Exam week copy plan

CHECKLIST

THREE WEEKS BEFORE

- [ ] Get the exam timetable and the number of students sitting each exam.
- [ ] Agree the deadline for exam originals and tell every department.
- [ ] Agree how many spare copies each exam gets.

TWO WEEKS BEFORE

- [ ] Check paper stock and toner for every printer you will use.
- [ ] Book printer time for the large jobs and keep it free of other work.
- [ ] Decide where printed exams are stored and who holds the key.

WHEN ORIGINALS ARRIVE

- [ ] Check page count, sides and stapling against the request before printing.
- [ ] Print one copy first and have the teacher check it.
- [ ] Count the full run, pack it by exam and room, and label each pack.

ON THE DAY, AND AFTER

- [ ] Hand packs over in person and note who collected each one.
- [ ] Keep spares together in case a room runs short.
- [ ] Collect unused copies afterwards and dispose of them securely.

Free to copy, change and share.

EXAM PLANNER

Exam	Department	Teacher	Date and time	Students	Spares	Copies	Pages	Sides	Original due	Proof checked	Printed	Packed	Collected by

Free to copy, change and share.