Invigilated Exams in LIVE Courses

All FINAL examinations for LIVE courses will be Invigilated (supervised) pen/paper exams. The following information pertains to the invigilated final exam process for all CCE-Administered LIVE courses. Picture ID and your student number are required.

When is my final exam?
The date for your final exam is set when the course is scheduled. All other exams and quizzes will be determined by the instructor. Final exam date(s) will be outlined in the course syllabus in URCourses, with the official information located within Banner/UR Self-Service. If students have another exam at the designated exam time/date, it is their responsibility to contact the instructor at the start of the semester to seek permission to write at a different time (see below for additional information).

Where do I write my exam(s)?
Students living in province must write at one of the locations listed below*. Once the Add/Drop Deadline for the course has passed, students will be prompted through UR Courses to complete the Final Exam Location Selection. The deadline to complete the location selection process is September 24, 2015.

Students that live out of province or who select “other” will be prompted to contact Student and Instructor Services by email (CCE.StudentServices@uregina.ca) to obtain information on the next steps towards finalizing the final exam invigilation arrangements. Students are responsible for making their own invigilation arrangements; including finding an invigilation site, approved invigilator, and any costs that may be incurred. Students must still write their exam on the date and time scheduled by the University of Regina.

Students out of country are required to ensure their invigilators have access to either a scanner/email or fax. Depending on distance the invigilator may be required to return the exam in this method due to Web Mark Entry deadlines.

Any students who do not complete the Final Exam Location Selection in UR Courses by the deadline will automatically be required to write at the University of Regina on the scheduled exam date.

Students that require special accommodations must have documentation from the Centre for Student Accessibility forwarded to their course instructor as early in the term as possible. Instructors then need to pass on the request to Student and Instructor Services at CCE.StudentServices@uregina.ca for the appropriate arrangements to be made. Requests for special accommodations that are off campus will be arranged to the best of our ability.

What if I need to reschedule my 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 special 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.

Students who do not give notice cancelling their exam will be charged for the cost of invigilation (if incurred). This includes students who do not show up for their exam and those who write at a location other than where they were scheduled to write. They must contact Student and Instructor Services at least 24 hours prior to their exam to indicate that they will not be writing their exam.

Exam Locations *(subject to availability):

- Assiniboia - Southeast College
- Buffalo Narrows - Northlands College
- Creighton - Northlands College
- Esterhazy - Parkland College
- Estevan - Southeast College
- Humboldt - Carlton Trail College
- Kelvington Public Library
- Kindersley - Great Plains College
- La Ronge - Northlands College
- Meadow Lake - Northwest Regional College
- Melfort - Cumberland College
- Moose Jaw - Saskatchewan Polytechnic Test Centre
- Nipawin - Cumberland College
- North Battleford - Northwest Regional College
- Prince Albert – First Nations University of Canada
- Swift Current - Great Plains College
- Saskatoon - University of Saskatchewan
- Yorkton- Parkland College
- Weyburn - Southeast College
- University of Regina