

# REQUESTER

Submits exam request in TE Exam.  
Add all information needed in the admin field.

Creates activity session in Ladok + link for applying for alternative exam arrangements  
Deadline for application: 10 weekdays before exam.

Printed exam papers, exam information, any aids and, if needed,  
2 USBs delivered to the service centre Uppsala / Exam Services Alnarp.

Picks up completed exams + code lists from the service centre Uppsala / Exam Services Alnarp

Booking period + as needed

Booking period start / Booking submitted

After booking confirmation/ email

Ladok closes (10 weekdays before the exam)

No later than 14.00 two weekdays before the exam

Before and during the exam

After the exam

Same day by 16.00 or after 10.00 the day after

Coordinates exam requests, books rooms and invigilators.

Coordinates exams, books invigilators, prepares alternative arrangements, sets up rooms, allocates seats, prepares lists.

Checks and distributes exam papers to rooms / Manages the exam session

Compiles and packs completed exam papers and other exam materials.

# EXAM SERVICES