Exam Contacts and FAQs

The UNSW Examinations Team can answer your questions about exams:

- **Phone**: (+61 2) 9385 8436
- **Fax**: (+61 2) 9385 3223
- **Email**: exams@unsw.edu.au
- **Post**: Examinations Team, Level 9, Library Building, UNSW Sydney NSW Australia 2052

Exam FAQs

Here you can find some answers to frequently asked questions about exams:

What can I take into the exam room?

**Access to my completed exam paper**

Examination scripts (other than those returned to students) are retained in the relevant school for 6 months.

Students may request access to their completed examination scripts and may be able to consult the examiner or the course authority on their performance.

Faculties determine the conditions under which access is granted.

**Special arrangements for disability**

Students with disabilities may, in certain circumstances, be eligible for alternative provisions for assessments or examinations. These include:

- school or faculty-based (internal) assessments which must be arranged with the relevant academic staff member or School administrative officer, in conjunction with the Student Equity and Disabilities Unit.
- formal end-of-semester examinations which must be arranged with the Student Equity and Disabilities Unit, who will liaise with the Examinations Team within Student Administration.
- arrangements for written examinations. Students with a temporary disability that puts them at a disadvantage in written examinations should see a Disability Officer in the Student Equity and Disabilities Unit immediately after their disability is known. They will need to provide supporting medical documentation.

**Further information and contacts**

Information and **contacts** for disability services can be found on the [disability services](#) page.
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