

## External Examinations

### Guide for Students



The University of Auckland is happy to invigilate exams for students of other universities/institutions.

The first step is to provide your institution with our details and we will get confirmation and arrange for them to provide your exam materials to us, please complete the section on page 2 of this document. It also pays to give us their contact details in case we need to contact them.

#### **Sessions:**

We offer two sessions a day, Mon-Fri, at 9am or 2pm Auckland time. A standard session is 1 to 3 hours long, hand written by the student and in a room with other students taking exams. While we can accommodate special conditions, computer equipment and longer exams other charges may apply to either you or your institution. If you anticipate that your exam will be a non-standard session then please let us know immediately so we can advise any extra costs and plan accordingly.

#### **Fees:**

Standard examination per session \$150 plus any postage required. For pricing of non-standard sessions please contact us for a quote.

#### **Auckland Examinations Contact:**

Email: [external.exams@auckland.ac.nz](mailto:external.exams@auckland.ac.nz)

Mob: 027 836 4877

#### **Or**

Victoria Henderson

Phone: (+64 9) 923 1373

#### **Or**

Anna Li

Phone: (+64 9) 9237176

#### **Physical Address:**

The University of Auckland  
Room 108, the Clock Tower Building 105  
22 Princes Street  
Auckland 1010  
New Zealand

#### **Confirming Your Exam:**

Please email to confirm your exam at least one week before you are scheduled to sit. If you do not confirm we can not guarantee that you will be able to sit your exam. It is very important that we know you are coming and can make sure that everything is arranged for you as well as making sure that you know when and where to attend.

We will also need a contact phone number so that we can call you if anything for your exam, such as time or place, changes.

#### **Reporting:**

You will report to the room given when you confirm. A copy of the campus map can be found on the [www.auckland.ac.nz](http://www.auckland.ac.nz) website. Reporting time is 8:30am or 1:30pm.

**Payment:**

Where you, the student, are covering courier costs and/or the \$150 invigilation fee or other costs, then you will pay this before sitting your first exam with us. Please report at the same time and place as usual and there will be facilities available to pay. You can pay by cash, cheque, major credit card or eftpos. Please note that if you do not cancel by 1pm on the day prior to an exam you will still need to pay the charges. If your institution covers this cost then please ignore this section.

**If you have any queries do not hesitate to contact Victoria Henderson or Anna Li.**

**Individual student request**

|  |   |
|--|---|
| Institution you are studying with:                                     |   |
| Family name:   | First name/s:   |
| Mobile/Cell Phone Number:  | E-mail:   |
| Address:   |   |
| Who is covering the cost of the examination invigilation? (if known)   | <input type="checkbox"/> I am paying the fee for the exam/s.<br><input type="checkbox"/> My home institution is to be invoiced. |
| Details of exam eg paper based, computer based, any special provisions |   |

**Exam details**

| Subject Code/s & Name/s | Proposed date and time of exam/s (if known) | Length of Exam (hrs) |
|-------------------------|---|----------------------|
|                         |   |                      |
|                         |   |                      |
|                         |   |                      |
|                         |   |                      |

Please complete and email this form to [external.exams@auckland.ac.nz](mailto:external.exams@auckland.ac.nz).