

University of Manitoba
Civil Engineering
Application for Access to Final Examination Scripts

Email completed form to the course instructor
The instructor will email you to set a time to review the exam.

PLEASE TYPE OR PRINT CLEARLY

Student Name: _____	Student No.: _____
UofM Email Address: _____	Phone Number: _____
Term: _____ Course No.: _____	Course Name: _____
Course Instructor: _____	

Terms and Conditions:

By signing this form, you agree to the following terms and conditions

1. The purpose of previewing the final examination is not to challenge the grade, or negotiate the marking of the examination. If you discover errors or omissions or disagree with the marking, you may file a grade appeal.
2. This application form must be received by the Civil Engineering Office no later than ten days from the release of final grades by the Registrar's Office.
3. You will be contacted via your UofM email address when a copy of the final examination is available for your review. You will have up to 20 minutes to review your exam under the supervision of an invigilator within the Civil Engineering Department office (E1-368).
4. Your course instructor or teaching assistant will not be present during the preview, and answer keys will not be provided.
5. You are not permitted to make copies of, or take information from, the paper by any means. Possession of writing materials, recording devices, cell phones, or cameras during the preview or tampering with the paper constitute a breach of the University Student Discipline Bylaw.
6. You will return the copy of the paper to the invigilator, who will record the receipt of your paper, before you exit the room.

I have read, understood and agreed to the terms and conditions:

Applicant's Signature (Type Name if submitting electronically)

Date

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