

Room Scheduling Request for Term Tests

"No student may be required to write an examination or test in a time period which conflicts with any of his/her classes." Please see FHB III 9.1.10 for details. Normally class tests should run in the class period. Tests that are held outside of the class period must be scheduled on Friday evening or Saturday. The Scheduling Office does not conflict check requests for term tests with other courses.

Return to: Scheduling Office, Office of the Registrar

From (Name): _____ Telephone ext. _____

(Department): _____

Date: _____

Please schedule room(s) for a term test on: _____
Day Date Time

*(We cannot guarantee facilities on the requested date and time.
Facilities will be scheduled on a first-come, first-served basis.)*

For the following course (Please complete a separate form for each test date.):

Course: _____
Subject Number Duration Section(s)

Total enrolment: _____

Number of proctors: _____

Length of test (hours): _____

Length of set up time required: _____

Rooms will be assigned at twice the total enrolment (if possible).

Confirmation will be sent by email.

Associate Registrar
Examinations and Timetables
Office of the Registrar

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