

Invigilation Request Form

It is your responsibility to ensure that **all sections of this form are completed and submitted** to the Centre for Flexible Learning (cFLEX):

- Courses less than four (4) weeks in duration:
No later than five (5) days after the course starts.
- Courses more than four (4) weeks in duration:
No later than three (3) weeks prior to the exam date.

1. **Complete this form online**, save and/or print.

2. To submit completed forms:

- **Email** to dl.exam@senecacollege.ca; or
- **Fax** to 416-756-4360

For assistance email dl.exam@senecacollege.ca or call 416-491-5050 ext. 24141.

Please be advised that any invigilation form that is not received on or before the specified dates will not be processed and you will have to write at one of Seneca's test centres during your originally scheduled exam period.

STUDENT INFORMATION

Surname (Last) Name

First Name

Seneca Student #

Email

Daytime Telephone #

Ext.

Alternate Telephone #

Ext.

EXAMINATION INFORMATION

Course Name

Course Code (ACC101-N1M)

Course Start Date

yyyy/mm/dd

Course End Date

yyyy/mm/dd

Date to Write

yyyy/mm/dd

Midterm Exam

Final Exam

Test # 1

Test # 2

Test # 3

Select the assessment format:

Online format

Paper-based format

* If you are unsure, please contact your instructor prior to submitting this form.

INVIGILATOR INFORMATION

Note: All exams are sent by traceable courier for tracking purposes.

College/University Test Centre Name

Invigilator's Name

Invigilator's Title

Address:

Number & Street

Unit #/Apt

City

Province

Postal Code

Invigilator's Work E-Mail

Invigilator's Work Telephone #

Ext.

Student Declaration:

By checking here, I hereby certify that I have completed the above information accurately and I will take the test/exam under the supervision of an approved invigilator in a professional testing setting/facility.

Invigilator Declaration:

By checking here, I hereby declare the information I have provided is correct and the test/exam will be administered in a professional testing setting/facility.

**Note: Exams must be returned using a traceable, guaranteed delivery service.
Any fees for invigilation services, including courier fees, are the responsibility of the student.**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1990, Reg. 770. The information is used for the administrative and statistical purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada.