Dear Colleagues

Please note the following timelines and processes regarding submission of examination papers.

**Summer Semester 2015-2016**

The deadline for upload of final examination papers is **Friday 22 January**.

After the **22 January** deadline, it will not be possible to submit papers via the online exams upload website. Final examination papers not submitted by this date will need to be printed and copied by the School and delivered to the Examinations Section no later than **1 week** after the **22 January** deadline i.e **Friday 29 January**.
Please note that meeting this timeline is necessary in order to package and distribute papers for off campus and alternative examination arrangements. Instructions on printing late papers are set out below.

**Sample examination papers**

If the final paper is not to be released to the Library, a sample paper of similar format and length must be provided for release instead.

Sample papers are to be emailed to examinations@uq.edu.au by *Friday 22 January*.

**Deferred/Supplementary examination papers**

The deadline for upload of the Deferred and Supplementary examination papers is *Friday 19 February*.

Please note that for the Deferred/Supplementary examination period, two examination papers can be uploaded for the one examination request, unless there are differing conditions between the Deferred and Supplementary examinations.

For example, if there are different durations, reading time or permitted materials, then separate examination requests will be necessary.

**Printing of late examination papers by the School**

1. All papers are to be printed on **white** paper, for all campuses
2. The quantity required is the enrolment number plus an additional 10 copies
3. A master copy of the examination paper printed double-sided on white paper must also be provided
4. To be hand delivered to the Examinations Section by no later than *Friday 29 January*
5. An electronic copy of the paper will also need to be uploaded. Contact Examinations Section for details on uploading a late paper.

Instructions on editing and upload of examination papers is available from the UQ Exams System Section at [http://www.asd.uq.edu.au/uq-exams-system](http://www.asd.uq.edu.au/uq-exams-system)

Should you have any enquiries, please contact the Examinations Section on 52488 or at examinations@uq.edu.au.

Your cooperation in meeting these timelines is appreciated.

Regards

Gerry

Gerry Crowhurst
Manager Examinations
The University of Queensland
Brisbane Queensland 4072
Phone: 61 7 3365 2239
Fax: 61 7 3365 4415
Email: g.crowhurst@uq.edu.au
CRICOS Provider Number 00025B

Unless stated otherwise, this email represents only the views of the sender and not the views of The University of Queensland.