



UNIVERSITY OF SASKATCHEWAN

Distance Education Unit

DISTANCEEDUCATION.USASK.CA

MATH 102.3

Spring & Summer Term Two (201707)

SUPERVISED FINAL EXAMINATION

MATH 102.3 online requires a supervised final examination. The Math 102.3 final is scheduled for Thursday, August 31st, 2017 at 9:00 AM. You will be notified through your PAWS email of the exact location of your exam by August 10, 2017.

All students will write the final in **SASKATOON** unless you reside more than 110KM from Saskatoon. **For those students that are more than 110 KM from Saskatoon you will need to complete the Special Centre Form and follow the procedures of establishing an invigilator found below.**

Special Centre Examination Arrangement Procedures

I. The Invigilator:

It is the student's responsibility to forward the name of a reputable individual who is willing to supervise this examination. The student must make all necessary arrangements with this individual to write and submit the examination. This includes any financial reimbursement that might be required.

The Invigilator **must** be an established member of the community, whenever possible a representative from a university, college, or school in either an administrative or academic capacity, or otherwise employed in a professional or managerial occupation (e.g., clergy, law enforcement officers). **Other University of Saskatchewan students, relatives, friends, neighbours, co-workers, acquaintances or persons residing at the same address cannot invigilate exams.**

II. Examination Procedure:

- 1) The final examination will be mailed to the Invigilator at least 10 days prior to the day it is to be written. The final examination for Math 102.3 is **scheduled to be written on Thursday, August 31st (9:00 AM).**
- 2) The student must contact the Invigilator during the week prior to the examination date and confirm final arrangements to write the examination.
- 3) Upon completion of the examination the Invigilator will seal it in the envelope provided and return it to the Distance Education Office.
- 4) The student is responsible for all costs incurred in the writing of this examination.
Please note that there is no charge for students writing on campus.
- 5) The University of Saskatchewan reserves the right to reject prospective invigilators.

Please complete the form on the following page and return it by **July 28th, 2017** to:
Distance Education Unit: FAX (306) 966- 5245
or scan or take a photo of the completed form and email to deu.exams@usask.ca

UNIVERSITY OF SASKATCHEWAN
MATH 102.3 (Online)
FINAL - EXAM THURSDAY August 31st, (9:00 AM)
EXAMINATION INVIGILATION

You will be notified through your PAWS email and on the course site of the exact location.

All students will write the midterm in SASKATOON unless you reside more than 110KM from Saskatoon. For those students that are more than 110 KM from Saskatoon you will need to complete the Special Centre form by July 28, 2017.

To be completed by student:
Course: Math 102.3 (Online) – Duration: 3 Hours Closed Book

Please indicate the date:

Student: _____ Student No: _____

Mailing Address: _____ Postal Code: _____

City: _____ Province: _____ e-mail address: _____

Telephone No: Res: _____ Wk: _____

To be completed by invigilator. We will ship the exams to the address below (Please print clearly):

Name: _____

Mailing Address: _____ Postal Code: _____

City: _____ Province: _____ e-mail address: _____

Telephone No: Res: _____ Wk: _____ Fax: _____

Occupation: _____

Place of Employment: _____

How long have you known the student? _____

What is or has been your relationship to the student? _____

PLEASE READ THIS BEFORE SIGNING

I agree to act as invigilator for the above-named student. I will ensure that the examination(s) are written on the scheduled date and that the examination(s) are kept in a secure place until that date. I agree to administer the examination(s) according to the regulations provided by the University and to return the written examinations(s) promptly upon completion. I certify that I am not a close personal friend, neighbor, acquaintance, co-worker, or related to the above-named student, I do not reside at the same address as the student, nor am I currently registered in a distance education course at the University of Saskatchewan.

Invigilator's Signature

Date