

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 Dean (Studies) for the reasons listed below. **Instructors no longer need to seek approval each term to have their exams treated confidentially.** Upon initial approval, the course will be included on the Faculty of Arts and Science's Confidential Exam master list. The approval will apply to all future iterations of the course, until the Faculty Office is notified by the department that the exam no longer needs to be confidential.

Procedure

Use this form for **new requests** only. 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 Dean (Studies). Please contact the Faculty Office at asc.studies@queensu.ca for inquiries about whether a course is on the Confidential Exam master list. Instructors will still need to indicate on the exam request webform, sent by the exams office each term, that an exam should be treated confidentially.

Confidential 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:

Department _____ 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. 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.

AD(S) Approval _____ Date _____