EXAM CONTROL / ORDER FORM

UNIVERSITY OF VICTORIA

Office of the Registrar, (OREG)
Division of Student Affairs
Student Support Services
Main Floor, University Centre, Local 8143
exams@uvic.ca

NOTE: All original copies of exams will be returned to the Academic Unit following the Exam period

For Academic Unit Use Only	For OREG Use Only

For OREG 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 (yellow): _____

SPECIAL INSTRUCTIONS for Duplicating Operator:

_____

_____

_____

Checked by: _____

Enter in Exam Prep Binder ☐ **x copies = _____**

For Academic Unit 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

☐ **Academic Unit to copy exam**.
Class List will be mailed to Academic Unit. **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 _____