

## Introduction

**Faculty – please provide this guide to your administrative assistant.**

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.

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)), Serene Chang ([chang@allard.ubc.ca](mailto:chang@allard.ubc.ca)), and Susan Morin ([morin@allard.ubc.ca](mailto:morin@allard.ubc.ca)) by your specified exam submission deadline.

**Questions:** Please contact Patricia Penaflorida or Serene Chang.

### Resources that can be found at the [Teaching Resources website](#):

1. Examination Schedules
2. Examination Submission and Grades Deadlines
3. Final Paper Submission Deadline for Students and Grades Submission Instructions and Deadlines for Faculty and Adjuncts
4. Exam Template Sample

### General Formatting Guidelines:

- **Margins:** At least 1" of margins should be allowed at both the top and bottom of the page. Side margins should be at least 1" and marginal notations (MARKS) typed in flush with the left margin.
- Please use Arial font, minimum size 11.
- If there are any pictures/diagrams on your exam, please include a brief description of what the image is.

### Exam Cover Sheet (Title Page) Guidelines (see exam template sample [here](#)):

Please ensure your exam cover sheet includes the information below. This is used by the Centre for Accessibility to guide their invigilation processes. Your exam cover sheet should also be sent to your class in advance (minimum 24 hours before your exam) to communicate the exam format.

1. **Headings:** All headings should be centered and capitalized. The course name, section number and professor's name are not capitalized. The TOTAL MARKS, TIME ALLOWED and NOTES should be capitalized and boldfaced.
2. **Total Number Exam of Pages:** At the top of the page, specify the total number of pages of the exam, including any pages of any attachment.
3. **Attachments:** If there is a separate attachment to the exam (e.g. course reading list, appendix, etc.), indicate the exact name of it at the top right-hand corner.
4. **Marks:** Please specify the total number of marks the exam is worth.

5. Total Exam Duration: Indicate how much time is allowed. You will need to specify:
  - If this includes BOTH the reading and writing time (e.g. TIME ALLOWED: 3 HOURS, INCLUDING READING AND WRITING TIME); OR
  - If the reading time is in ADDITION to the writing time (e.g. TIME ALLOWED: 3 HOURS PLUS 15 MINUTES OF READING TIME)
6. Reading Time: If you plan to give students reading time in ADDITION to writing time, please clearly label this on the exam cover sheet. Please use the wording on Page 3 of this guide.
7. Allowed Materials: Indicate if the exam is open or closed book. Specify if there are materials (i.e., textbooks, library books, notes, dictionaries, etc.) that the student is or is not allowed to bring to the exam. Examples are on Page 3.

### Exam Content Formatting (see exam template sample [here](#)).

Exam questions should begin on the second page. The first page is used as an exam cover sheet/title page only.

8. Question Numbering: Label all questions with a question number. 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. Page Numbering: Each page of the exam should include the course and section number (e.g. LAW 438, Section 2) and the current page number/total page numbers at the top right-hand margin (e.g. Page 2 of 3). When necessary, include a notation if there is a continuation of a question from the previous page (e.g. "CONTINUED on/from page \_\_\_").
10. Marks: Please clearly indicate next to each question number how many marks the question is worth.
11. Final Page: Include **END OF EXAMINATION** on the final page of exam questions.
12. Attachments: The pages of any attachments (e.g. course reading list) should begin AFTER the final page of exam questions.

### Security

While preparing the exam, NEVER leave an exam unguarded, neither the professor's handwritten copy nor what is on a 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 proofreading (never proofread aloud where someone may hear you).

## Examples – Reading Time and Allowed Materials Wording

Below are some examples of indicating reading time and allowed materials on the exam. The samples below were selected as they provided the most clarity with the Centre for Accessibility invigilators.

Suggested Reading Time Wording	
Description	Suggested Wording
<a href="#">Miscellaneous Rule 2 of the Grading Rules</a> : “Students may write during any designated reading time for those examinations in which a set period of time is indicated as reading time.”	<b>TIME ALLOWED:</b> 2 HOURS PLUS 15 MINUTES OF READING TIME (Students may type or write their exam answers during the reading time)

Suggested Allowed Materials Wording	
Example	Suggested Wording
Students ARE <u>NOT</u> ALLOWED to bring any printed material for their exam.	<b>Note:</b> This is a 100% closed book examination. Any written material, including casebooks, textbooks, dictionaries and your own notes are not permitted.
Students ARE ALLOWED to bring any printed material for their exam (including dictionaries).	<b>Note:</b> This is an open book examination. You may have with you any written material you wish, including casebooks, textbooks, dictionaries, and your own notes. Laptops are only permitted for the use of Exemplify/Examsoft.
Students ARE ALLOWED to bring any printed material EXCEPT dictionaries.	<b>Note:</b> This is an open book examination. Dictionaries are not permitted.
Students ARE ALLOWED to bring ONLY specific printed material for their exam.	<b>Note:</b> This is an open book examination, meaning that you may refer to the course materials (including Harold R. Johnson, <i>Peace and Good Order: The Case for Indigenous Justice in Canada</i> (McClelland & Stewart, 2019) and <i>Pocket Criminal Code</i> ) and your notes. Other books or materials are not permitted.