



Dear University of Winnipeg PACE Student,

Exam time can be stressful. So, the more you know about what to expect, the easier it will be. This service is only allowed for students who do not live in Winnipeg. *(That is, if you are a student who is studying at the University of Winnipeg, but residing in another province or abroad, or not living in Winnipeg/Manitoba and cannot travel to Winnipeg to write the exam).*

To write an exam for a University of Winnipeg course at another institution you will need to complete the “Invigilation Agreement Form” and find an Invigilator for EACH exam date.

**Forms must be returned to:**

**Nancy Stokes**

**P: (204) 982-1811**

**F: (204) 944-0115**

**E: n.stokes @uwinnipeg.ca**

**A confirmation email from Nancy will follow to both you and your invigilator(s) once the form has been “received”. If you do not receive this confirmation email prior to the exam date, contact Nancy Stokes (see contact information above) immediately.**

An Invigilator is a teacher or administrator at a school, university or technical college. To eliminate conflict of interest problems, the invigilator should not be a relative, friend, neighbour, co-worker (including immediate supervisor) or living at the same address as the student. PLEASE NOTE: YAHOO, HOTMAIL or GMAIL addresses are not accepted for invigilators and will not be considered.

Requests should be submitted as soon as possible but no later than two (4) weeks before the scheduled exam. Once your invigilator is approved, permission will be granted for the exam to be released in PDF format to your invigilator’s email address or by fax only. **Note:** Exams must be sent directly to the invigilator’s email address or the educational institution fax number. **Most invigilators charge for invigilation. Any associated invigilation fees or venue or courier charges, are the responsibility of, and must be paid for, by the student.**

Picture ID and your student number are mandatory for distance exams, so please bring your student card and a suitable writing instrument (pen or pencil) plus a backup. Occasionally, circumstances will prevent a student from writing the exam on the scheduled write date. If this happens to you, you **MUST** contact your Instructor and Nancy Stokes immediately to re-schedule.

All University of Winnipeg Online courses follow the same regulations and policies as a PACE course with an exam delivered in-class.