**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