



Distance and Blended Learning Final Exam Submission Procedures

We ask that you please follow the steps outlined below for the Distance and Blended Learning final exam submission process.

- 1. It is imperative that you submit your final exam(s) to the FASS office, via email, for processing on or before the date specified on the Distance Final Exam Procedures web page.**

You will be required to submit your exam in an email that is separate from other documentation not pertaining to the exam. Any relevant documents that will be needed for the exam (i.e. Supplementary Materials Form, formula sheets, case studies, etc.) should be included in the email as well. The course code and title of the course should be included in the subject line. Please note that FASS is required to apply final exam formatting standards to all exams.

When Submitting your exam please inform FASS if the exam is a joint multi-section exam with other instructors. Indicate course code and section(s), contact person and all instructors who will be using the exam.

FASS also needs to be informed if Multiple Choice forms (used for multiple choice and true/false questions) are required with the exam.

- 2. FASS will prepare/format your final exam, and then contact you via email to proof it.** Once proofed, FASS will make any requested changes and ask you to re-proof if required.
- 3. Upon receiving your final approval, the exam is brought directly to Print Plus for printing.** Once printed, final exams are verified and returned to the Registrar's office.

Questions regarding final exam distribution should be directed to the following email:
distance_exams@nipissingu.ca

Questions or concerns about formatting, copyright, ordering lvey cases etc., should be directed to FASS at:

705-474-3450 ext. 4373 or fass@nipissingu.ca

- **Exam Templates**

<http://www.nipissingu.ca/departments/faculty-administrative-support-services/exam-procedures/Pages/CFTL.aspx>

FASS must ensure that the final exam templates are applied to all final exams. For those of you who are comfortable with MS Word, you may wish to create your exam within the template.

- **Copyright Protected Material**

<http://www.nipissingu.ca/departments/faculty-administrative-support-services/Pages/Copyright-Information.aspx>

Because obtaining copyright approval is sometimes a lengthy process, it would be advantageous to submit your exam before the deadline if you are including copyright material. Full and detailed publication information (title, author, ISBN, date of copyright, and publisher) is required for all copyright materials. Note that internet/web material is considered to be copyright unless stated otherwise.

Ivey cases must be ordered. Include the product name and number, the course ID and section(s) and the name of the instructor(s)

- **Guide to our Multiple Choice Scanning Services**

<http://www.nipissingu.ca/departments/faculty-administrative-support-services/exam-procedures/Documents/MC-ScanningInformation.pdf>