

Application for Copies of Examination Scripts



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Important Information

1. You should complete this form if you wish to receive a copy of your marked examination script(s) written during a formal examination.
2. This form must be received by the Assessment & Graduation Office: **no later than 3 months after the relevant examination period concerned.**
3. Completed forms must be returned to: Student Administration, Level 2, Student Centre, Gate 5, Hillcrest Road, Hamilton, New Zealand.
4. To complete your application you will need to: Complete the back of this form, hand it in at the Student Administration, located at Level 2, Student Centre, Gate 5, Hillcrest Road, Hamilton for them to work out and note the relevant cost on the form. You then need to pay the prescribed fee at the Fees Counter. You will be required to produce your Student ID when submitting this form. Please note that copies of scripts are not available until after the University's examination period and marking processes have been completed and results have been made final. A fee of **\$10 per publishable script** is required before your application can be processed. **Non-publishable scripts are free of charge.**
5. When your application has been processed:
 - a) all scripts, except those containing questions deemed non-publishable by the examiner concerned, will be sent to your current address;
 - b) If any of your exam scripts are deemed non-publishable you will be emailed to come and view scripts when they are available. You will be required to produce your student ID card when you view your script for 10 minutes under supervision.
6. Further Information:
 - Allow at least 4 - 6 weeks for processing from when grades have been made final.
 - You have to complete a new application form for every semester.
 - Copies of exam scripts will not be released if you have an outstanding debt with the University.
 - Payment must be provided prior to processing. We accept payment by cash/cheque/Visa & MasterCard. If paying by credit card, please enter your details at the bottom of the form overleaf.
 - Bank account details for direct debit online: ASB Bank Limited,
 - Account Name: The University of Waikato,
 - Account number: 12 3122 0084728 00
 - Swift Number: ASBBN22A
 - Amount: Amount should be paid in New Zealand Dollars
 - Reference: COES, ID Number, Surname, Initials
7. For further information or assistance contact: The Assessment & Graduation Office, The Gateway Building (Te Kuaha), by phone: +64 7 838 4466 extension 8018 or fax: +64 7 838 4539, or e-mail: exams@waikato.ac.nz.

Refer to Regulation 19 of the Assessment Regulations, governing the return of examination scripts, in the University of Waikato Calendar.

Application for Copies of Examination Scripts

Completed forms must be returned to Student Administration, Level 2, Student Centre, Gate 5, Hillcrest Rd, Hamilton.

Family Name: _____

First Names: _____ ID No: _____

Address: _____

Daytime Telephone: _____ Email Address: _____

I wish to receive/view a copy of my examination script(s) written during the examination period:

Year / Semester

<u>Paper Code</u>	<u>Paper Title</u>	<u>Publish/Non Publish</u>	<u>Office Use - Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total cost: _____

I authorise the Assessment Office to send a copy of these examination script(s) to my current address:

Student: _____

Signature: _____ Date: _____

Office use:

	<u>Date</u>	<u>Initials</u>
ID Sighted		
Entered on Jasper		

	<u>Date</u>	<u>Receipt Number</u>
Payment Received		

CREDIT CARD DETAILS: Please note - we do not accept American Express, Diners Cards or NZ Post Money Orders

Card Type :	_____	_____	_____	_____	_____	Name on Card:	_____					
Card No.	_____	_____	_____	_____	_____	Expiry	_____	_____	_____	_____	CardHolder Signature	_____

Finance Code: 01 RS AX02 30 1461 000 Reference: COES (Copy of Exam Script)