

FINAL EXAM PRINTING & DISTRIBUTION DETAIL FORM

Please complete the information below providing all essential details for printing and distribution of your final exam.

COURSE DETAILS:

Instructor (s): Course Code and Sections (eg. BIOL 2101B):

Exam Date:

Exam Time: 9:00am 2:00pm 7:00pm

Exam Location: Gym Other

PRINTING DETAILS: Total number of exams to be printed for this course (including exams for distribution to

Meighen Centre, Wellness Centre and the International Centre):

Exam supplied by: Attached PDF (preferable) Attached Electronic File
 Sent by Secure Envelope Hand Delivered to Registrar's Office

Total number of pages: Exams should be printed: Double-sided Single-Sided

Paper Colour: White Colour Front Page Colour Only

Paper Size: 8.5x11 8.5x14

DISTRIBUTION DETAILS: For exams written in the GYM, the printed exams will be delivered to the GYM by the Registrar's Office. For exams written at locations other than the GYM, do you wish to:

Pick up the exams from the Registrar's Office Have the exams returned to your Department in a secure envelope

If we have discussed a re-scheduled or deferred exam for this course:

Use version provided here Will submit new version Contact me for details

SPECIAL/OTHER INSTRUCTIONS

Enter Special Instructions Here