# 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**

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.

<table>
<thead>
<tr>
<th>PART A</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
<tr>
<td>□ YES</td>
</tr>
</tbody>
</table>

**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 for Duplicating Operator:

**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 ______________________________

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:

__________________________

__________________________

__________________________

__________________________

Checked by: ________________

Enter in Exam Prep Binder □ x copies = __________