CONFIDENTIAL EXAM REQUEST
Faculty of Arts and Science

Submission Deadlines

<table>
<thead>
<tr>
<th>Period</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Exam Period</td>
<td>October 1</td>
</tr>
<tr>
<td>April Exam Period</td>
<td>February 1</td>
</tr>
<tr>
<td>June Exam Period</td>
<td>May 1</td>
</tr>
<tr>
<td>July Exam Period</td>
<td>June 1</td>
</tr>
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Policy
Normally, exams should be released to the Exambank (http://db.library.queensu.ca/exambank/) as per Senate policy http://www.queensu.ca/secretariat/policies/senateandtrustees/confidentialexams.html. Refer to the Guidelines for more details.

Exceptions to the Senate policy should be rare, and requests will only be granted by the Associate Deans (Studies) for the reasons listed below. A request for confidential exam status must be made each time the course is offered since permission is granted only for a final exam in a particular term and year, not for all final exams in the course in future years.

Procedure
To request that your exam paper be kept confidential, please complete this form in full and forward by the deadlines noted above to the Faculty of Arts and Science, Dunning Hall, First Floor attention of the Associate Deans (Studies). The Associate Deans’ (Studies) response will be emailed to you within 10 days of receipt of this form.

If approved, the exam question papers will be collected at the end of the exam and will never be released. Instructors will be obligated to provide students with sample study questions.

Course Details:
Term and Year ________________________________ Course ______________________________
Instructor ____________________________________ Email _______________________________
Instructor Signature __________________________________________________________________
Department Head Signature ___________________________________________________________

Reason for Request (please check all that apply):
- Questions come from copyrighted test bank
- Exam is multiple choice format
- Limited material available for testing
- Limited pool of exam questions exist
- Other (please detail)

Please answer the following:
1. Is this exam being administered by the Exams Office? Yes No
2. Have you requested confidential exam status for this course before (and obtained approval)?* Yes No
3. Is this a 300 or 400 level course?* Yes No

*if you responded yes to this question, please attach a detailed explanation addressing why it is not possible to write a new exam for each session in which this course is offered.

Approved ___________________________________________ Date __________________________