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## Exam Information

All students must adhere to the University's examination policies as laid out in the UBC Calendar.  
<http://www.students.ubc.ca/current/exams.cfm>

In most cases, students must complete all assignments prior to writing the final examination. Please contact your instructor and refer to your course website for clarification.

### **Students living within the Lower Mainland will write exams on campus:**

Access your personal exam schedule at the student service centre for dates, times and location.

For further information, or to report any conflicts, please contact Jo-Anne Chilton at the above telephone number or email address.

If you are a student who lives within the Lower Mainland but do not wish to write your exam on campus, you may apply to write your exam in the location of your preference. Please fill out the exam application form, and submit it to Jo-Anne Chilton with a cheque or money order for \$30 (payable to UBC). The form must be received no later than six weeks prior to the above on-campus exam date.

### **Students living outside of the Lower Mainland:**

It is the student's responsibility to apply at a local exam centre, or to find and retain an exam invigilator.

An invigilator must be an individual who is not a relative, friend, neighbor, co-worker, or person residing at the same address as the student. The invigilator must normally be a Faculty member in a post-secondary institution, a senior school administrator or librarian, or a senior administrator in a Canadian Embassy.

The exam invigilation date will normally fall on the same day as the on-campus exam date or as close as possible to the set exam date.

Once arrangements for an invigilator have been finalized, the student must submit the invigilator form to Jo-Anne Chilton. ***The invigilator form must be received no later than six weeks prior to the on-campus exam date.***

Please note: Forms received after the due date will incur an additional administrative fee of \$55, and will not be processed if the fee is not attached. Forms will not normally be accepted within three weeks of the exam date.

When the form has been received and processed, and the invigilator has been approved, the student will receive an email notification/confirmation through the Student Services Centre.

### **Writing outside of British Columbia:**

In addition to the above guidelines, for students writing an exam outside of BC, there is a fee of CDN \$40. This fee should be submitted by cheque or money order (payable to UBC) when the invigilation form is submitted. Forms received without the fee will not be processed.

Please note: When writing outside of BC, it is the student's responsibility to arrange for payment directly to the invigilator, if any is required.

**For further information or clarification, please contact Jo-Anne Chilton using the above contact information.**