

How to Download a Coversheet in Databee

You can download your coversheet immediately upon submitting your exam request, however, should you need to return to Databee to obtain your coversheet please refer to the below steps.

Please also note, this process does not change for different exam types (Hardcopy, Respondus etc.), and under no circumstances should the first page of your cover sheet be amended in any way, this will be audited. Instructions should be added where space has been left to do so on page 2, however conditions listed on page 1 should not be adjusted.

1. Search for your subject code in the Subject Search window, and select "Cover Sheet":

College of Arts, Society & Education NEW

Hello Lindsay

On this page you are able to search for your unit (subject) to request an exam. You can do this by typing the subject code in the search field and clicking SEARCH. Please select 'no exam needed' where applicable.

Exam requests may be entered until 03/02/2023
Exam papers may be uploaded until 06/02/2023
Read-only access will be available until 28/02/2023

Subject Search

Your Exams

SEARCH

Displaying 'ED0195': 1 Subjects.

SUBJECT

EXAM

ED0195 Bridging Science for
Teachers
(1 students)
Hard Copy Paper Exam



Cancel



Cover
Sheet



Edit



Another
Exam



Upload

2. This will download a Word doc that you can save and use to begin/continue writing your formal examination. As noted above, **do not** make any amendments to page 1 of the cover sheet, this will be audited, and you will be requested to update and remove any adjustments. Space has been allocated on page 2 for instructions to students.