



**BMSC 230.3 – Biomolecules
Winter Term 2018**

SUPERVISED MID-TERM EXAMINATION

BMSC 230.3 online requires a supervised **mid-term** examination. The BMSC 230.3 midterm is scheduled for Saturday, March 3rd, 2018 at 9:30 AM. You will be notified through your PAWS email and on the course site of the exact location by the middle of January.

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 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 mid-term examination will be mailed to the Invigilator at least 10 days prior to the day it is to be submitted. The mid-term examination for BMSC 230.3 **is scheduled to be written on Saturday, March 3rd 2018 (9:30 AM – 10:45 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 Independent Studies 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 **February 9, 2018** to:
Distance Education Unit: FAX (306) 966- 5245 or email to deu.exams@usask.ca

UNIVERSITY OF SASKATCHEWAN
BMSC 230.3 (Online)
MID-TERM - EXAM SATURDAY March 3rd, 2018 (9:30 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 below.

To be completed by student:

Course: BMCS 230.3 (Online) – Biomolecules – Duration: 75 Minutes, 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