

**Please use one application form for each class you are requesting an alternate exam location and email to [invigilator.approval@uregina.ca](mailto:invigilator.approval@uregina.ca). Please complete all fields or your application may be returned. Please read the attached instructions prior to completion of this form.**

## Student Information (Please Print)

Legal Last Name	Name	U of R Student ID (9 digits)
Email (The University of Regina's official means of communication is through your @uregina.ca email)		Daytime Phone Number
Primary Faculty or Academic Unit <input type="checkbox"/> AR <input type="checkbox"/> BU <input type="checkbox"/> CE <input type="checkbox"/> CT <input type="checkbox"/> ED <input type="checkbox"/> ES <input type="checkbox"/> GS <input type="checkbox"/> KI <input type="checkbox"/> MP <input type="checkbox"/> NU <input type="checkbox"/> SC <input type="checkbox"/> SP <input type="checkbox"/> SW	Campus or Federated College <input type="checkbox"/> U of R <input type="checkbox"/> Champion <input type="checkbox"/> Luther <input type="checkbox"/> First Nations Univ	Term <input type="checkbox"/> Winter (Jan-Apr)      Year <input type="text"/> <input type="checkbox"/> Spring/Summer (May-Aug) <input type="checkbox"/> Fall (Sept-Dec)

## Request(s) for Alternate Exam Location (Please Print)

Class Information			
Date of Exam:	DD-MMM-YYYY		
CRN:	Subject:	Course Number:	Section:

Invigilator's Information	Exam Location Information
Invigilator's Name:	Alternate Exam Location Name:
Invigilator's email:	Address of Alternate Exam Location:
Relationship to student:	
Invigilator's Occupation:	
Invigilator's consent to the publication of their information on the U of R approved invigilator webpage:	Please check one: <input type="checkbox"/> Yes or <input type="checkbox"/> No
Invigilator's Signature:	By signing this form, the invigilator agrees to the invigilator responsibilities provided by the academic unit and for the publication of their information on the U of R's approved invigilator webpage.

*The University reserves the right to verify the invigilator's information and the exam location information. Providing fraudulent information to the University could potentially result in academic misconduct or non-academic misconduct penalties as outlined in the Student Code of Conduct section of the undergraduate calendar or in the Academic Conduct and Misconduct section of the graduate calendar.*

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of an application for alternate exam location. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5163.

Date	Signature of student	DD-MMM-YYYY
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### OFFICE USE ONLY

Date Received:	Date Completed:	Comments:
DD-MMM-YYYY	DD-MMM-YYYY	Registrar's Office approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Invigilator approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Date	Signature of dean or designate	DD-MMM-YYYY
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## Instructions

1. Information on Alternative Exam Locations is available on page 57 of the Undergraduate Calendar at <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2024-25/final-2024-2025-ug-calendar.pdf>
2. On receipt of the course outline and before the 50% refund deadline for a course, students will complete the [Application for Alternate Exam Location](#) form. Application forms submitted **after the 50% refund deadline date for the course** will not be considered.
3. The student will complete the following steps:
  - a. Arrange for an approved invigilator and confirm the alternate location for the exam(s).

A proposed invigilator must be fluent in written and spoken English, or the language of instruction of the course, and be a permanent employee in one of the following categories:

- A professor or instructor at a recognized public or private post-secondary institution;
- An administrative, professional, or library employee of a recognized public or private post-secondary institution;
- An administrative, professional, faculty, or library staff member of recognized public or private elementary, middle, or secondary school;
- An administrative or professional staff member of a public library;
- A ranking officer in the Armed Forces;
- An official at an embassy or consulate office.

A proposed invigilator *may not be* a friend, neighbour, co-worker, supervisor, family member, or relative of the student, and must not live at the same address as the student. The faculty, federated college, or academic unit must be confident that there is no conflict of interest between the approved invigilator and student.

Students may also refer to the [Approved Invigilator](#) web page.

- b. Be responsible for any additional costs that are incurred for exam invigilation and ensure that the invigilator can provide the necessary environment to invigilate an online exam when required.
  - c. To seek approval for an invigilator that is not on the approved invigilator list, use this form, submit it to the Registrar's Office, who will forward your request to your faculty, federated college, or academic unit. **Please note:** *The University retains the right to refuse a proposed invigilator. The University maintains the right to request documentation that confirms the student's place of residence and/or to refuse a proposed location and invigilator. Permission to write at an alternate location will not be granted to students registered for any in-person class in the same term as an online or remote class section.*
  - d. Submit the completed form to the Registrar's Office.
4. The Registrar's Office will review the application for alternate exam location, notify the student if the application is approved or denied, and forward approved forms to the faculty, federated college, or academic unit of the course to facilitate the exam.
  5. The faculty, federated college, or academic unit of the course will communicate with the student and invigilator from this point forward.
  6. The deadline for making a request is the 50% refund deadline of the course. For further information please check your MyRefund Schedule in [UR Self-Service](#).
  7. Students who fail to make a request within the deadline will be required to write at the published exam location or withdraw from the class section. Withdrawals will be processed in accordance with regulations of the [Class Registration and Withdrawal](#) section of the undergraduate calendar.
  8. An application for alternate exam location *will not* be approved when personal or leisure travel arrangements are made by the student or others on their behalf.
  9. When a dispute arises on the application for an alternate exam location or an invigilator, the Registrar shall be consulted and has the final authority on the application.