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.

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Figure 2: Options for printing exam dockets 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)

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Figure 3: Exam docket page

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Program	: DME								
Schedule	: Subject	Exam Date	Start Time	End Time	Building	Room			
	EB-2002	15-09-2014	13:30:00	16:30:00	PREHALL	PH			
	EB-2002								
	EC-2104	24-09-2014	13:30:00	16:30:00	PREHALL	PH			
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	EB-2023	19-09-2014	14:00:00	17:00:00	RSCCENTRE	R303			
	EB-2023								
	MPU-2163	12-09-2014	09:00:00	11:00:00	PREHALL	PH			
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IMPORTAN	DE-2001 T REMINDERS! e late for examinations.	25-09-2014	09:00:00	12:00:00	RSCCENTRE	R303]	
2. You mus	t present your Student C	Card and Examination	ation Docket du	uring examina	tion.				
Handpho	ones are STRICTLY NO	T ALLOWED in e	examination ver	nues.					
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6. Write you	ur ID number as identific	ation when sitting	for all examin	ation papers.	DO NOT write	your name	e		

Figure 4: Exam docket