Dear Colleagues

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

**End of Semester 1 2016**

The deadline for upload of final examination papers is **Friday 06 May 2016**.

After the **06 May** 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 2 weeks after the **06 May** deadline ie **Friday 20 May**.

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.

**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 20 May**
5. An electronic copy of the paper will also need to be uploaded. Contact Examinations
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

**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 06 May.

**Deferred/Supplementary examination papers**

The deadline for upload of the Deferred and Supplementary examination papers is Friday 20 May.

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.

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

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