



Distribution and Collection of Midterm exams/Assignments/Papers/Take-Home Examinations

Assignments, papers, tests, midterm exams, etc. are to be distributed, collected and/or returned through **Jamila Velji, Student Services, MFH 2380**, unless you choose to do it yourself. Your support staff person (Chantal, Sue or Therese) can help facilitate this process through Student Services, but **will not** distribute, collect or return these materials directly.

Please contact your support staff person ahead of time to arrange, or **contact Jamila directly** at jamila.velji@ucalgary.ca (403.220.4155). Jamila needs to know that these documents are expected, and the **time and date of the deadlines**. Student Services office hours are 8:30 a.m. – 12 p.m., and 1 – 4:30 p.m.; **please make your deadline between 9 – 11:30 a.m. or 1:30 – 4 p.m.**

Note that first-year midterm exams and upper-year final exams written during the examination period (in allocated rooms as per the Examination Schedule) are distributed and collected by you with the help of support staff during the examination. They are available for viewing by students through the Student Services office once the grades are final.

Delivery of Completed Assignments, Papers, etc.

If you wish students to deliver completed assignments, papers, etc. to you through Student Services:

- Please give Chantal, Sue, Therese or Jamila reasonable notice of the deadline date and time in order for a folder to be prepared. After the deadline date, Chantal/Sue/Therese will check to ensure that all assignments have been submitted and will deliver them to you for grading.

Take-home Examinations

If you propose to conduct a take-home exam through Student Services, please give Chantal/Sue/Therese the pick-up date and time so they can prepare a student sign-in/sign-out date/time form and folder. At the completion of the take-home period, they will check to ensure that all exams were submitted and will deliver them to you for grading.

Return of Mid-terms, Assignments, Papers, etc.

If you wish to return mid-term exams, assignments, papers, tests, etc. to your students through Student Services:

- Please deliver the exams or assignments to Chantal, Sue or Therese for recording of grades and advise them of the date and time of distribution to students through the Student Services office.

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