**UNIVERSITY OF VICTORIA**

**Office of the Registrar**

**Final Exam Storage Form**

**As you prepare to store your final exams, note there are 2 options available**:

1You may retain exams in your department/school. They must be kept in a **secure** area and students must **request permission** to
 view them with Photo Identification. Do not allow students to ‘self serve’.

2Return them to our office for storage. In which case, please follow the instructions below and fill out the right hand side of table below.

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| **Exams returned to our office must be in the****following format:** | **Please fill in the form below, print and attach to Exam bundles.****(1 storage form per exam bundle)** |
| * Tied with string or elastics in ***manageable*** sizes (Max 3” high)
* Labeled with course abbreviation/number & section if applicable ( \*\* see below )
* ***Alphabetical order***
* If student used more than one booklet, insert all into one.
* Bubble sheets (aka; answer sheets, NCS, scantron, UVic A/B) should be included on the top of each bundle, ***Alphabetical order.***
* Answer key for the above, identifying course and section if applicable should be providedfor students to check answers. **NOTE: If an answer key will not be provided, please let us know when you return the exams for storage.**
 | Enter below:Course Abbrev.and Numberand Section if applicable(e.g. ANTH100 A01) | Enter below:Alpha split if applicable(e.g. A-L) | Enter below:Term (e.g. Month Year) |
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**\*\* Section numbers are only required for multi-sectioned courses that have been sorted into separate sections for storage.**

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| ***Exams will be accepted for storage as below:*** | ***Exam Viewing will commence:*** |
| April Exams until the end of May | 3rd Tuesday of May |
| December Exams until the end of January | 3rd Tuesday of January |
| Summer Exams until the end of September | 3rd Tuesday of September |

Thank you.