



Alternate Examination Application Fall 2019

In-Class courses

Deadline for receipt of the application is Monday, October 21, 2019
Late applications will not be accepted

CONDITIONS TO APPLY:

You may apply for an alternate examination if you were unable to sit the final examination of your course which started no earlier than **APRIL 2019**

You are **NOT ELIGIBLE** to apply for an alternate examination if you received a failing grade in your course.

The weighting of the mark achieved in the alternate examination will be identical to the original weighting of the final examination of your course. Check your course outline for the grade weighting.

Students are responsible for retaining all course materials from their original course. The School cannot provide access to past course materials.

Alternate examinations are held once per semester at a proctored examination centre. These dates cannot be altered or transferred.

Payment must be included with your application form or it will not be considered.

PERSONAL INFORMATION

Last Name

First Name

SCS Student Number

E-mail

Quercus ID

Daytime Phone

City

State/Province

Country

EXAM INFORMATION

Exam Date: Saturday, JANUARY 11, 2020

Course Code

Course Title

If you are applying for an Alternate Exam for a course in the Project Management, Business Analysis or Business Process Management Certificates, please use the form found [here](#).

Preferred Exam Centre (Select One)

PAYMENT INFORMATION

ALTERNATE EXAMINATION FEE: \$150 CAD This fee is non-refundable and non-transferable.

Payment Type	Credit Card Number	Name on Card	Expiry Date
Signature of Cardholder		Date	

Complete form and fax to **416-978-6666**,
OR mail to:
Enrolment and Learner Services, Alternate Examination
University of Toronto School of Continuing Studies
158 St. George Street
Toronto, Ontario M5S 2V8

Upon receipt of application and payment, the School will make examination arrangements for you.

Please note that it is not possible to depart from the established schedule for either the location or the time.
Presiding Examiners in each centre receive only enough supplies for enrolled candidates.

The School will e-mail a Confirmation Letter to you with details of your examination location and time two weeks prior to the examination.

If you have any questions about your final exam, please email scs.dlp@utoronto.ca.