

DISTRIBUTION/COLLECTION OF MID-TERMS/ASSIGNMENTS/TAKE-HOME EXAMS/ FINAL PAPERS

Unless you choose to distribute or collect them yourselves in or out of class, mid-term exams (except first-year), take-home exams and assignments are distributed and collected through **Eunice Wong, Student Services - Room 2380, and not through your support staff person.**

Return of Mid-terms or Assignments

If you wish to return mid-terms or assignments to your students through Student Services:

Please deliver the exams or assignments to Shirl or Chantal for recording of grades and advise them of the date and time of distribution to students.

Delivery of Completed Assignments

If you wish students to deliver their completed assignments to you through Student Services:

Please give Eunice, Shirl or Chantal reasonable notice of the deadline date and time in order for a folder to be prepared.

Take-home Examinations

If you propose to conduct a take-home exam through Student Services, please give Shirl/Chantal the pick-up date and earliest time so they can prepare a student sign-in/sign-out date/time form and folder. At the completion of the take-home period, Shirl/Chantal will check that all papers have been submitted and will deliver them to you.

Final Papers

If you wish students to deliver their completed final paper to you through Student Services, please give Shirl or Chantal reasonable notice of the deadline date and time in order for a folder to be prepared. After the deadline date, Shirl/Chantal will check that all papers have been submitted and will deliver them to you.

Please Note: In each of these instances it is important that you advise your students of these arrangements to minimize confusion and questions.