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|  |  | **Scheduling Services, Enrolment Services** finalexams.administrator@ubc.ca |

# **Please return promptly to your department exam contact.**

# EXAMINATION REQUEST FORM

Instructors: Please complete this form and return it to your department exam contact no later than:

Department exam contact name (optional):

**The formal exam period runs 12 days, including Saturdays and Sundays.**

Exam scheduling information is available at [**https://facultystaff.students.ubc.ca/enrolment-services/scheduling-records-systems-management/scheduling-services/exam-scheduling**](https://facultystaff.students.ubc.ca/enrolment-services/scheduling-records-systems-management/scheduling-services/exam-scheduling)**.**

Please provide exam information for all courses that you teach, including ones for which you will not be holding an exam. If your exam(s) requires access to power outlets and/or wi-fi, please include this information in the table below. Please note the information shared below and entered on SISC will be visible in the [Exam Requests Report](https://facultystaff.students.ubc.ca/enrolment-services/scheduling-records-systems-management/scheduling-services/exam-scheduling/exam-resources).

Requests for exams to be scheduled early/late in the exam period or on specific dates must be accompanied by reasons for the request and signed approval from your department head and faculty dean/director.

Once the Exam Schedule has been published, changes will only be considered if accompanied by department head and faculty dean/director approval. The Exam Schedule will be available online at [**http://students.ubc.ca/enrolment/exams/exam-schedule**](http://students.ubc.ca/enrolment/exams/exam-schedule)**.**

Instructor name  Email

### **Exam information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course and section number | Daytime or evening section?1 | Formal exam required?  (yes or no) | Multi-sectioned courses | | Other information  • Exam length (if non-standard)2  • Exam requirements (i.e. need access to power outlets and/or wi-fi) |
|  |  |  | Does this course have one exam for multiple sections? | If yes, list all sections. |  |
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1. Exams for evening courses (sections starting at 5:00 pm or later) are normally scheduled in the evening. Exams for day courses are normally scheduled during the daytime; however, they may be scheduled during an evening block.

2. Standard exams are 2.5 hours. Please note that exams scheduled through Scheduling Services cannot be longer than three hours.

### Invigilation

Yes, I will be available to invigilate  No, I will not be available to invigilate

### Dates of absence

From       to

Name of substitute