

## VIEWING OF A FINAL EXAMINATION

### INSTRUCTIONS:

1. Fill out this form and submit it to the Math Department Office by hand delivery, by mail or by email (ugrad-coord@math.ubc.ca).
2. Contact your instructor to arrange for an appointment. Give at least 3 business 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 September 15th** will be processed.*

PRINT CLEARLY and COMPLETE ALL AREAS

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Last Name	First Name	Student #
Phone #		Email Address
MATH	/	
Course # / Section #		Instructor
Signature		Today's Date

### 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.

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Date of Appointment

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Action To Be Taken (after viewing of exam)

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Signature

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Date

\* Please return this form along with the exam to the Undergraduate Coordinator \*