

Exam Invigilator Request Form

Student Identification

Last Name		First/Middle Name	
Student Number		Date of Birth	
Email Address		Phone Number	

1. FEES:

\$ 75.00 (minimum three hours)

Fee is non-refundable if cancellation is less than 24 hours Additional Charges:

Additional hours (over 3) – **\$ 25.00** per hour Courier or special handling is extra at cost

2. STUDENTS:

Go to: <http://www.mystfx.ca/services/registrar/invigilators/>

Contact an Invigilator

Work out a time to write

Return this form with payment to the Registrar's Office

It is the **responsibility of the student** to ensure the offering university or institution is aware of the scheduled time and can provide the necessary documents. This includes any changes to the schedule that might subsequently be required.

Information for Invigilator:

Name of University or Institution providing the exam	
Course Name and/or Number (if known)	
Date of Exam	
Start Time	
Duration of Exam (in hours)	
Name of Invigilator	

Payment Information:

Debit Card (if requesting in person)	
Cheque or money order	
Credit Card Number	Expiry Date
Authorized Signature of Card Holder	

Office Use Only:

Date request received	
Date exam received	
Total Fees	
Invigilator notified	
Invigilator initials (required at pick up)	
Date completed exam returned to offering university	
Special handling fees	