



# EXAM REQUEST FORM

Please note that all teachers must ensure the confidentiality and integrity of their exams in conformity to the **English Montreal School Board (EMSB)** and **Ministère de l'Éducation et de l'Enseignement supérieur (MEES)** regulations and standards. All exams and rewrites must be returned to the office **DAILY** without exceptions. **Please fill out this form and return through the Teacher's page on jlac.ca.**

## DETAILS

*✍ PLEASE PRINT ✍*

Teacher's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course Name: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Course Code: \_\_\_\_\_ Copies required: \_\_\_\_\_

EXAM TYPE:     TRADITIONAL     INDIVIDUAL     REWRITE

Ministry version:     A     B     C     D     E     F

BIM version:     A     B     C     D     E     F

Name of Student (Individual exam only):  
\_\_\_\_\_

## ADMINISTRATION USE ONLY

Number of exam copies issued: \_\_\_\_\_ Exam version used: \_\_\_\_\_

Number of used exams: \_\_\_\_\_ Number of unused exams: \_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Support Staff Signature*

\_\_\_\_\_  
*Date*