## Examination Request Form

This form is for writing exams with an already approved AU invigilator. If you would like to request a new invigilator, use the Invigilator Request Form. Before completing this form, consult your tutor, your exam invigilator, and review the Exams section of the AU Calendar, calendar.athabascau.ca/undergrad/current/exams-grades/exams.php

### General Information

(please print)

**Exams:**
Office of the Registrar, Athabasca University
1 University Drive, Athabasca, AB T9S 3A3
Fax: 780.675.6174

Toll Free in Canada/US: 1.800.788.9041
Other: 780.675.6111
www.athabascau.ca

**Exams, Edmonton:**
Athabasca University
1200, 10011 – 109 Street
Edmonton, AB T5J 3S8

**Exams, Calgary:**
Athabasca University
6th Floor, 345 6 Avenue S.E.
Calgary, AB T2G 4V1

**Exams, Access to Students with Disabilities:**
Athabasca University
1200, 10011 – 109 Street
Edmonton, AB T5J 3S8
Fax: 780.421-2546

### Examination Centre/Invigilator Information

**Course Name/Number:**
____________________________________________________________

**Course End Date:** ___________ ____________

**This is my:**
- [ ] first attempt at writing this examination
- [ ] second attempt at writing this examination and I am enclosing the supplemental exam fee*
- [ ] late exam request and I am enclosing the late exam fee*
- [ ] multiple exam request and I am enclosing the multiple exam fee*

- [ ] 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:

- [ ] I acknowledge that my invigilator is open and I have booked my exam.

### Payment

**Invigilator/Institution Name:**
____________________________________________________________

**Name:**
____________________________________________________________

**Address:**
____________________________________________________________

**STUDENT ID NUMBER (if applicable)**

**POSTAL/ZIP CODE**

**DATE OF TRANSFER**

* E-TRANSFER: If paying by e-transfer, please include the following in the message box of your bank transfer (if applicable):
  - student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.
  - Transfer to: finar@athabascau.ca

**DESCRIPTION**

(e.g., application fee, evaluation fee)

**AMOUNT CHARGED**

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**TOTAL**

**Signature:**

**Date:**

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* See page two for additional details.

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The personal information collected on this form will be used to process your request and 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 for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.
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. If you would like to request an invigilator that is not currently one of AU’s approved invigilators, you must request one using the Invigilator Request Form.

- Exam Information: registrar.athabascau.ca/forms
- Exam Information: registrar.athabascau.ca/exams
- Exam Invigilation Network: registrar.athabascau.ca/exams/invignet.php

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.