

The University of Auckland is available to facilitate exams for other institutions. Please review the following information if you wish to use these services.

Costs:

- Our fee is NZ\$149.50 plus any courier costs per student. This may vary depending on the number of student, see below:
 - Up to 3 Students in an examination session \$130 each student, plus GST
 - 4 to 9 Students in an examination session \$ 90 each student, plus GST
 - 10 to 20 students in an examination session \$ 70 each student, plus GST
- Unless otherwise negotiated students may be sharing the room and supervisor with other students sitting papers with similar requirements.
- Who is covering the cost is information that we need to know before we allocate an official booking for your exam. We can either invoice your institution directly at the end of the month or we can invoice the student directly before they sit their first exam with us.

Timing and student details:

- Time, date and number of students need to be advised as soon as possible, preferably no later than one month in advance.
- External Exams are held on this campus at **9am** or **2pm** NZ standard time, Monday to Friday and Saturday by negotiation (additional charges may be applied).
- We can accommodate from 1 to 500 students and, with adequate warning, disabilities and special conditions can also be catered for.
- The length of the exam and any reading time that is to be allotted must be stated with the booking.
- It is also helpful for us to know if the exam is open book, computer based or any other requirements for booking purposes.
- A roll should be provided with the full name of each student.
- It is helpful for us to have a contact number or email for the student, in case of emergency and last moment changes to exam location or time.

Exam paper, stationery and invigilator guide materials:

- All exams, stationery and guidelines for invigilators must be couriered to us at least two weeks before the first exam.
- We can accommodate receiving and sending PDF emails of exams.
- All equipment that is to be provided to the student should also be included with the exam and administration materials.
- We can provide blank note paper if directly requested by you.
- Pencils and rubbers WILL be provided to the student if they have forgotten them, unless we are specifically advised otherwise.

Return of exams:

- You have the option of providing us with a prepaid airway bill and packet for your preferred courier (which should be sent at the same time as the exam materials) or we will charge you/the student for an estimated courier cost at the time of invoice.
- Unless we are specifically advised the exam will NOT be copied before being returned.
- Please inform us if you want all the unused stationery and invigilator guides returned, destroyed or kept in secure storage.
- All exam papers, including spares, will be returned to the institution even when the student does not sit, unless specifically instructed otherwise.

Cancellation:

- If no exam has arrived, the student has not confirmed and there is no word from the institution one week before the exam, then we will assume the exam has been cancelled and you will not incur any costs.
- When an exam has not been cancelled by 1pm on the last working day before the exam, or if a student does not arrive and has not cancelled, then the full fee will still be payable.

Confirmation:

- Students must contact the following email address to confirm their attendance a week prior to their exam and receive instructions on reporting time and venue:
external.exams@auckland.ac.nz. This is essential as the venue may change at short notice depending on the number of confirmed candidates.

Identification:

- Normally we accept drivers licence, passport and University of Auckland photo id.
- If you have any other id requirements, such as signature being sighted or your own university identification, then this must be stated clearly in the paperwork accompanying the exam.

Special conditions and roll corrections:

- No student will be allowed to sit an exam, unless their name is on the official roll provided OR where written permission has been provided directly from the institution to us 24 hours prior to the exam.
- No student will be allowed special conditions or equipment unless written permission is provided directly to us from the institution (a dated email is sufficient) at least one week prior to the exam.
- With adequate warning we can provide special exam conditions for disabilities, use of computers, amanuensis (at a higher fee) and other special exam preparations. Further fees may apply depending on the arrangements needed.

Contact details

Email: external.exams@auckland.ac.nz

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