Scheduling and Examination Services

Date: March 4, 2013
To: Departmental/School/College/Institute Exam Contacts
From: Paddy Mark, Examinations Officer
Re: April 2013 Examination Question Papers

Deadlines for submitting question papers to Examination Services are tied to the part of the exam period in which the question paper is to be written. Anyone requiring an exemption from these deadlines for academic reasons must have the consent of the Dean or Associate Dean of his or her Faculty. For this session the deadlines will be:

1. Wednesday, March 27 for exams scheduled April 13 - 17
2. Thursday, April 4 for exams scheduled April 18 - 22
3. Thursday, April 11 for exams scheduled April 23 - 27

Examination Services will not be responsible for the reproduction or delivery to the exam site of papers not received in 508 Unicentre by these deadlines. It will be the responsibility of the department concerned to see that late papers are reproduced in sufficient numbers and delivered (already collated and stapled, if necessary) to the exam site, including any site(s) where students are writing with special accommodations, one half hour before the exam begins. We will provide seating, exam booklets, Scantron sheets, and signing sheets for all exams as requested.

The first page of each examination paper should be typed on red examination heading paper, which will be sent by interoffice mail to anyone requesting it. If you prefer to use a customized heading page, please be sure that it includes all the information specified on the official heading page (see list below).

In the box labelled “EXAMINATION”, please specify the type of examination (i.e. final) and the month and year in which the exam will be written (i.e. April 2013).

To reduce questions and problems later, please ensure that question papers are clearly legible and that the following information is accurate:

- subject code, course number, and section letter for each course and section to which the paper refers (must be typed on each page)
- course instructor(s)
- number of students
- number of pages
- Authorized Memoranda (This box should contain a list of any material--in addition to writing implements--that students will be allowed to use during the exam. Included in this list should be calculators, charts, tables, dictionaries, textbooks, sheets of notes, etc. If no aids are permitted, please type "NONE" in the box.)
- duration
- whether or not booklets and/or Scantron sheets are needed
If instructors do not want their question papers to be taken from the examination room or made available to students after the exam, please indicate this by typing “MAY NOT” in the space provided. If the students’ copies of the question paper must be handed in, but copies of the question paper may be released for consultation later, please note this under the heading area.

Instructors are to proofread their papers for accuracy and completeness, and they must sign each page to indicate that they have done so.

The examination locations will be posted at http://www2.carleton.ca/ses/exams/exam-schedule/exam-schedule/ on March 28.