For Department Use Only

If OREG is to duplicate this exam, please fill out Part A and Part C. (please attach exam with paper clip)
If you will be duplicating this exam, please fill out Part B.

PART A
Do you want a copy of this exam to be deposited with the UVic Library and UVSS so that students may refer to it. (Exam will be deposited after the next August exam period).
☐ YES ☐ NO

PART B
☐ Department to copy exam. Class List will be mailed to Dept/School. Please also mail:
☐ On Exam Paper
☐ UVic A (Blue) - 5 options answer sheets
☐ UVic B (Green) - 10 options answer sheets
☐ UVic C (White) - 5 options answer sheets (w/bubble in names)
☐ In Booklets – Please specify either:
☐ 1 booklet or ☐ 2 booklets per student

PART C
☐ OREG to copy exam. (Please attach Exam)
Exam to be answered (please check appropriate box(es)):
☐ On Exam Paper
☐ UVic A (Blue) - 5 options answer sheets
☐ UVic B (Green) - 10 options answer sheets
☐ UVic C (White) - 5 options answer sheets (w/bubble in names)
☐ In Booklets – Please specify either:
☐ 1 booklet or ☐ 2 booklets per student

All exams will be printed back to back unless Single Sided is selected below.
☐ Single Sided

SPECIAL INSTRUCTIONS:

FINAL CHECKS
Cover Page includes:
☐ UVic, course name & number/ CRN / TERM
☐ Pages in Total ☐ How the exam to be answered
☐ Instructor’s Name ☐ Duration
☐ Directions, Inclusions ☐ “End” on last page
☐ Course Name, Number & Section on every page
Confirmed ___________________________________

For Exam Clerk Use Only

IN ☐

Copies to UVSS & Library?:
If YES, order 2 extra copies ☐

# of copies required: ________________
+ ________________ = ___________

Paper Size:
8 ½ x 11 _________ 8 ½ x 14 _________

Colour (white is default)_____________________________

# of pages: _________________________

Back-to-Back: ______________________________

Instruction Sheet (blue): ________

SPECIAL INSTRUCTIONS for Duplicating Operator:

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