

Exams Booked at External Invigilators

COVID-19 preventative measures will be in place at third-party AU approved invigilators or invigilation centres, such as another university or a public library, to reduce the spread of COVID-19. However, AU cannot guarantee that students will not be exposed to COVID-19 and cannot guarantee that students will not contract COVID-19 due to attendance at a third-party AU approved invigilator or invigilation centre. Students acknowledge that they are aware of and understand the contagious nature of COVID-19 and freely and voluntarily accept and fully assume all responsibility for all risks, and all possibilities of personal injury, illness, death or loss to themselves or any other person as a result of attendance at an invigilator or invigilation centre. Students assume and accept all COVID-19 related risks arising out of the student's attendance and/or participation at the third-party AU approved invigilator or invigilation centre. Students who choose to write exams with a third-party AU approved invigilator or invigilation centre are responsible for ensuring that they are comfortable with COVID-19 precautions in place at that site and that they will abide by them. Any specific requirements should be confirmed with invigilation sites directly.

- I acknowledge** that I have read, understand, and will abide by the COVID-19 information presented above.

Review fees: calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php

Important Information

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.