



## 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 forms no later than **Friday, September 27, 2019** to:

Examinations Co-ordinator  
Scheduling  
Office of Registrarial Services  
3<sup>rd</sup> Floor UC  
University of Guelph  
Guelph, Ontario N1G 2W1  
519-824-4120, Ext. 58725  
orsexams@uoguelph.ca

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**Note:** If your completed Off-site Invigilator Form is not received by Friday, **September 27, 2019**, 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 **Friday, September 27, 2019**.

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.