

# Exam Invigilation Request



The King's University offers invigilation services for students attending other institutions. All exams are invigilated in a private room located within the Registration and Student Finance Office, and are supervised by a full-time Registration and Student Finance staff member.

Appointments can be booked Monday through Friday starting at 9:30 am, with exams finishing by 5:00 pm. Blackout dates may apply.

Fees for Exam Invigilation are: \$80 for exams lasting up to 60 minutes. \$120 for exams lasting up to 3 hours. If students require more than two exams please contact the Registration and Student Finance Office for an estimate of Fees.

The King's University provides, upon request, a laptop computer and internet connection. Invigilation fee includes returning the exam via email (preferred), fax, and/or regular postal services.

**PLEASE NOTE THAT AN EXAM IS NOT BOOKED UNTIL STEPS 1-3 ARE COMPLETED AND RETURNED TO KING'S**

## 1. Student Information (to be completed by student)

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

## 2. Exam/Institution Information (to be completed by student)

Name of Institution: \_\_\_\_\_ Exam Code and Name: \_\_\_\_\_

Institutional Contact Name: \_\_\_\_\_ Phone/Fax Number: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_ Exam Length: \_\_\_\_\_ minutes

Email Address: \_\_\_\_\_  Date and time confirmed by calling (780) 465-3500 ext 8123

Special Requests: \_\_\_\_\_

## 3. Exam Details (to be completed by the Home Institution. Return by Fax (780-465-8321) or by email rick.toews@kingsu.ca)

Institutional Contact Information (if different from above)  please issue a copy of this form once completed

\_\_\_\_\_

\_\_\_\_\_

Method of Receiving Exam Materials: \_\_\_\_\_ Method of Returning Exam Materials: \_\_\_\_\_

Student is responsible for proctoring fees

Signature of Institutional Representative: \_\_\_\_\_

## 4. Booking of the Invigilation (to be completed by the King's)

The King's University agrees to invigilate this exam at the time and date indicated.

\_\_\_\_\_  
Name of Invigilator

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date