

Distance Exam Request Form

MUST BE SUBMITTED BY THE PROCTOR
 to distance_exams@nipissingu.ca

Student Information <i>To be completed by the student</i>	Proctor Information <i>To be completed by the Proctor</i>
Student ID: _____	Proctor Institution Name: _____
Last Name: _____	Contact Name: _____
First Name: _____	Mailing Address: _____
Email: _____ @community.nipissingu.ca	_____
Current Address: _____	_____
_____	Telephone #: _____
_____	Fax/Email: _____
	<i>Please use additional forms for more than one proctor</i>

Course Information
<i>List all exams that will be written with this proctor. Distance exams must be written at the same date and time as the final exam scheduled in North Bay for the course. Please consult your exam timetable on WebAdvisor for the assigned date and time for each of your exams. All exams are 3 hours in duration.</i>

Course Code (e.g.ACAD-1601-FA811): _____
Professor Name: _____
Final Exam Date: _____ Time: _____
Course Code : _____
Professor Name: _____
Final Exam Date: _____ Time: _____
Course Code : _____
Professor Name: _____
Final Exam Date: _____ Time: _____
Course Code : _____
Professor Name: _____
Final Exam Date: _____ Time: _____
Comments:

Distance Exam Request Guidelines

Student Eligibility

In order to be eligible to write a distance exam for their alternative delivery course, students must meet **all** of the following conditions:

- Must have a home address listed in WebAdvisor that is more than 100km from Nipissing University's North Bay Campus.
- Must **not** be registered in any on-site courses located at our North Bay campus during the same term.
- Must secure invigilation services with an approved proctor and have the proctor submit this form to distance_exams@nipissingu.ca **at least 4 weeks prior to the start of the exam period.**

Students requesting a Distance Exam are responsible for securing invigilation services for their own exam and paying any fees charged by the proctor for the services. Nipissing University will cover the costs of shipping the exam to the proctor, and will provide a postage-paid return envelope to the proctor for the completed exam.

Proctor Eligibility

Nipissing University reserves the right to refuse any proctor it deems inappropriate. Distance Exam Requests can only be approved if the invigilation services are provided in an official testing centre within a College, University, or other institution of higher learning. The proctor must have a business/institutional email address.

The following are examples of Proctors that will **NOT** be approved under any circumstances:

- Your friends, relatives, roommates, or peers
- Your co-workers or employers
- Individuals who do not have a professional email address (e.g. hotmail, gmail, etc.)
- Invigilation services that will be administered in a private residence

Exam Dates & Times

Distance Exams must be written on the same date and at the same time as the exam at our North Bay campus for the same course. This date & time can be found on your exam timetable on WebAdvisor. Changes to the scheduled date and time of the exam are not permitted.

Students with Testing Accommodations

Students who are registered with Student Accessibility Services and who have testing accommodations in place are not required to complete this form. Instead, please follow the procedures outlined by Student Accessibility Services for securing invigilation services.

College Partnership Program (CPP) Students

Any courses that are delivered at a partner college campus (codes of 822-Algonquin, 823-Lambton, 826-Centennial, 828-Niagara, 829-St.Clair) will have their final exam scheduled at that same college campus. Students who are enrolled in the CPP program, and taking online courses with the delivery code 881 or 882 will also have their final exam at their CPP campus. CPP students taking courses with delivery codes 801, 802, or 841 will be responsible for arranging proctoring services for these exams and submitting this form by the deadline in order to be approved for a distance exam. Please check the course codes of all your scheduled courses to determine where your exam will be written.