



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

## 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.