Invigilator Request Form

Before completing this form, review the Exam Section of the AU Calendar, calendar.athabascau.ca/undergrad/current/exams-grades/exam-invigilators.php

Student Name: _____________________________________________________________________________
LAST FIRST MIDDLE

Mailing Address: _____________________________________________________________________________
_____________________________________________________________________________
CITY/TOWN PROVINCE/STATE
_____________________________________________________________________________
COUNTRY POSTAL/ZIP CODE

Telephone: (_______)__________________ (________)________________________________________
(AREA CODE) PRIMARY (AREA CODE) SECONDARY

Email address: ____________________________________________________________________________
EMAIL

Course Name and Number: _____________________________________ Course End Date: _________________________

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/Email: (________)_________________________________________________________________
(AREA CODE) FAX BUSINESS EMAIL

Institution website: ___________________________________________________________________________

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: http://registrar.athabascau.ca/exams

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.