FINAL EXAMS
You will be required to submit detailed information to Gillis Aning if you wish to offer a final exam in either of the official final examination periods.

Gillis will need to know the duration of the exam, whether aids are allowed, etc. She will e-mail you at the appropriate time for this information. Gillis will also need a copy of your final exam - details regarding the official format will be included in the e-mail. Normally, final exams are submitted about a month before the end of term. For confidential reasons, please ensure that you do not leave any copies of the exam on your office desk, in the photocopy room, in the recycling bin, or any other public place. Bear in mind that course instructors are required to invigilate their own exams. Also, once you have marked your students’ final exams, you must arrange them alphabetically or numerically and then submit them to Gillis Aning. The exams will be picked up by the Exams Office at the Faculty of Arts & Science.

Please note that students do not have access to exams written during the official examination period. Students must petition through the Faculty Registrars’ Office to view an official exam and must provide a legitimate reason for the request. In addition, students are required to pay a registration fee for this request.