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|  | Scheduling Services, UBCOEnrolment Servicesacademic.scheduling@ubc.ca |

**UBCO EXAMINATION REQUEST FORM**

Instructor name:

Instructor Email:

**Form Instructions:**

1. Complete the form and include final exam information for all classes you are teaching in Select Exam Session
2. Return the complete form to your department exam contact: Enter Department exam contact name
3. Promptly return the completed form by: Click or tap to enter a date.
	* Note: late exam requests may increase the number of direct exam conflicts and exam hardships

Exam scheduling information is available at <https://ok.ubc.ca/faculty-and-staff/enrolment-services/academic-scheduling-services/exam-scheduling/>.

Instructors may view their personalized exam schedules, once published, when visiting the [FSC (Faculty Services Centre).](https://ssc.adm.ubc.ca/fsc/home)

**REQUIRED EXAM INFORMATION:**

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| Course & Section Number(example: BIOL 116 001) | Final exam required?(yes or no) | Common Exam(exam scheduled same day/time for multiple sections) | Exam Duration(1 – 2.5 hrs) | Suitabilities |
| Is a common exam required for this course? | If yes, list all sections. | Computer Lab(yes or no) | Restricted Lab(Enter Restricted lab below) | Power(yes or no) | Online Exam(yes or no) |
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