

**UQ Business School**

ACTING HEAD OF SCHOOL  
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## REQUEST TO VIEW FINAL EXAM PAPER/S

**Students:**

- ✚ Please complete this form and return to UQ Business School Reception, Level 2, Colin Clark Building (#39) by close of business **Friday 31<sup>st</sup> July 2009**.
- ✚ *Alternatively, download a Request Form from UQBS website, located under "Student Notices" on the UQ Business School website.*
- ✚ Viewing Sessions will be held from the 3<sup>rd</sup> week of Semester 2, 2009
- ✚ Dates and times for the Exam Viewing sessions are displayed on the UQ Business School website: <http://www.business.uq.edu.au/display/study/Student+Notices>

<b>Course Code:</b>	
<b>Course Title:</b>	
<b>Semester:</b>	<b>Semester 1, 2009</b>
<b>Lecturer:</b>	
<b>Student Number</b>	
<b>Family Name:</b>	
<b>Other Names:</b>	
<b>Student's Email Address:</b>	
<b>Student's Phone contact:</b>	
<b>Today's Date:</b>	

**SEE OVER FOR UQBS POLICY ON VIEWING FINAL EXAMS**

# UQ BUSINESS SCHOOL

## POLICY ON VIEWING FINAL EXAMS

The procedure for students to view their final exam is as follows:

1. Visit Reception at UQ Business School (Level 2, Colin Clark Building (#39), and complete a '**Request to View Final Examination Paper**' form.
2. Submit the completed form to the UQ Business School Reception by the end of the Teaching Week 1 of the subsequent semester. Students should keep a copy of the completed form for their own reference.
3. At the viewing session, students will be given their exam papers and the model answers, which they may view on site.
4. No exam papers may be taken out of the viewing room.
5. No bags may be taken into the viewing room.
6. At the time of viewing the exam papers, the associate lecturer or lecturer-in-charge of the course will be available in the viewing room.
7. While arithmetic errors will be corrected, The University of Queensland has a strict policy against the remarking of exams.
8. If a student wishes to further discuss their exam answers, the students should approach the associate lecturer in the course. If there is no associate lecturer, the student should approach the **course coordinator**.
9. Timetable of viewing sessions is available on the UQ Business School website under STUDENT NOTICES:

<http://www.business.uq.edu.au/display/study/Student+Notices>

**NOTE:** *The only opportunity for students to view their final exam paper is during the dates given on the Exam Viewing Schedule. Exam papers cannot be viewed by approaching individual course instructors outside of these times*