The University of British Columbia
Department of Mathematics

Session: **11W T1**

VIEWING OF A FINAL EXAMINATION

INSTRUCTIONS:

1. Fill out this form and submit it to the Math Department Office [by hand delivery, by mail, by email (ugradsec@math.ubc.ca), or by fax (604-822-6074)].
2. Contact your instructor **after January 1** to arrange for an appointment. Give at least 3 working days between submission of this form and your appointment.
3. This procedure is for viewing only; to have your exam re-marked, contact Enrolment Services.

*Only requests dated **by January 31** will be processed.*

PRINT CLEARLY and COMPLETE ALL AREAS

Last Name First Name Student #

Phone # Email Address

MATH / Course # / Section # Instructor

Signature Date of Request

FOR THE INSTRUCTOR

You are welcome to provide the student with whatever advice or discussion of the exam seems appropriate. The final examination is the property of the University and must not be removed by student or instructor. If the student disputes the mark and wants the exam re-marked by someone else, he/she must process the request through Enrolment Services.

Date of Appointment

Action To Be Taken (after viewing of exam)

Signature Date

* Please return this form along with the exam to the Undergraduate Secretary. *