

## Records form for written exams

If any particularities are observed during the exam, the invigilator(s) should fill in the form and hand it in to the staff member of the exam organisation after the exam has been administered. N.B. Further details and any other comments can be stated at the back of this paper.

General information about the exam			Exam number <sup>1</sup> :
Domain	BVH / HEW / TWE	Invigilator/Examiner 1	«Invigilator»
Exam room	«Place»	Invigilator/Examiner 2	
Exam date	«Date»	Invigilator/Examiner 3	
<b>Starting Time exam</b>	«Start »	<b>Exam Finishes (regular)</b>	«Finish»
Course code	«Activity»		
Exam Component			

Remarks related to exam content	
Questions / uncertainties about front page?	Yes / No (give details at the back)
Questions about the exam? (contents)	Yes / No (give details at the back)

Observed peculiarities during the exam taking process			
	Student nr.	Student name	Observation + action taken
Fraud			
Fill in Records/ Proceedings form fraud as well			
ID and/or facilities card incorrect			

**N.B.**

**1. During the exam the protocol for invigilators needs to be followed.**

**2. I If the student cannot present the facility card, he/she is not entitled to any facilities.**

Number of exams handed out: .....pcs

Attendance list added? Yes / No

Number of exams received: ..... pcs

Signature + name of invigilator:

.....

<sup>1</sup> Administrative number of domain BVH

<b>Peculiarities regarding the exam</b>

<b>Other peculiarities during the exam</b>