

# RECEIPT OF FINAL EXAMS SUBMITTED TO REGISTRAR'S OFFICE

**ALL WRITTEN FINAL EXAMS MUST BE SUBMITTED AS SOON AS POSSIBLE AFTER FINAL GRADES HAVE BEEN SUBMITTED. (All parts of the exam must be included)**

The Registrar's Office is responsible for the storage of all written final exams and must be able to provide copies quickly for petitions, clerical checks, student copies and student viewings. Students have 90 days after the relevant exam period to make these requests through eService.

## **EXAMS MUST BE DELIVERED IN ALPH ORDER, IN MANAGEABLE SIZE BUNDLES, SECURELY TIED WITH TWINE (not loose in a box)**

To be completed by the Department and returned to the Registrar's Office with the final exams.

### **Please check appropriate box:**

#### **Release Final Exams**

(Allows the Registrar's Office to release photocopy of final exams to students, upon request through eService).

#### **Do NOT Release Final Exams**

(COPIES WILL NOT BE RELEASED TO THE STUDENT. A photocopy will be made by the Registrar's Office when an exam copy request is made by the student through eService. The photocopy will only be provided to the Department.

Students will be instructed to make arrangements with the Department to VIEW the exam.)

**Instructor's Name:** \_\_\_\_\_  
(Please print clearly)

**Departmental Signature:** \_\_\_\_\_

(Please copy for Departmental Records)

**ALL PARTS OF THE EXAM HAVE BEEN SUBMITTED** (check specific items submitted below)

**BOOKLET**

**SCANTRON**

**KEY**

**SCANTRON SUMMARY**

**SCRIPT**

**CANDIDATE FORM**

**SESSION:** \_\_\_\_\_ OF \_\_\_\_\_

(EG. 2015-1 or 2015 Winter)

(indicate # of bundles i.e. 1 of 1, or 1 of 2 etc.)

**COURSE CD:** \_\_\_\_\_ **LEC:** \_\_\_\_\_