



EXAM SCAN SUBMISSION FORM

Questions? ExamScanning@UWinnipeg.ca

Submission Guidelines

- ONE EXAM PER SUBMISSION
- You may submit multiple exams – ONE EXAM & ONE SUBMISSION FORM per ONE ENVELOPE.
- Drop-off times: 8:30 am – 5:00 pm
 - Submissions received before 9:00 am will be processed with results emailed by 4:00 pm. (April and December excluded)
 - Submissions received after 9:00 am will be processed with results emailed by 4:00 pm on the following business day.

Exam Requirements

- Answer key bubble sheet must be filled with NO.2 PENCIL ONLY
- Answer key bubble sheet must have “ANSWER KEY” written AT THE TOP OF THE PAGE.
- NO BONUS QUESTIONS. All questions are treated equally.
- SINGLE-ANSWER QUESTIONS ONLY. No multi-answer questions.

Exam Submission Steps

1. Fill out submission form correctly (**ON PAGE 2 BELOW**).
2. Place the following REQUIRED documents into in a self-addressed inter-department envelope, with your NAME AND DEPARTMENT PRINTED CLEARLY:
 - a. Correctly filled submission form
 - b. One exam answer key bubble sheet
 - c. Student exam bubble sheets
3. Drop inter-department envelope in the EXAM DROP-OFF BOX located in 3C16 (Dean’s Office) WITHIN THE DROP-OFF TIMES above. **DO NOT LEAVE SUBMISSION AT THE DOOR UNDER ANY CIRCUMSTANCE, IT WILL BE LOST.**
4. PRINT YOUR NAME CLEARLY on the sign in sheet on top of the exam drop-off box.

Upon Successful Submission

Original exam bubble sheets will be sent via inter-department mail. Results will be emailed as a PDF and XLS in a ZIP file to a valid UofW Email address only. For data security reasons we cannot email to personal email addresses (e.g. Hotmail, Gmail) under any circumstance.

PLEASE FILL PAGE 2 BELOW AND INSERT IN ENVELOPE AS PER STEPS ABOVE

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Today's Date	
Current Time	
Instructor's First Name	
Instructor's Last Name	
Instructor's Phone Number	
Department	
Course Number & Section	
Number of Questions (The number of the last question)	