

# Examination Request Form

STUDENT ID NUMBER

--	--	--	--	--	--	--	--

Before completing this form, consult your tutor, your exam invigilator, and review Section 7 of the AU Calendar, [www.athabascau.ca/calendar/page07.html](http://www.athabascau.ca/calendar/page07.html).

Office of the Registrar, Athabasca University  
1 University Drive, Athabasca, AB T9S 3A3  
Toll Free in Canada/US: 1.800.788.9041  
Other: 780.675.6111, Fax: 780.675.6174  
[www.athabascau.ca](http://www.athabascau.ca)

## General Information

(please print)

**IMPORTANT EXAMINATION REQUEST INFORMATION**  
If you are requesting an exam within Canada or the United States at an established AU-approved invigilation centre you must request your exam 20 calendar days prior to your request write date.

If you are outside of Canada and the United States and requesting an exam to be invigilated at an established AU-approved invigilation centre, your request must be received 30 calendar days prior to your requested write date.

If you are requesting to write an exam at an invigilator not established as an AU-approved invigilator, your request must be received 60 calendar days prior to you requested write date. For more information see page 2.

## Examination Centre/ Invigilator Information

The personal information collected on this form will be used to process your examination request. The information is collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Coordinator, Academic Records and Examinations, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

The personal information collected on this form will be used for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.

Student Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 (AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Fax/E-mail: (\_\_\_\_) \_\_\_\_\_  
 (AREA CODE) FAX E-MAIL

Course Name and Number: \_\_\_\_\_ Course End Date: \_\_\_\_\_

- Examination:  First Midterm  Second Midterm (BIOL 230 & 235 only)  Third Midterm (BIOL 235 only)  
 Final  Challenge for Credit

Review fees: [www.athabascau.ca/calendar/page05\\_06.html](http://www.athabascau.ca/calendar/page05_06.html)

- This is my:  first attempt at writing this examination  
 second attempt at writing this examination and I am enclosing the supplemental exam fee. (Supplemental examination requests must be made within three months of writing the original exam. Supplemental examinations are not available for challenge for credit registrations).  
 multiple exam request and I am enclosing the multiple exam fee.  
 late exam request and I am enclosing the late exam fee.\* (definition on page 2)  
 \* The Late Exam Request fee does not cover courier fees or establish a timeline for the delivery of your exams.
- I have confirmed the following write date with the invigilator/invigilation centre:  
 \_\_\_\_\_
- I would like to write my exam at the following Athabasca University Exam Centre (see page 2):  
 \_\_\_\_\_
- I do not live within 100 km of an Athabasca University Exam Centre. I have named the following person, whom the university may contact, as my invigilator (see page 2) to oversee the writing of my examination on the above date.

Invigilator Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

Invigilator ID: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 (AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Fax/E-mail: (\_\_\_\_) \_\_\_\_\_  
 (AREA CODE) FAX BUSINESS E-MAIL

Courier the examination to my named invigilator at my expense.  
 Charge examination-related fees to my credit card:  
 \_\_\_\_\_ / \_\_\_\_\_  
 CREDIT CARD NUMBER EXPIRY DATE

\_\_\_\_\_ / \_\_\_\_\_  
 CREDIT CARD HOLDER NAME

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Information

**Writing Exams:** Whenever possible, an Athabasca University (AU) representative invigilates examinations. AU Examination centres are located at the Learning Centres in Edmonton and Calgary, and Athabasca Central. Students living outside these areas may write at an invigilation centre approved by AU.

Before you submit your Examination Request Form, contact the appropriate centre (or your invigilator) where you wish to write, and reserve a date and time. Request your exam a minimum of 20 days with an established AU-approved invigilator within Canada and the United States and 30 days outside of Canada and the United States from the date Examination Services receives the request for receipt of your examination. Allow a minimum of 60 days with a proposed invigilator from the date Examination Services receives the request for receipt of your examination. You do not require permission to write an exam, but you should discuss your preparedness with your tutor or learning facilitator.

**Approved invigilation centre:** Students who live within 100 km of an Exam Invigilation Network centre are required to write at a centre. Students are not required to use the centre closest to them. Students who live more than 100 km from an exam centre may write their exam closer to home provided they arrange for a suitable invigilator who meets the invigilator guidelines, and who is willing to invigilate their exam. All students who live outside Canada must write their exams at an approved post-secondary institution or a participating Canadian Embassy.

- Exam Information: [www.athabascau.ca/registrar/exams.php](http://www.athabascau.ca/registrar/exams.php)
- Exam Invigilation Network: [www.athabascau.ca/registrar/invignet.php](http://www.athabascau.ca/registrar/invignet.php)

**Invigilators:** An invigilator is an individual who is authorized to supervise the writing of an exam by an AU student. AU reserves the right to reject proposed invigilators, or discontinue the use of an invigilator.

### Invigilator Guidelines

Examinations must be written under the supervision of an AU-approved invigilator or at an AU-approved invigilation centre. To eliminate conflicts of interest—relatives, friends, neighbours, co-workers (including immediate supervisors), persons living at the same address as the student, or other AU students—cannot invigilate examinations without the permission of the Coordinator, Examination Services, Office of the Registrar.

If you require assistance in locating an invigilator, please e-mail Examination Services, Office of the Registrar, [examunit@athabascau.ca](mailto:examunit@athabascau.ca). A staff member will help you determine a suitable location and an acceptable invigilator. Most invigilators request a fee to invigilate student exams. Students are responsible for all expenses incurred for this service.

**Unwritten Exams:** Occasionally, circumstances will prevent a student from writing the exam on the scheduled write date. If this happens to you, you can reschedule the exam write date. Rescheduling must take place within ten business days after the originally requested write date and not past the course contract end date. Invigilators are required to return unwritten exams within ten business days after the requested write date. Students who wish to reschedule their exam write date must submit a new Examination Request Form and the multiple exam fee.

- Multiple exam fees: [www.athabascau.ca/calendar/page05\\_06.html](http://www.athabascau.ca/calendar/page05_06.html)

**Supplemental Exams:** Students who are not satisfied with their initial examination mark, may write one supplemental examination for each examination written. This option does not apply to challenge courses. The supplemental examination must be written within one month of the examination request. If you choose to request and write a supplemental examination, your request must be received no later than 90 calendar days after writing the original examination. The supplemental exam fee is non-refundable. Your final mark will be the higher of the two marks received.

- Supplemental exam fees: [www.athabascau.ca/calendar/page05\\_06.html](http://www.athabascau.ca/calendar/page05_06.html)
- Supplemental exam information: [www.athabascau.ca/calendar/page07\\_06.html](http://www.athabascau.ca/calendar/page07_06.html)

**Late Exam Request:** This is a request for an exam that has been received after the exam request deadline, but before the student's contract end date. In such cases, the Late Exam Request fee will be applied. The Late Exam Request fee does not cover courier fees or establish a timeline for the delivery of your exam.