General Information
(please print)

Student Name:

LAST                        FIRST                        MIDDLE

MAILING ADDRESS

CITY/TOWN                  PROVINCE/STATE

COUNTRY                    POSTAL/ZIP CODE

(____)______________________(_______)________________________

PRIMARY PHONE                        SECONDARY PHONE

EMAIL

Course Name/Number:__________________________________________    Course End Date:________________________

Examination:

r Midterm
r Final
r Challenge for Credit

This is my:

r first attempt at writing this examination
r second attempt at writing this examination and I am enclosing the supplemental exam fee*.
r multiple exam request and I am enclosing the multiple exam fee*.

r late exam request and I am enclosing the late exam fee*.

* See page two for additional details.

I have confirmed the following write date with the invigilator/invigilation centre:

DAY               MONTH         YEAR

I would like to write my exam at the following invigilator or AU exam centre:

Invigilator ID:_____________________________________________________

Invigilator Name:___________________________________________________

Institution Name:___________________________________________________

MAILING ADDRESS

CITY/TOWN                  PROVINCE/STATE

COUNTRY                    POSTAL/ZIP CODE

(____)______________________(_______)________________________

PRIMARY PHONE                        SECONDARY PHONE

EMAIL

r Courier the examination to my named invigilator at my expense.

r Charge examination-related fees to my credit card:

______________________________________________/____________________________

CREDIT CARD NUMBER    EXPIRY DATE

Student signature:__________________________________________    Date:________________________
Writing Exams:
Whenever possible, an Athabasca University (AU) representative invigilates examinations. AU Examination centres are located at AU offices in Edmonton, Calgary and Athabasca. 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: registrar.athabascau.ca/exams
- Exam Invigilation Network: registrar.athabascau.ca/exams/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 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 email Examination Services, Office of the Registrar, 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. 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: calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php

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 30 days 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: calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php
- Supplemental exam information: calendar.athabascau.ca/undergrad/current/exams-grades/supplemental-exams.php

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.

Note: Do not send confidential information via email. Email messages are not secure.