



Spring 2017 Session (T1 Classes)

DO NOT FILL OUT IF you are writing in Saskatoon and do not require a Special Centre for reasons stated below in Section C. You can verify the date/time of your exam(s) on your PAWS exam schedule or at sesd.usask.ca/exams/schedule.

DO FILL OUT IF you are not writing in Saskatoon OR require a Special Centre for reasons stated below in Section C.

DEU EXAM OFFICE
Monday to Friday, 8:30–12:00 & 12:30–4:30 CST

Email: deu.exams@usask.ca
(attach a scanned or photographed form. **Ensure your name and NSID are in the email subject line**)

Phone: 1.306.966.4811
Fax: 1.306.966.5245

Mail: Distance Education Unit (DEU) Examinations,
464 Williams Building, 221 Cumberland Avenue North,
Saskatoon, SK S7N 1M3

Student Information: Please review the above section before filling out this form. (please print or type in form)

First name	Last Name	Email (University email only—abc123@mail.usask.ca)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing address (street address or box number)		City/Town	
<input type="text"/>		<input type="text"/>	
Province/State	Country	Postal Code	Daytime phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A. Final Exam Schedule (Term 1)—SPRING 2017

Please check the class(es) in which you are writing a final examination. Contact the DEU Exam Office if you have a scheduling conflict with another examination.

<p>June 26, 9:00 am</p> <p><input type="checkbox"/> ENG 358 • W01</p> <p><input type="checkbox"/> POLS 204 • W01</p> <p><input type="checkbox"/> SOC 225 • W01</p>	<p>June 26, 2:00 pm</p> <p><input type="checkbox"/> GEOG 386 • W01</p> <p><input type="checkbox"/> MATH 102 • W01</p> <p><input type="checkbox"/> SOC 232 • W01</p> <p><input type="checkbox"/> WGST 201 • W01</p>
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B. Regular Centre Examination Location

Please choose the site where you will write your exam, if applicable.

Prince Albert Regina

C. Special Centre Examination Location

- I am a student who lives 110 kms or more away from locations listed above.
- I am a student registered with Disability Services for Students (DSS).*
- I am not able to write my exam on the scheduled day for religious reasons.

Please go to page two of this form and fill out Section D.

***Disability Services Information:** If you have a diagnosed disability (learning, medical, physical, or mental health), you are strongly encouraged to register with Disability Services for Students (DSS). In order to access DSS programs and supports, you must follow DSS policy and procedures. If you suspect you may have a disability, contact DSS for advice and referrals. For more information, see www.students.usask.ca/disability, or contact DSS at 306.966.7273 or by email: dss@usask.ca

Please return this completed form by Friday, May 19, 2017.
If you miss this deadline you will be charged the cost to courier your exam to the exam site.



D. Special Centre Invigilator Information

If you are unable to write the final examination at a Regular Centre, you will be responsible for making your own arrangements to write the examination under the supervision of an invigilator. The invigilator must be an established member of the community, preferably 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 officer). Other University of Saskatchewan students, relatives, friends, neighbours, co-workers or persons residing at the same address cannot invigilate exams.

The invigilator is approved by the DEU and reserves the right to reject prospective invigilators. **You are responsible for any financial reimbursement that may be required by these special examination centres.**

To be completed in full by your invigilator (please print or type in form)

Title (Dr/Ms/Mrs/Mr/etc)	First name	Last Name

Mailing address Business Residence

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City/Town	Province/State	Country	Postal Code

Phone number (home)	Phone number (work)	Phone number (cell)	Fax

Email	Place of Employment	Job Title

How long have you known the student?	What is your relationship to the student?

Please read the following declaration carefully 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 examination(s) promptly upon completion. Under no circumstance will I allow the student to handle the examination package after completion. I certify that I am not a friend, a co-worker, a neighbour, or a relative of 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 signature

 Date