



## EXAMINATION SCRIPT PREPARATION GUIDELINES

### Introduction

This guideline describes the process for examination script preparation, approval and dissemination.

### Process

- STEP 1: Lecturer prepares examination script and forwards to the Vice President, Academic Affairs within the recommended time, in the prescribed format for review and approval.
- STEP 2: The Vice President, Academic Affairs will advise the lecturer of any required changes to the examination script. Once approved, the lecturer is notified and examinations are secured until one day before they are to be administered.
- STEP 3: Vice President, Academic Affairs then sends the scripts to the Library Technician to be printed.\*
- STEP 4: The library technician personally copies the scripts and places same in a sealed envelope to be collected by the class Lecturer on the day of the exam.
- STEP 5: The lecturer collects the scripts from the library staff on the day of the exam.

\* Please note that for the branch campuses, the approved examinations are forwarded to the site administrator to be secured, reproduced and given to the respective lecturers for administration.

