WHEN COMPLETING THIS FORM PLEASE PRINT CLEARLY

CENTRE FOR FLEXIBLE LEARNING - INVIGILATION REQUEST FORM

A Confirmation Receipt will be sent within 48 hours of your request to the email provided below

Student E-Mail: _____(please print)

It is the student's responsibility to ensure that all sections of this form are completed and to submit the completed invigilation request form(s) to the Centre for Flexible Learning no less than:

Course running in four Weeks or less	5 DAYS AFTER THE COURSE STARTS
Courses running for more than four weeks	THREE (3) WEEKS PRIOR TO THE EXAM DATE

PLEASE BE ADVISED THAT ANY PROCTOR FORMS THAT ARE NOT RECEIVED ON THE SPECIFIED DATES, WILL NOT BE PROCESSED AND YOU WILL HAVE TO WRITE AT ONE OF SEN EC A'S TEST CENTRES DURING YOUR ORIGINALLY SCHEDULED EXAM PERIOD.

STUDENT CONTACT INFORMATION

Last Name: | First Name:

Student# | E-Mail:

Home Tel: | Work Tel:

EXAMINATION INFORMATION

Subject Name: | Subject Code:

Subject Start Date: | Subject End Date:

Date to Write Year_____Month _____ Day____
YYYY MM DD

Midterm ❑ Final Exam ❑
Test #1 ❑ Test #2 ❑ Test #3 ❑

PROCTOR INFORMATION

ALL EXAMS are sent by courier with Signature Required sticker for tracking purposes

College/University Test Centre Name:

Proctor Name + Title:

Complete Mailing Address: _____ _____ _____ _____
Number & Street Name City/Town Prov Postal Code

Proctor E-Mail Address:

Proctor Work Tel: | Date:

Proctor Signature:

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.9 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.

Student Signature | *Date*

DL Proctor Line: 416.491.5050 Ext 24141

FORM SUBMISSON USING ONE METHOD ONLY BELOW
FAX: CFLEX – NH FCET - 416.756.4360
SCAN AND EMAIL: dl.proctor@senecacollege.ca

Exams must be returned using a traceable, guaranteed delivery service

Any fees for proctoring services, including courier fees are the responsibility of the student