Dear Colleagues


![Login](https://mgt.exams.uq.edu.au/exam_request/login.php?db=17)

[This email has been sent to Faculty and School professional staff only. Please distribute to relevant academic staff as appropriate.]
Enter your UQ username and password to login.

Exam requests have been copied from the Summer Semester 2015-2016 examination period database and can be edited up until Friday 19 February 2016.

The ‘Release to Library’ field has already been edited in all exam requests for Summer Semester Def/Supp to reflect ‘This examination paper will NOT be released to the Library’.

Full instructions on editing exam requests and paper upload for Deferred and Supplementary exams are available on the Examinations Staff Web Portal: http://www.asd.uq.edu.au/uq-exams-system

You are reminded that two (2) examination papers may be uploaded for the one examination request. That is:

(i) If there is one examination paper for both Deferred and Supplementary, then only one exam request will be required;
(ii) If there is a Deferred examination paper and a separate Supplementary examination paper, but all exam details remain the same (ie same duration, reading time etc.), then only one exam request will be required and the two separate examination papers can be uploaded under the one request;
(iii) If the exam details for deferred and supplementary are different (ie different exam durations etc.), then two exam requests will be required.

However, two separate exam requests should be created if there is to be a different exam paper for the same course but at different campuses (eg. St Lucia internal, Gatton external); please include this in the description field as well.

Friday 19 February 2016 is the deadline for editing requests and uploading Deferred and Supplementary examination papers.

Staff requiring assistance should contact the Examinations Section. Email: examinations@uq.edu.au or Telephone ext. 52488.

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

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