

Examination Request Form

STUDENT ID NUMBER

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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, www.athabascau.ca/calendar/undergraduate/exams-grades/requesting-an-exam.html

General Information

(please print)

Exams, Office of the Registrar
examunit@athabascau.ca

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

Exams, Accessibility Services
asdexam@athabascau.ca

Student Name:

LAST	FIRST	MIDDLE
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MAILING ADDRESS

CITY/TOWN

PROVINCE/STATE

COUNTRY

POSTAL/ZIP CODE

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PRIMARY PHONE

SECONDARY PHONE

EMAIL

Course Name/Number:

Course End Date:

Examination:

☐ Midterm

☐ Second Midterm (BIOL 230 & 235 only)

☐ Final

☐ Challenge for Credit

This is my:

☐ first attempt at writing this examination

☐ second attempt at writing this examination and I am enclosing the supplemental exam fee*.

* See page two for additional details.

☐ 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:

☐ I acknowledge that my invigilator is open and I have booked my exam.

Invigilator ID:

Invigilator/Institution Name:

Examination Centre/Invigilator Information

Payment

If paying by e-transfer or credit card, first submit this completed form to examunit@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

☐ **e-transfer***: include the following information here:

LIST FEES TO PAY	
FEES SUBMITTED	

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

* If paying by e-transfer, **transfer to: finar@athabascau.ca** 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.**

☐ **Credit card (Visa or MasterCard):** You are strongly encouraged to complete forms and pay fees online through myAU. If you are unable to use the portal, submit this PDF by email to examunit@athabascau.ca and call 1-800-788-9041 to be transferred to Examination Services. You will be sent a secure payment link. Do not send confidential information via email. Email messages are not secure.

☐ **Other:** You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

Exams Booked at External Invigilators

Writing Exams:

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 10 days with an established AU-approved invigilator 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 are permitted to use any AU-approved invigilator and are not required to use the centre closest to them. Students who live more than 40 km from an AU-approved invigilator 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. 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: www.athabascau.ca/support-services/exam-services-support/index.html
- Exam Invigilation Network: www.athabascau.ca/support-services/exam-services-support/finding-exam-locations/index.html

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 with the invigilator. Rescheduling must take place within 5 days after the originally requested write date. Invigilators will not have access to the unwritten exam after 5 days. Students who wish to reschedule their exam write date outside of these 5 days must submit a new Examination Request Form.

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. You have 90 days from the initial exam write date to request a Supplemental Exam. When you request a Supplemental Exam, you will be required to declare a write date. This declared write date must be within 30 days of the request. Once a write date has been declared and scheduled with AU, students are expected to complete the examination on this date. It cannot be changed or rescheduled. The supplemental exam fee is non-refundable. Your final mark will be the higher of the two marks received.

- Supplemental exam fees: www.athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/academic-related-fees.html
- Supplemental exam information: www.athabascau.ca/calendar/undergraduate/exams-grades/supplemental-exams.html