INVIGILATED FINAL EXAMS IN ONLINE COURSES

The following information pertains to the invigilated (supervised pen/paper) FINAL exam process for all CCE-Administered online courses. Picture ID and your student number are required when you write your final exam.

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 are determined by the instructor. Official Final exam date/time information is located within Banner/UR Self-Service:
https://banner.uregina.ca/prod/sct/twbkwbis.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
- **Yorkton** – Parkland College
- **Watrous** – Carlton Trail College
- **Weyburn** – Southeast College
- **Wynyard** – Carlton Trail College

Students who are living and/or writing their exam OUTSIDE of the province/country must complete the Final Exam Location Selection survey as well as the Supervised Exam Application no later than the specified dates within the survey. The Supervised Exam Application is found and submitted electronically here: http://www.uregina.ca/cce/flexible-learning/distance-online/live-online-support/supervised-exam.html.

PLEASE NOTE THE FOLLOWING:
- 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 will be required 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 library (the following link 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 EACH online course they are registered in to indicate where they want to write their final exam(s).

Look for this clickable image on the upper right- or left-hand corner of the screen in UR Courses and follow the steps to select your preferred location where you’ll write your final exam by the posted deadline (Staff will use this information to coordinate invigilation sites for all scheduled online final exams requiring pen and paper invigilation).

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. 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 (http://www.uregina.ca/student/registrar/assets/docs/pdf/forms/deferral_form.pdf) Requests for deferrals received more than two weeks after the final day of the scheduled exam will be denied (as per §5.7.4 of the Undergraduate Calendar).

Approved deferrals for students who are writing in Regina will be the responsibility of the Academic Department/Faculty. For all off-campus students with approved deferrals, SIS staff will work with the student, instructor, home Faculty and the invigilation site to coordinate the off-campus invigilation.