

Delivering final exams to the Registrar office

Please note the following in regards to preparing and delivering a copy of your final exam to the registrar office.

1. All Final Exams **must be typed**.
2. The typed materials (**hard copy not via email**) with the completed Print Shop Form indicating number of examination copies, date and time of the exam must be submitted to the registrar office **6 working days before** the scheduled date of the final exam:

Scheduled Exam Day	Exam Due to Registrar office
Monday 10/6/2024	Monday 3/6/2024
Tuesday 11/6/2024	Tuesday 4/6/2024
Wednesday 12/6/2024	Wednesday 5/6/2024
Thursday 13/6/2024	Thursday 6/6/2024
Friday 14/6/2024	Friday 7/6/2024
Saturday 22/6/2024	Monday 10/6/2024
Monday 24/6/2024	Monday 10/6/2024
Tuesday 25/6/2024	Tuesday 11/6/2024

3. This will help balance the workload for the Department Secretaries, Print Shop, and this office.
4. **Instructors** have the responsibility to **proofread** their exams **and the Print Shop Form before** the materials are delivered to this office.
5. Care and attention to the typing of the exam and careful proofreading will minimize explanations and corrections on the exam day.
6. The examination periods will be **two hours** in length. Please ensure your examination will take most of this time to complete. However, care should be taken to ensure that the examination can be completed in that period of time. If additional evaluation is necessary it should take place in the final days of the course.
7. Please take extra care at every step of the process to make sure that test questions are secure and are **NOT** leaked to students. The integrity of the examination process is extremely important.