



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, 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

Exams, Accessibility Services

asdexam@athabascau.ca

Student Name:

LAST	FIRST	MIDDLE
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MAILING ADDRESS

CITY/TOWN	PROVINCE/STATE
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COUNTRY	POSTAL/ZIP CODE
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PRIMARY PHONE	SECONDARY PHONE
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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:

NAME ON E-TRANSFER ACCOUNT	DATE OF TRANSFER
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LIST FEES TO PAY	
FEES SUBMITTED	

* 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 and must submit this PDF by email, call 1-800-788-9041 to be transferred to Examination Services to give your credit card number over the phone. 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

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 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: www.athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/academic-related-fees.html

Important Information

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 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. 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. Rescheduling must take place within 5 business days after the originally requested write date. Invigilators are required to return unwritten exams within 5 business days after the requested write date. Students who wish to reschedule their exam write date 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. 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: 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