

## **Mid Semester exam venue materials**

Sufficient quantities of the following materials are to be provided to each examination venue for the mid semester exams.

### **School to provide**

- Examination papers
- Student class list/Roll
- Rough paper
- Graph paper

### **School to download and copy**

All forms can be downloaded from:

<http://www.asd.uq.edu.au/forms-online>

- Chief Supervisor Report
- Missed announcements form
- Expired student ID card slip
- Handout for students ill in exam
- Supervisor Procedure Manual (Chief supervisor announcement scripts are contained in this manual) Provide at least one copy per venue

### **Ordered from Examinations section**

- Attendance slips
- 6 page and/or 14 page Answer Booklets
- Multiple Choice Answer sheets

Request for Examination materials, download the request form from:

<http://www.asd.uq.edu.au/forms-online>

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Please note:

If you are having trouble downloading files, it is likely that you are using Internet Explorer. Because of security issues with Internet Explorer we recommend you use a different browser, such as Firefox (<http://www.mozilla.org/en-US/firefox>) or Chrome (<http://www.google.com/chrome>).

If you are unable to install a different browser then you can change a security in Internet Explorer that will allow you to download these files.

Firstly go to Internet Options (which may be located under the gear icon at the top of your browser).

On the window that pops-up go to the Advanced tab and scroll down the list until you get the Security section.

Untick the option "Do not save encrypted pages to disk". Click OK.

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