

- Hua Mak Campus
 Suvarnabhumi Campus

EXAMINATION ORDER FORM

In order to provide proper instructions to students and minimize mistakes caused by the lack of information on our part regarding your examination, may we request you to kindly fill in the form, and place an "X" on the circle(s) corresponding to the type of examination and materials you prefer the students to use.

Request For:

Course Number: _____ [] QUIZ
 Course Title: _____ [] MID-TERM
 Lecturer: _____ I.D.Code: _____ [] FINAL
 Mail box No. _____ Tel. _____ [] LATE MID-TERM EXAM.
 Date of Submission: _____ Date for proof-reading: _____ [] LATE FINAL EXAM.
 Date need _____

NO. OF ORIGINALS _____ **NO. OF COPIES NEEDED** _____

Type of Requests:

This examination is worth _____% and consists of _____ parts.

Part I _____ Marks	Part IV _____ Marks
Part II _____ Marks	Part V _____ Marks
Part III _____ Marks	Part VI _____ Marks

- [] Answers to be on the Examination paper.
 [] Computerized Answer Sheet [] BIG (3 parts) [] SMALL (Multiple choice only)
 [] Regular Answer Sheet(s) _____ No. of page(s)
 [] Booklet(s) _____ No. of Booklet(s) [] Red [] Blue [] Green [] Violet [] Orange
 [] Blank Paper(s) _____ No. of page(s)
 [] Scratch Paper(s) _____ No. of paper(s)
 [] Table(s) _____

[] **Calculators**

(Please place an "X" on the circle corresponding to the types of calculators students will be allowed to use in the examination)

- [] Non-Programmable Calculators/Regular Calculator
 (Any kinds of calculators including scientific calculators that *cannot* store additional information or data)
 [] Financial Calculators.
 [] Others (Please specify the types of calculators)

[] Others (Please specify _____)

 (Admin. Staff)

 (Typist)

****Please attach this form to the Administrative Office when you submit your quiz or examination paper.**

 (For staff only)

Proof-reading Form

To: _____ Code: _____ Mail Box No. _____

Please come to proof-read your

- [] Quiz Paper
 [] Exam. Paper [] Mid-term [] Final [] Late Mid-term [] Late Final

Subject: _____

Administration Office