INVIGILATED FINAL EXAM INFORMATION FOR ONLINE COURSES

The following information pertains to the invigilated (supervised pen and paper) FINAL EXAM process for all CCE-Administered online courses. U of R Photo ID and your student number are required and must be placed face up on the desk when you write your final exam. Government issued photo ID is acceptable.

NOTE: Invigilators have the authority to refuse admission to the exam room if students do not have Photo ID.

When is my final exam?
The date for your final exam is set by the Registrar’s Office when the course is scheduled. All other exams and quizzes throughout the term are determined by the instructor. Official Final exam date/time information is located within Banner/UR Self-Service: https://banner.uregina.ca/prod/sct/twbkwbs.P_WWWLogin

What if I need to reschedule my final exam?
Students are advised to contact their instructor and/or faculty at the start of the semester if there are any scheduled final exam conflicts (see below for additional information).

Where can students write their exam(s)?
Student & Instructor Services (SIS) staff work with the following pre-authorized locations within Saskatchewan:

- Buffalo Narrows – Northlands College
- Creighton – Northlands College
- Estevan – Southeast College
- Humboldt – Carlton Trail College
- Ile-a-la-Crosse – Northlands College
- Kindersley – Great Plains College
- La Ronge – Northlands College
- Meadow Lake – Northwest Regional College
- Melfort – Cumberland College
- Moose Jaw – Saskatchewan Polytechnic Test Centre
- Moosomin – Southeast College
- Nipawin – Cumberland College
- North Battleford – Northwest Regional College
- Prince Albert – First Nations University of Canada
- Regina – University of Regina
- Swift Current – Great Plains College
- Saskatoon – U of R Faculty of Social Work – Saskatoon Campus
- Tisdale – Cumberland College
- Weyburn – Southeast College
- White Bear – White Bear Post Secondary
- Wynyard – Carlton Trail College
- Yorkton – Parkland College

Students who are living and/or writing their exam OUTSIDE of the province/country must complete the Final Exam Location Selection survey no later than the specified dates within the survey. If you have not reached out to our office, you will be contacted by staff with information on next steps. A Supervised Exam Application form will also need to be submitted. The Supervised Exam Application can be found and submitted electronically here https://www.uregina.ca/cce/flexible-learning/live-online-support/supervised-exam.html

PLEASE NOTE THE FOLLOWING WHEN ELECTING TO WRITE OUTSIDE OF SASKATCHEWAN:

- Students are responsible for making their own invigilation arrangements; including finding an appropriate site and invigilator (those who are friends, relatives, neighbours, current students, co-workers or persons residing in the same residence as you will not be approved).
- Students are responsible for paying for all relevant costs incurred.
- Students must still write their final exam on the scheduled day/time as indicated within UR Self-Service.
- Students who are out of country are required to ensure that their invigilator has access to either a scanner or a fax and a valid email address. The invigilator must be able to return the completed final exam to SIS electronically in order for the instructor to meet Final Grade Submission Deadlines as outlined by the Registrar’s Office.
- SIS Staff will finalize and approve these arrangements upon receipt of the Supervised Exam Application. If there are any concerns, SIS staff will follow up with the student and/or private invigilator directly.
I am writing in another province, how can I find an invigilator for my final exam?
We recommend contacting places such as a university/college, high school or local public library. The following link, which is operated by Athabasca University, may provide you with alternate options in your local community:
http://registrar.athabascau.ca/invignet/sk.php

How do I select my invigilation site for my online course final exam(s)?
All students are required to complete the Final Exam Location Selection survey located within UR Courses for EVERY online course they are registered in with an invigilated final exam, to indicate where they want to write their final exam(s).

NOTE: If students do not select a location by the posted deadline, the invigilation site will automatically default to the University of Regina.

AFTER THE 50% DROP DEADLINE, a summary of exam locations will be posted on the homepage of UR Courses in the upper right- or left-hand corner. Click on the Exam Location List icon to view your location.

NOTE: Requests to change an invigilation site received in SIS after the 50% DROP DEADLINE will be handled on a case-by-case basis.

Students who ARE WRITING IN Regina will write their supervised invigilated final exam at the U of R location determined by the Registrar’s Office. Students are advised to check UR Self-Service closer to the final exam period to confirm exact room location, as it will simply appear as WEB on UR Self Service until exam rooms are published by the Registrar’s office.

What if I am no longer able to write my final exam?
Students are responsible for contacting the instructor/Faculty as soon as possible if they are unable to attend their invigilated final exam. Students who are required to write their exam at a different day/time than what is scheduled must get written approval from their instructor before any arrangements will be made. Student and Instructor Services staff will work with both the student and instructor to finalize the arrangements based on this written approval.

If required, an Application for Deferral of Term Work and/or Final Exam form must be completed and submitted to your home faculty, federated college, or academic unit. Requests for the deferral of course work that are made after the scheduled final exam date of a class are subject to the approval of the dean (or designate). Requests must be received within 3 business days of the scheduled final exam date or they will be denied (as per the Undergraduate Calendar).

Approved deferral for students writing in Regina:
Exam invigilation arrangements will be the responsibility of the students’ home Faculty/Academic Department.

Approved deferral for students writing off-campus:
Once made aware of the approved deferral, exam invigilation arrangements will be coordinated by Student and Instructor Services staff. They will work with the student, instructor, home Faculty and the invigilation site to finalize the off-campus invigilation. Please ensure that an adequate amount of time is given for staff to make off-site arrangements.