

Invigilation Request Form and Agreement

1. Please print clearly in all three (3) sections when completing this form.
 2. It is the student's responsibility to ensure that all sections of the form are completed and to submit the form(s) to **PACE AT LEAST FOUR (4) WEEKS PRIOR** to the scheduled exam date.
 3. Signatures must be provided as part of the agreement.
 4. Email form to: n.stokes@uwinnipeg.ca Telephone: 204.982.6633
- A PHOTO OF THIS FORM WILL NOT BE ACCEPTED, ONLY SEND A SCANNED COPY OR THE ORIGINAL.

1. STUDENT INFORMATION

_____	_____	_____	_____
Last Name	First Name	Middle Name	Student Number
_____			_____
Email Address			Telephone
Signature _____		Date _____	

2. EXAMINATION INFORMATION

Course Name _____

Course Number _____

Instructor Name _____

Date to write Month _____ Day _____ Year _____

Time to write _____ AM PM

3. INVIGILATOR INFORMATION

Proctor Name _____

Test Centre Name _____

Proctor Email _____ YAHOO, GMAIL, HOTMAIL ACCOUNTS ARE NOT ACCEPTED

Proctor Telephone _____

Invigilator Signature _____ **Date** _____

A separate form is required for each exam, each semester and must be submitted to PACE as soon as possible upon registration or upon notice of exam dates (4 weeks minimum). This form must be completed by all students registered in a course for which there is an exam/quiz or final exam. It is the responsibility of the student to arrange an invigilator for her/his own exam. It is the right of the PACE or the Instructor to contact or refuse any invigilator it deems inappropriate. Any associated venue, invigilation fees, or courier charges are the responsibility of and be paid for by the student.

This form must be submitted via email to n.stokes@uwinnipeg.ca