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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](http://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](mailto:examunit@athabascau.ca)

Toll Free in Canada/US: 1.800.788.9041  
 Other: 780.675.6111  
[www.athabascau.ca](http://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

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:	
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## Important Information

**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](mailto: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.