

**2020-2021 REQUEST FORM:
FINAL EXAM PRINTING & EXAM MATERIAL**

Please complete the information below to provide essential details for printing your final exam and requesting exam materials. **Thank you for your attention to the following:**

- Email a copy of this form to printjobs@mta.ca, and cc to exams@mta.ca.
- Attach a PDF copy of the final exam to the email
- Submit requests within regular business hours, at least three (3) business days prior to your scheduled exam.
- Totals should exclude exams for students with accommodations through the Meighen Centre or International Centre. The Registrar's Office will provide these.
- Departmental Support Services will contact you to arrange for secure pick-up.

Course Information

Instructor: _____

Course code & section: _____

Course title: _____

Exam date: _____

Exam time: _____

Exam Printing Details:

Total exams to be printed: _____

Total number of pages: _____

Exams should be printed: double-sided single-sided

Paper colour: white colour first page colour only

Paper size: 8.5x11 8.5x14

Staple: Yes No

Other instructions:

Exam Materials Request:

Total number of Scantron Bubble Sheets: _____

Total number of exam booklets (coloured cover): _____

Total number of exam booklet inserts (white four-page): _____

Charge to account number: _____

For Use at Time of Pickup:

Exams & Booklets picked up: _____
(clearly print name and initial)

Date: _____