

GENERATING EXAM DOCKET

Student can generate exam docket from the system.

Step 1:

Navigation: **Self Service > Academic Records > Generate Exam Docket**



Figure 1: Exam docket page

Step 2:

By default system will display latest program and term of student. Student should select appropriate exam type. For example, we can select exam type 'All' to print Regular and Resit Exam docket.

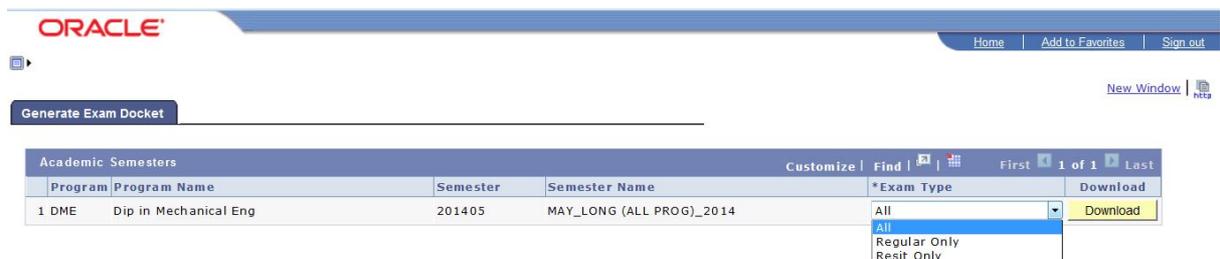


Figure 2: Options for printing exam docket type

***Note

Exam type "All" = Regular and Resit Exam

Exam type "Regular" = Regular Exam

Exam type "Resit" = Resit Exam

Step 3:

Click on 'Download' button (refer to Figure 3). System will generate exam docket (refer to Figure: 4)

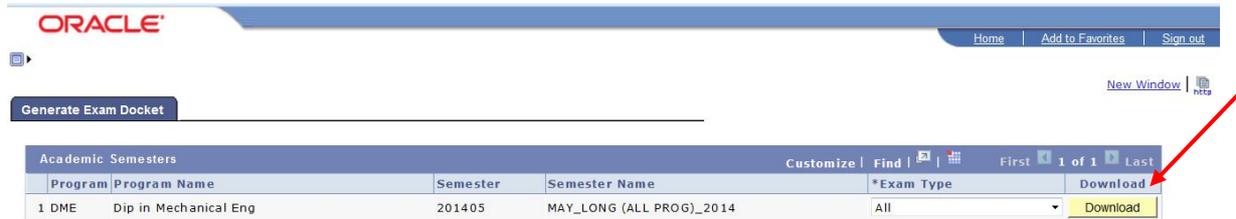


Figure 3: Exam docket page

The screenshot shows the generated exam docket page. It includes a table with exam details and a section for important reminders.

Program	Subject	Exam Date	Start Time	End Time	Building	Room
DME	EB-2002	15-09-2014	13:30:00	16:30:00	PREHALL	PH
	EB-2002	24-09-2014	13:30:00	16:30:00	PREHALL	PH
DME	EC-2104	24-09-2014	13:30:00	16:30:00	PREHALL	PH
	EC-2104	19-09-2014	14:00:00	17:00:00	RSCCENTRE	R303
DME	EB-2023	19-09-2014	14:00:00	17:00:00	RSCCENTRE	R303
	EB-2023	12-09-2014	09:00:00	11:00:00	PREHALL	PH
DME	MPU-2163	12-09-2014	09:00:00	11:00:00	PREHALL	PH
DME	DE-2001	25-09-2014	09:00:00	12:00:00	RSCCENTRE	R303

IMPORTANT REMINDERS!

1. Do not be late for examinations.
2. You must present your Student Card and Examination Docket during examination.
3. Handphones are **STRICTLY NOT ALLOWED** in examination venues.
4. Please dress appropriately for exams – **NO** skimpy/revealing clothing and noisy high heels.
5. **DO NOT** bring in notes/rough papers into the examination venue. Cheating is a very serious offence and any student found guilty will have to retake the semester again.
6. Write your ID number as identification when sitting for all examination papers. **DO NOT** write your name on any of your answer scripts

Figure 4: Exam docket