EXAM/TEST ENVELOPE

- Use one envelope for each student writing the exam.
- SERVICE REQUESTS (pink copy), should not be placed in exam/test envelope. The request form must be submitted in advance of the exam/test for scheduling purposes. Students are required to submit the form to AASC and adhere to all deadlines.
- We will arrange for students to receive the accommodations relayed to you in the Confidential Student Accommodation Form for Instructor.
- Have the exam envelope dropped off at our office at least one working day prior to the exam or send an e-copy, 3 working days in advance.
- You may fax (494-2042 or 494-6797) or email (sasexams@dal.ca) the exam. Please include instructions below.
- Office hours are 8:30 a.m. to 4:30 p.m. Monday - Friday. Exam hours are 8:30 a.m. to 10:00 p.m. Monday - Saturday. As such we may have to start evening exams earlier to account for time extensions.

Student name: _____________________  B00#: _____________________
Course Code: _____________________  Professor: _____________________

BELOW MUST BE FILLED OUT BY PROFESSOR / INSTRUCTOR:

Date of exam: ______________  Duration of exam: _______  Start time of exam: ___________

☐ This is a BLS exam
☐ This is an OPEN BOOK exam
☐ This is an OPEN NOTES exam
☐ A REFERENCE SHEET is allowed (if so, Specs. for reference sheet): _____________________
☐ Other aids allowed? (e.g. calculator (type), scrap paper, etc.): _____________________
☐ A bubble sheet (scantron) is required
☐ Blue
☐ Green
☐ An exam booklet is required
☐ Essay
☐ Engineering

During exam, instructor can be reached at:
Phone # _____________________  Building/room #: _____________________

Please confirm as to whether you be available and accepting questions during the exam  ☐ YES  ☐ NO

Exam Pick-Up:

Sexton & Carleton Campuses: Exams will be couriered to main offices for pick-up by Instructor.

Studley Campus: Exams can be picked-up following the completion during office hours. To confirm whether the student(s) has completed the exam for pick-up, call the Lead Proctor at 902-494-2510.