



Invigilator Request Form

STUDENT ID NUMBER

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Before completing this form, review the Exam Section of the AU Calendar, www.athabascau.ca/calendar/undergraduate/exams-grades/invigilators.html

General Information

(please print)

Office of the Registrar, Athabasca University
1 University Drive, Athabasca, AB T9S 3A3
examunit@athabascau.ca

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

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 40 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 40 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 40 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 Services Support: <https://www.athabascau.ca/support-services/exam-services-support/index.html>
- Exam Invigilation Network: <https://www.athabascau.ca/support-services/exam-services-support/finding-exam-locations/canada-wide-invigilation-locations.html>

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.

Important Information