

<b>Exam Invigilator Request Form</b>
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Personal Information:			
<b>Last Name</b> (include former):		<b>First/Middle Name:</b>	
<b>Student Number/ Program of Study:</b>		<b>Date of Birth:</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	

1. FEES:  
 \$75.00 (minimum three hours)

- This fee is non-refundable if invigilation services are cancelled less than 24 hours before the exam is to be written.
- Additional charges:
- Exam time required over 3 hours will carry a fee of **\$25.00** per hour.
- Courier or special handling will result in additional charges.

2. To request invigilation services, **STUDENTS** are required to:

- Go to <http://www.mystfx.ca/services/registrar/invigilators> to view the list of invigilators
- Contact an invigilator
- Set up a time to write your exam
- 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	

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	

**Please provide payment information below.**  
**If paying by credit card, your credit card information will be destroyed once payment has been processed.**

Payment Information:			
	Debit Card (In-person only)		Cheque
	Credit Card    VISA    MasterCard    American Express		
	Credit Card Number:	Expiry Date:	
	Card Holder Signature:		