



Alternate Examination Application Fall 2019

Project Management courses (1860, 1937, 1952)
Business Process Management courses (2564, 2565, 2566)
Business Analysis courses (2379, 2382, 2383)

Deadline for receipt of the application is Monday, November 11, 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. 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 Schedule: Weekend of DECEMBER 13-15, 2019

Course Code

Course Title

Important: Alternate exams for courses in the Project Management, Business Analysis and Business Process Management certificates will be **conducted entirely online**. Exams will be unproctored and delivered via Quercus (the School's learning management system). Temporary login credentials for your exam will be sent to you two weeks prior to the exam weekend.

Students will be able to take their exam at anytime over the weekend: **12:01am on Friday December 13th to 11:59 pm on Sunday December 15th.**

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.

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

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