

Procedure to be followed to view examination papers

- I. Each School/Department shall arrange specific dates, after the publication of examination results on the Institute website, on which students may discuss their examination results with relevant Academic staff. This date shall be posted on the examinations page on the website.
- II. A request to view papers may be made by completing form 4FAS02. This should be returned to the School Office by the deadline published on the exams page of the website. Viewing will take place in a designated room on a single day as published on the exams page of the website.
- III. Students attending the viewing will be required to produce their student ID card to the officer in charge.
- IV. A Clean Desk Policy is in operation in the viewing room, mobile phones are not permitted.
- V. Students will not be allowed to remove scripts from the room or take copies.
- VI. No person other than the registered student will be allowed to view scripts even with the student's permission.