## IMPORTANT DEADLINES:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline Details</th>
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<tbody>
<tr>
<td>Submit exams to the RO</td>
<td>MINIMUM of 10 Calendar Days in advance</td>
</tr>
<tr>
<td></td>
<td>Ex: April 11 exam, submit by end of work day April 1</td>
</tr>
<tr>
<td>Pick up exams and supplies from RO</td>
<td>1 HOUR before the start time of the exam (for security reasons)</td>
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<td>Ex: 8AM for a 9AM exam</td>
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<tr>
<td>Format Requests</td>
<td>Email <a href="mailto:lisa.wong@umanitoba.ca">lisa.wong@umanitoba.ca</a>, MINIMUM of 5 Working Days in advance</td>
</tr>
<tr>
<td></td>
<td>Ex: April 15 exam, format request by April 1</td>
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</tbody>
</table>

## STEP 1: DETERMINE THE DATE OF YOUR FINAL EXAM

*You can find your final exam date two ways:*

- Aurora
- RO Final Exam: [click here](#)

## STEP 2: COMPLETE YOUR FINAL EXAM QUESTIONS WITHIN ABOVE DEADLINES

*Minimum of 10 -15 calendar days in advance of your exam date.*

## STEP 3: USE RO FINAL EXAM HEADER TEMPLATE TO CREATE EXAM

*Word Document attached.*

- The Exam Header Template is sent each term from the RO to ALL instructors.
- Include Exam Header details on the top of all pages of your exam.
- The “Academic Integrity Contract/Instructions” sections are optional but encouraged, and can be edited to the instructor’s preference.

### STEP 3.1: FORMATTING (IF REQUIRED)

- Email Lisa Wong, minimum 5 days in advance of RO deadline.
- Lisa will connect you with a support staff member.
- Support staff will format the exam.

## STEP 4: FILL-OUT FINAL EXAM PRINTING REQUEST FORM

*Note: there are two forms per page, only one needs to be filled out.*

- Multiple Choice bubble sheets: Only full page 5 option (red) and 10 option (blue) bubble sheets are available through the RO.

## STEP 5: DROP-OFF EXAM AT RO

*RO Office: 400 U Centre.*

- Drop-off a paper copy of your exam, in a sealed envelope.
- Attach/Include Exam Printing Request Form (printed out on paper)

## STEP 6: PICK-UP EXAMS AND SUPPLIES FROM RO 1 HOUR PRIOR TO EXAM.

## QUESTIONS?

*Contact Karen Borbridge, Exam Coordinator, 204.269.1065.*