

## Examination Request Form

Before completing this form consult your tutor and review the policies and procedures in the online Athabasca University Calendar, Evaluation.

If you are writing at an Athabasca University Learning Centre, contact the Centre to request your exam.

Exam requests may also be phoned in, 1-780-675-6386 (available 24 hrs) or you may apply online, [www.athabascau.ca/html/depts/registry/forms.htm](http://www.athabascau.ca/html/depts/registry/forms.htm)

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STUDENT ID NUMBER

For Office Use Only:

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SPONSORING CLIENT ID NUMBER

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REFERENCE NUMBER

### General Information

Name: \_\_\_\_\_  
Last                      First                      Middle

Former Name: \_\_\_\_\_  
Last                      First                      Middle

Address: \_\_\_\_\_

Telephone Residence: (\_\_\_\_\_) \_\_\_\_\_  
area code

City/Town: \_\_\_\_\_

Telephone Business: (\_\_\_\_\_) \_\_\_\_\_  
area code

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_  
area code

Country: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Examination:     Midterm                       Final

This is my:         first attempt at writing this exam.

second attempt at writing this exam and I am enclosing the \$80 supplemental exam fee.  
 (Request must be made within three months of writing the original exam.)

multiple exam request and I am enclosing the \$40 multiple exam fee.

I have confirmed the following write date with my invigilator: \_\_\_\_\_  
Date

Allow a minimum of 15 business days from the date Examination Services receives your request to receive your exam.

Courier the exam to my invigilator at my expense.  \_\_\_\_\_  
Credit Card                      Expiry Date

### Exam Centre/Exam Invigilator Information

(Consult your exam invigilator before you request the exam)

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CENTRE/INVIGILATOR ID

I would like to write my exam at the following AU Exam Centre: \_\_\_\_\_  
(See Overleaf)

I do not live within 100 kms of an AU Exam Centre and have named the following person, whom the university may contact, as my exam invigilator. See overleaf.

Name: \_\_\_\_\_  
Last                      First                      Middle

Occupation: \_\_\_\_\_

Business Name and Address: \_\_\_\_\_

Telephone Residence: (\_\_\_\_\_) \_\_\_\_\_  
area code

\_\_\_\_\_

Telephone Business: (\_\_\_\_\_) \_\_\_\_\_  
area code

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_  
area code

The personal information collected on this form will be used to process your examination request, and is collected under the authority of section 33 (c) of the Alberta 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 Exam Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3 Telephone: 1-780-675-6111.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail, fax or deliver the completed form and fees to:

Office of the Registrar, Athabasca University  
 1 University Drive, Athabasca, Alberta T9S 3A3  
 Telephone: 1-800-788-9041  
 Fax: 1-780-675-6174

OR

Deliver the completed form to an Athabasca University Learning Centre in Edmonton or Calgary.

## Exams

Whenever possible, an Athabasca University representative invigilates exams. Exam centres are located in the Learning Centres-Edmonton and Calgary-Athabasca Central, or at many post-secondary institutions and cooperating agencies across Canada (referred to as the Exam Invigilation Network).

- Exam Information: <http://www.athabascau.ca/html/depts/registry/examinfo.htm>
- Exam Invigilation Network: <http://www.athabascau.ca/html/depts/registry/invignet.htm>

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 volunteer who meets the invigilator guidelines, and who is willing to invigilate their exam.

## International Students

International students, and Canadian students living overseas, write their exams at an approved post-secondary institution or a Canadian Embassy.

## Invigilators

When students live more than 100 km from an exam centre they may write their exam closer to home provided they arrange for a volunteer who meets the invigilator guidelines and **who is** willing to invigilate their exam. An invigilator is an individual authorized by Athabasca University to oversee the writing of an exam by an Athabasca University student. Athabasca University reserves the right to reject proposed invigilators.

## Invigilator Guidelines

1. To eliminate conflict-of-interest problems, relatives, friends, neighbours, co-workers (including immediate supervisors), persons living at the same address of the student, or other Athabasca University students, cannot invigilate exams.
2. Students must write their exams at an accredited, post-secondary institution such as a community college or a technical institute. If a college or technical institute is not accessible, students may write at an educational institution such as a high school.
3. Exams should be written under the supervision of a full-time professor, teacher, or an appropriate designate.

4. Where none of these options are available, students should contact Examination Services in the Office of the Registrar. A staff member will help you determine a suitable location and acceptable invigilator.

Most invigilators request a fee to invigilate student exams. Students are responsible for all expenses incurred for this service.

## Requesting an Exam

All invigilated exams for individualized-study courses are requested through Examination Services, Office of the Registrar. Students who are writing at one of the Learning Centres may contact the appropriate centre. Students must request their exam a minimum of 15 days before the date on which they wish to write. Before students submit their Exam Request Form to Athabasca University, they must contact the centre or their invigilator, and reserve a day and time to write their exam. Students do not require permission to write an exam. It is recommended, however, that they discuss their preparedness to write an exam with their tutor or learning facilitator.

## Unwritten Exams

Occasionally circumstances arise that prevent a student from writing the exam on the scheduled write date. If this happens, the student can reschedule the exam write date. Rescheduling must take place within five business days after the originally requested write date and not past the course contract date. Invigilators are required to return unwritten exams within five 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.

## Supplemental Exams

Students are allowed one supplemental exam for each written exam and it must be written within one month of its request. Supplemental exams must be requested no earlier than two weeks and no later than three months after writing the original exam. After writing a supplemental exam, the student's final grade will be the higher of the grades received on the supplemental or original exam. Supplemental exams do not apply to assignments, quizzes, or tests. If the supplemental exam is not written, it cannot be requested again and there is no refund.