

Office of the Registrar  
 100 College Drive, PO Box 5002, North Bay ON P1B 8L7  
 Phone: (705) 474-3450, extension 4513 Fax: (705) 495-1772  
 Email: [distance\\_exams@nipissingu.ca](mailto:distance_exams@nipissingu.ca)

## December 2019 Distance Exam Request Form

Submit to [distance\\_exams@nipissingu.ca](mailto:distance_exams@nipissingu.ca) by October 29<sup>th</sup>, 2019  
**NO FORMS WILL BE ACCEPTED AFTER THE DEADLINE**

### Student Information - To be completed by the student

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### Course and Exam Booking Information

*List all exams that will be written with this testing centre. 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.*

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: \_\_\_\_\_

### Testing Centre Information - To be completed by Testing Centre Staff ONLY

Testing Centre Name: \_\_\_\_\_ Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Business Email: \_\_\_\_\_

- The dates and times indicated above accurately reflect the student's actual bookings with us.
- I have read and agree to the proctor requirements and responsibilities on the reverse of this form.

Testing Centre Employee Name (Please Print) \_\_\_\_\_ Testing Centre Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Signature is not required if this form is sent to us directly from the testing centre*

**Submit this form to [distance\\_exams@nipissingu.ca](mailto:distance_exams@nipissingu.ca) by Tuesday, October 29<sup>th</sup>, 2019**  
**NO FORMS WILL BE ACCEPTED AFTER TUESDAY, OCTOBER 29<sup>th</sup>, 2019**

# Distance Exam Request Guidelines

## Student Eligibility

Students must meet **all** of the following conditions in order to be approved to write a Distance Exam:

- Must have a home address listed in WebAdvisor that is more than 100km from North Bay
- Must **not** be registered in any on-site courses located at our North Bay campus during the same session.
- Must secure invigilation services with an approved proctor and have the proctor submit this form to [distance\\_exams@nipissingu.ca](mailto: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 Requirements and Responsibilities

### *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, Public Library or another 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:

- Friends, relatives, roommates, or peers of the exam candidate
- Co-workers or employers of the exam candidate
- Individuals who do not have a professional email address (e.g. using hotmail, gmail, etc. for business purposes)
- Invigilation services that will be administered in a private residence

### *Exam Dates & Times*

Distance Exams must be written on the same date and time as the exam at our North Bay campus for the same course. All exams are 3 hours in duration. Changes to the scheduled date of the exam are not permitted, but any changes to the exam time to meet operational availability of the testing centre are permitted.

### *Exam Location*

The Testing Centre must provide space that ensures respect for the academic integrity of the exam by avoiding overcrowding and that no construction or disruptive routine maintenance takes place in the vicinity of examination rooms during the examination. Students must be supervised continuously throughout the duration of the examination.

### *Exam Delivery*

Nipissing University will ship all paper examinations to the testing centre at the mailing address specified on the reverse of this form prior to the commencement of the examination period. Postage-paid return envelopes will be included for each exam date. Completed exams must be sent back to us using the postage-paid return envelopes within 24 hours after the scheduled exam date and time.

For remote locations or locations outside of Ontario, exams may be sent electronically to the centre, and then scanned and emailed back to us once complete.

### *Exam Fees*

Students are responsible for any fees charged by the testing centre for invigilation services.

Should you have any questions or concerns relating to the above requirements and responsibilities, or any other procedures related to our final exams, please contact the Office of the Registrar as follows:

**705-474-3450 ext. 4513, email: [distance\\_exams@nipissingu.ca](mailto:distance_exams@nipissingu.ca)**