



INVIGILATION REQUEST FORM & 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 the 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 ACCPETED, ONLY SEND A SCANNED COPY OR THE ORIGINAL.

1. STUDENT CONTACT INFORMATION - PRINT CLEARLY

First & Last name: [text box]

Student email: [text box]

Telephone: [text box]

STUDENT

SIGNATURE: X [text box]

2. EXAMINATION INFORMATION

Course Number [text box]

Course Name [text box]

Instructor Name [text box]

DATE to Write: MONTH [text box] DAY [text box] YEAR [text box]

TIME to Write: [text box] AM PM

3. INVIGILATOR INFORMATION - PRINT CLEARLY

Proctor Name: [text box]

Test Centre Name: [text box]

Proctor Email: YAHOO, GMAIL, HOTMAIL ACCOUNTS ARE NOT ACCEPTED [text box]

Proctor Telephone: [text box]

INVIGILATOR

SIGNATURE: X [text box]

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.