



**Enrolment Services**

Scheduling Services  
 Scheduling, Records & Systems Management  
 0040 - 1874 East Mall  
 Brock Hall, Zone 1

**MIDTERM EXAM BOOKLETS REQUEST FORM**

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If you wish to order booklets for the 2023/2024 academic year, please complete the order form and return it by May 26, 2023. These booklets now have the same printed cover as the final booklets, but only have six (6) pages and are to be used for mid-term exams only. The requested booklets will be delivered at no charge to your department in late September.

**Note - there will be a delivery charge for mid-term booklets that require delivery at any other time of the year.**

As in past years, printed exam booklets will be supplied to all classrooms for final examinations scheduled by Enrolment Services for December, April and Summer Session Exams.

Please return the completed form by **May 26, 2023** to:  
[finalexams.administrator@ubc.ca](mailto:finalexams.administrator@ubc.ca)  
 [Please keep a copy of this request for your records]

<b>Name:</b>	
<b>Department:</b>	
<b>Building:</b>	<b>Room:</b>
<b>Address:</b>	
<b>Postal Code:</b>	
<b>Phone:</b>	
<b>Number of Boxes:</b> (500 booklets /box)	<b>or Number of Booklets:</b> (if less than 500)