**Checklist – Is all clear to Exam Team and invigilators?**

After receiving the exam, the Exam Team are often left with some questions regarding its preparation. To avoid e-mailing back and forth to make things clear, we ask you to take heed of the following:

**Cover Page**Has the following information been completed on the cover page?[ ] Course code
[ ]  Exam time
[ ]  Number of pages and questions

**Scrap paper**Is the use of scrap paper permitted?
[ ]  Yes\*
[ ]  No

\* In order for the invigilator to maintain a clear overview, regularly, students receive only 1 sheet of blank scrap paper. If you believe students should be allowed more than one sheet of paper, please clearly indicate the number of sheets to be handed out.

**Answer sheet**What type of sheet should students use for answering?
[ ]  Lined answer sheets
[ ]  Squared answer sheets
[ ]  Multiple choice forms
[ ]  The exam itself

**Use of aids**Please clearly indicate what type of aids is permitted:
[ ] Dictionary\*
[ ] Calculator (+ what type)
[ ] Books/articles (names)
[ ]  Other

\*According to the EER, students are permitted to use a single bilingual dictionary, unless indicated otherwise. The STIP no longer provides written statements granting exceptions to individual students, or student groups.

**Layout & copies**Please be sure to send us the exam as a PDF file. We do not edit any of the documents we receive. Keep in mind that exams shall be printed double-sided in black and white, unless you indicate otherwise.
[ ] One-sided / double-sided\*
[ ] Color / black and white
[ ] Pdf-format (please use: ‘[print to PDF](https://helpx.adobe.com/acrobat/using/print-to-pdf.html)’ when saving as PDF)\*\*

\*Please note that ink may bleed through to the next page, leaving hand writing indecipherable. In order to prevent this, add a blank page following every exam sheet containing an open question.

**Contact by phone when absent**Should you unexpectedly be unable to be present at the beginning of the exam, make sure to provide us with your phone number, so that we can contact you.
[ ]  Phone number