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| Application for External Examination Invigilation |

The University of Canterbury (UC) is pleased to offer an invigilation/proctoring service for examinations of other universities, colleges, institutions of further education and training, and other certified course providers (from within New Zealand and overseas).

Examinations will be conducted on the dates and times specified by the home institution. We normally do not invigilate exams on public holidays or Sundays. Online examinations must be held during business hours unless approved by the Examinations Senior Coordinator.

UC charges a competitive rate for the invigilation service. The fee covers examination supervision, venue hire, administration & postage (if required) for the return of examination scripts.

The regular fee for an examination of up to three hours’ duration is NZ$240.75 (plus GST where applicable). The fee covers one examination invigilator, administration, and small room hire (suitable for 1-50 candidates) for each examination scheduled during normal working hours. Additional charges will be levied for different conditions.

**Booking of external exams**

To apply to sit/hold external examinations at UC, the student/institution must:

1. Contact the Examinations Senior Coordinator (details below),
2. Complete the [External Exams](http://www.adelaide.edu.au/student/exams/External_Exams_APPLIC_2014.docx) Application form (on the reverse side of this sheet) and email it to the Examinations Office (details below) as soon as possible.

**Individual enquiries**

### For those students whose institutions have indicated that the student is required to pay for their exam(s). Please follow the instructions below:

* Payment needs to be made at least five business days before the date of the exam. Payment instructions will be provided by the Examinations Senior Coordinator upon confirmation of a request.
* For exams requested within five days of the required exam date, payment must be made within 24 hours of the request.
* Bookings are only guaranteed once payment has been made and a receipt has been issued, at which time reporting information will be supplied.

**Institution enquiries**

The home institution should forward a list of all students' full details including name and student number, examination title and code, scheduled date, time and length of the examination, and also specific reading times or special conditions of examinations or instructions to supervisors.

The home institution must advise who is responsible for the cost of the examination. Where the candidate is expected to cover the fee for the examination, contact details address, e-mail and phone number should be provided.

Please email if you have further enquiries.

**Contact Details**

Helen Rowley

Examinations Senior Coordinator

examinations@canterbury.ac.nz

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Please read the information overleaf before completing the Application form. **Please print clearly.**

**For requests by individuals**

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| Family name: | First name(s): |
| Cell Phone Number: | E-mail: |
| Home university/institution you are studying with: | |
| Home university/institution contact details (name and email address): | |
| Who is covering the cost of the examination invigilation? | 🞏 I am paying the fee for the exam(s).  🞏 My home university/institution is to be invoiced (written approval from payee must be attached). |

**Exam details**

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| Subject Code(s) & Name(s): | Proposed date and time of exam(s): |
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**Authorisation**

|  |  |
| --- | --- |
| Signature | Date |

This form must be signed personally.

**For requests by institutions**

Please attach list of a list of all students' full details including name and student number, examination title and code, scheduled date, time and length of the examination, and also specific reading times or special conditions of examinations or instructions to supervisors. Where the candidate is expected to cover the fee for the examination, contact details address, email and phone number must be provided.

**Please email this application to: examinations@canterbury.ac.nz**