



OFFICE *of* REGISTRARIAL SERVICES

SCHEDULING

Students who will be living more than 150 kilometers from the University of Guelph during the deferred examination session may apply to write their deferred exam at an academic institution (High School, College or University) within their own vicinity.

Off-site Invigilator forms must be completed and signed by your invigilator. A deferred examination package will be sent, by FedEx, to the institution named on your completed form. All deferred exams are to be completed on the scheduled date of the on-site exam. If payment is required to cover the cost of invigilating the exam(s), it is the **student's responsibility** to pay the invigilator directly.

Please return completed/scanned forms by email to orsexams@uoguelph.ca no later than **January 24, 2025**.

Note: If your completed Off-site Invigilator Form is not received by **January 24, 2025**, it will be assumed that you will be writing your deferred examination(s) on the Guelph campus.

Deferred Examinations Off-site Invigilator Form

Completed forms MUST be returned by **January 24, 2025**.

Student's Name: _____

Student's ID Number: _____

Student's Telephone Number: _____

Course Number:

Date to be written:

Invigilator's Name: _____

Title: _____

Email: _____

Academic Institution and Department: _____

Street Address: _____

City: _____

Province: _____

Country: _____

Postal Code: _____

Telephone Number: _____

My relationship to the student is exclusively that of: _____

By signing this form I certify that the above information is true and that I have no personal relationship with the student.

Invigilator's Signature: _____

Note: If payment is required to cover the cost of invigilating the exam(s), it is the **student's responsibility** to pay the invigilator directly.