



## 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](mailto:orsexams@uoguelph.ca) no later than **Monday, January 29, 2024**.

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**Note:** If your completed Off-site Invigilator Form is not received by **Monday, January 29, 2024**, 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 **Monday, January 29, 2024**.

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

Student's Telephone Number: \_\_\_\_\_

Course Number:

Date to be written:

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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.