

EXAM CONTROL / ORDER FORM

UNIVERSITY OF VICTORIA

Office of the Registrar, (OREG)  
Division of Student Affairs  
Student Support Services  
Main Floor, University Centre, Local 8143  
[exams@uvic.ca](mailto:exams@uvic.ca)

NOTE: All original copies of exams will be returned to the Academic Unit following the Exam period

For Academic Unit Use Only

If OREG is to duplicate this exam, please fill out Part A and Part C. (please attach Exam with paper clip)  
If YOU will be duplicating this exam, please fill out Part B.

PART A

Do you want a copy of this exam to be deposited with the UVic Library and UVSS so that students may refer to it. (Exam will be deposited after the next August exam period).

YES

NO

PART B

**Academic Unit to copy exam.**

Class List will be mailed to Academic Unit. Please also mail:

On Exam Paper

UVic A (Blue) - 5 options answer sheets

UVic B (Green) - 10 options answer sheets

UVic C (White) -5 options answer sheets(w/bubble in names)

In Booklets Please specify either:

1 booklet or

For OREG Use Only

IN

Copies to UVSS & Library?:  
If YES, order 2 extra copies

# of copies required: \_\_\_\_\_

+ \_\_\_\_\_

= \_\_\_\_\_

Paper Size:

8 1/2 x 11 \_\_\_\_\_

8 1/2 x 14 \_\_\_\_\_

Colour (white is default) \_\_\_\_\_

# of pages: \_\_\_\_\_

Back-to-Back: \_\_\_\_\_

Instruction Sheet (yellow): \_\_\_\_\_

SPECIAL INSTRUCTIONS for Duplicating Operator:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked by: \_\_\_\_\_

Enter in Exam Prep Binder      x copies = \_\_\_\_\_