme Leader by email of student request (initial.....) (date.....)
- FS Notify the student of the date to view TEST/EXAM and F2F or Skype option (initial.....) (date.....)
- FS prepares the paper copy of TEST/EXAM (SMS) (initial.....) (date.....)
- FS Following the viewing, PL is advised in next SOC meeting of any comments
- FS Upload this Form to the student's file on the SMS (initial.....) (date.....)

Faculty Support name: Signature: