



AA PART 3 EXAMINATION – DOCUMENT CHECKLIST

What to hand in	who receives it	what format	when to hand it in	Note
Draft Initial Assessment	Alastair Robertson	.pdf file by e mail to qwest@btconnect.com	2 months before Paper 1	Submit as one document
Final Initial Assessment	Alastair Robertson	.pdf file by e mail to qwest@btconnect.com	1 month before Paper 1	Submit as one document You cannot sit the exam without this being approved
	Rob Sparrow	.pdf file by e mail to sparrow_ro@aaschool.ac.uk	1 month before Paper 1	Ensure that Rob has completed front page
	Rob for Examiners	.pdf file on memory stick 1	Hand in with Paper 1	You will put a copy on 2 memory sticks that the AA will hand out at last seminar.
	Rob for Examiners	Print version	Last day of seminars/ Paper 1 handout	2 copies, bound separately. Submit each copy as single document, with PEDRs, CV and index.
	Self	Own storage device		You must provide this
PEDRs (and/or AA Certs of PE)	Alastair for checking and signing	.pdf files sent by e-mail to qwest@btconnect.com	1 month before Paper 1	PEDRs sent in after this date will not be signed and may affect your eligibility
	Rob for Examiners	Print version	Last day of seminars/ Paper 1 handout	2 copies, bound separately. Bind each copy in folder with Final Initial Assessment, CV and index
CV and index	Rob for Examiners	.pdf file on memory stick 1	Hand in with Paper 1	You will put a copy on 2 memory sticks that the AA will hand out at last seminar.
	Rob for Examiners	Print version	Last day of seminars/ Paper 1 handout	2 copies, bound separately. Bind each copy in folder with Final Initial Assessment & PEDRs
	Self	Own storage device		You must provide this
Paper 1	Alastair for Examiners	.pdf file on memory stick 1	Day of written exams	You will put a copy on 2 memory sticks that the AA will hand out at the last seminar. Scenario and Paper 1 questions will be pre-loaded on memory sticks.
	Self	Own storage device		You must provide this
	Rob for Examiners	Print version	Day of written exams	2 copies bound separately.

What to hand in	who receives it	what format	when to hand it in	Note
Papers 2, 3 & 4	Alastair for Examiners	.pdf files on memory stick 2	Day of written exams	You will put a copy on 2 memory sticks that the AA will hand out on the main exam day. Papers 2, 3 & 4 will be pre-loaded on Memory Sticks.
	Self	Own storage device		You must bring this with you to the exam
	Rob for Examiners	Print version (Rob prints this off memory stick)	Day after written exams	Rob will print copies of your exam answers and send them with your other papers to your Examiners
All documents	Rob for Chief Examiner	All digital files on memory stick	Day after written exams	All candidates' memory sticks to be copied onto an AA archive file and a file to be sent to Chief Examiner
	Self	Print version		You are advised to bring hard copy versions of your papers to the Oral, but this would be for your own reference – it is not a requirement
PEDRs / Certs of PE	Self	Print Version	Day after orals	You may collect original copies of these from Rob Sparrow. All your other papers will be archived by the AA

- Note 1** All documents loaded onto memory sticks 1 & 2 must be in MS Office format (Word, Excel, PowerPoint) or as .pdf files
- Note 2** Candidates should put electronic files in appropriately named folders and making and naming duplicate folders for each memory stick
- Note 3** Candidates may not bring into the exam any electronic storage media except for copying off their papers at the end of the exam day.
- Note 4** Candidates are responsible for the integrity and readability of the electronic files submitted
- Note 5** All answer papers must carry the candidate's name.
- Note 6** Candidates should use 12pt Times New Roman or Arial Fonts for normal text and no smaller than 10pt for tables and diagrams