

## FORMATING OF EXAMINATIONS – 2021-2022

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Please see the Peter A. Allard School of Law examination format in this document (*Faculty - please provide this to your administrative assistants*). Questions regarding these instructions should be addressed to Patricia Penafiorida, [penafiorida@allard.ubc.ca](mailto:penafiorida@allard.ubc.ca).

This format has been developed over the years in order to:

- 1) Conform to University regulation with regard to examination format; and
- 2) Provide clarity of reading for the examinees.

Please bear in mind that all originals go on file and are used as references by the instructors frequently, therefore great care should be exercised in the formatting of exams.

Please note the following:

1. An exam style sheet is below.
2. A margin of at least 1" should be allowed at both the top and bottom of the page. Side margins should be at least 1" and marginal notations (MARKS) should be typed in flush with the left margin.
4. All headings on the title page should be centered, boldface and capitalized. The exception to this is the course name, section number and professor's name, which are not capitalized.
5. If you intend reading time to be given please indicate that on the title page of the examination.
7. Exam questions should begin on the second page. The first page is used as a title page only.
8. All questions should have a question number which should be indicated. Do not indent paragraphs, but double space between paragraphs. A triple space should be left between the end of one question and the beginning of another.
9. Each successive page of an exam should have the course and section number typed at the upper left-hand margin, and the current page number/total page numbers at the upper right hand margin. Two lines down from this, at the left-hand margin, a notation should be made if there is a continuation of a question from the previous page. On the second and succeeding pages, please remember to type in the marks.
10. You do not have to type "CONTINUED ... 2" at the bottom of each page. The "total number of pages" typed in at the top of each page will suffice.

11. Please remember to type END OF EXAMINATION on the last page.
12. Security -- While preparing the exam, NEVER leave an exam unguarded, neither the professor's handwritten copy nor what is on your computer screen.

Exam security is to be maintained as follows. Keep the exam in a password protected file on a secure server.

Do not throw away hard copies of your errors in the trash. They must be shredded.

Administrative assistants: Always give the exam back to the professor for proof reading (never proof read aloud where someone may hear you).

When an examination is ready, attach the MS Word file to an e-mail and send it to Patricia Penaflorida, [penaflorida@allard.ubc.ca](mailto:penaflorida@allard.ubc.ca), and Susan Morin, [morin@allard.ubc.ca](mailto:morin@allard.ubc.ca).

# SAMPLE

Attachment: Course Outline (*for example*)

THIS EXAMINATION CONSISTS OF 2 PAGES  
PLEASE ENSURE THAT YOU HAVE A COMPLETE PAPER

THE UNIVERSITY OF BRITISH COLUMBIA  
FACULTY OF LAW

FINAL EXAMINATION – DECEMBER 2021

LAW 451  
Trusts

Section 1  
Professor Pavlich

TOTAL MARKS: 100

TIME ALLOWED: 2 HOURS  
and 15 minutes including time

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- NOTE:
1. This is a closed book examination, and candidates may refer only to the Reading List available in the examination room.
  2. ANSWER ALL QUESTIONS.

THIS EXAMINATION CONSISTS OF 4 QUESTIONS

LAW 451, Section 1

Question \_\_\_\_\_, continued) - *(include when necessary)*

MARKS

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(a) \_\_\_\_\_  
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(b) \_\_\_\_\_  
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(i) \_\_\_\_\_  
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(ii) \_\_\_\_\_  
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30 2. \_\_\_\_\_  
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END OF EXAMINATION