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Name:	Printing & Duplicating Services – Examination Requests
Policy Number:	2-4003
Origin:	Facilities Management
Approved:	1 March 1993
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	Director, Housing & Conference Services
Effective Date	2020-JAN-21
Revision Date(s):	1 September 2007, 21 January 2020

All requests for duplication of exams are to be delivered by hand to the Print Centre five (5) working days prior to the scheduled exam date. The exam requisition must include the course name and number.

The completed copies and originals will be held for pick-up by the Departmental Secretary. Departmental secretaries will verify the contents at the time of pick-up and sign for receipt of the material. If the exam material is too heavy for the department secretary to carry, it will be delivered by Inventory & Distribution staff and a signature will be required at time of delivery.

Exams will not be returned to departments via internal mail.