

**CONFIDENTIAL EXAM REQUEST**  
**Faculty of Arts and Science**

**Submission Deadlines**

December Exam Period	October 1
April Exam Period	February 1
June Exam Period	May 1
July Exam Period	June 1

**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 \_\_\_\_\_