

Final Exams – Printing and Distribution Procedures

Procedures are as follows:

- A copy of ALL FINAL EXAMS (excluding take-homes) will be received by the Registrar's Office (3 business days) prior to the scheduled date/time of a final exam. If we do not have an exam by this point, we will call/email with a reminder.
- Exams can be submitted a) electronically to exams@mta.ca (a PDF is preferred), b) in person to the Registrar's Office during business hours, c) via campus mail in a secure envelope with a security tab (Department Secretaries keep envelopes and tabs).
- Note the attached exam details form – one form should be completed and submitted with each exam to exams@mta.ca. Details pertaining to copying and distribution must accompany each exam and should include a) the quantity of exams to print, b) the size of paper for printing, c) print back-to-back or one-sided, d) collated and/or stapled, e) if coloured paper is required for the cover. In addition we need to know the destination of the copied exams for those exams written at a location outside of the GYM (either returned to the instructor or picked up from the Registrar's Office).
- Printed exams will be securely stored in the Registrar's Office until delivery to the GYM, or returned to the instructor for exams written at a location outside of the GYM
- Copies of exams required for the Meighen Centre or the International Centre will be separated out prior to the exam for pick-up by authorized staff from those Centres.
- Following the scheduled exam date/time, exams written through the Meighen Centre and the International Centre will be returned to the Registrar's Office and subsequently returned to the instructor in a secure envelope with a security tab affixed.

Additional Notes:

*Exams should not be delivered directly to Support Services. Instructors/secretaries will be re-directed to deliver the exam to the Registrar's Office.

*In the Registrar's Office your point of contact will be Kim Mitton (3286) or Christiane Major (2680) or email exams@mta.ca .

* If you prefer to reproduce small quantities of exams in your Department, please ensure that a) the Registrar's Office has a copy of the exam 2 days in advance and b) and the Registrar's Office is aware that you are planning to re-produce your exam independently. The Registrar's Office will make copies, from the original, to provide to students writing exams in either the Meighen Centre or International Centre.

*Original exams are stored in the Registrar's Office until the end of the exam period, after which time they will be shredded (electronic versions will be deleted).

*For Departmental Secretaries, unique security envelopes and tabs are available for all offices. Please let us know if additional tabs are required.

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