



### Request for Building Access to Conduct Course Final Exam

**Instructor Information:**

Full name of instructor: \_\_\_\_\_ Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Will the Instructor be on-campus for the exam: Choose an item.

Total number of instructors and invigilators present at exam: \_\_\_\_\_

**Course Information:**

Term: \_\_\_\_\_ Full course number: \_\_\_\_\_

Full course title: \_\_\_\_\_

Section number(s): \_\_\_\_\_ Enrolment: \_\_\_\_\_

**Exam Information:**

Standard duration of exam (hours): \_\_\_\_\_ Format of exam: \_\_\_\_\_

Please indicate why it is essential for this exam to be held on campus:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If work can be done remotely, it must continue to be done remotely. Only those with compelling reasons to be on campus should apply. For example, reasons for conducting a course final exam on campus may include pedagogical reasons and the need for in-person exams as a requirement of accreditation.
- The normal reporting structure should be followed if the health or safety of students, faculty or staff is compromised.

Please indicate what options will be provided for students who cannot write in-person exams:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Save form and send to **your supervisor** (Dean / Director / Executive Director / Associate-VP or VP) with the subject line "Request for Building Access to Conduct Course Final Exam." Approval process will follow.

*Personal information on this form is collected to approve and maintain a record of those persons permitted to be on campus. It is collected under the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. Questions regarding privacy can be directed to the Information and Privacy Officer, 515 Portage Avenue, Winnipeg, MB R3B 2E9 or 204.988.7538 or da.elves@uwinnipeg.ca.*

**Approval:**

Department Chair/Dean/Director: \_\_\_\_\_

VP: \_\_\_\_\_

EPP: \_\_\_\_\_