

CONFIDENTIAL EXAM REQUEST FORM
Faculty of Arts and Science

Submission Deadlines:

December Exam Period	October 1
April Exam Period	February 1
June Exam Period	May 1
July Exam Period	June 1
August Exam Period	July 1

Scan and email completed form to Libby Hearn (hearnl@queensu.ca), Faculty of Arts & Science

Your form will be reviewed by the Associate Dean (Academic) and a response will be emailed within 10 days of your request.

If approved, the Faculty office will notify the Exams Office directly. Instructors are obligated to provide students with sample study questions. Confidential exam question papers will be collected at the end of the exam and will never be released.

Once a request for confidential exam status has been approved, the exam will remain confidential until the instructor and the Department Head provide written notification to the Faculty office that confidential exam status should be discontinued.

All other