



Alternate Examination Application Winter 2020 Distance/Online Business and Language Courses

Deadline for receipt of the application is Monday, February 17, 2020

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, starting no earlier than **JUL 2019**

If you are applying for an Alternate Exam for a course in the Project Management, Business Process Management, Business Analysis Certificates (**1860, 1952, 1937, 2379, 2382, 2383, 2564, 2565 and 2566**), please use the applicable form found here: <https://learn.utoronto.ca/help/forms-and-applications>

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

IN-PERSON PROCTORED EXAM INFORMATION

Exam Date: Saturday, APRIL 25, 2020

Course Code

Course Title

Preferred Exam Centre (Select One)

If you are more than 30km away from one of the existing exam centres above you can apply to write your alternate examination online through our online proctoring service. Please fill out "**Online Proctored Exam Information**" on **Page 3** to apply.

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.

ONLINE PROCTORED ALTERNATE EXAM INFORMATION

Complete this page **ONLY** if you will be writing your exam from a location more than 30km away from one of the Exam Centres listed on Page 1.

The final examination will be conducted entirely **online**. Please read the information below regarding the technical requirements before submitting this application. More information about online proctored exams found here: <https://help.learn.utoronto.ca/hc/en-us/articles/115004994514-How-does-online-proctoring-work->

Technical requirements:

- Desktop computer or laptop (not tablet, Chromebook or phone)
- Webcam and microphone (built-in or external) – test your webcam at <https://webcamtests.com/>
- Connection to network with sufficient internet speed: at least 2 Mbps download speed and 2Mbps upload – test internet speed at www.speedtest.net
- Operating systems: Windows XP or newer, Mac OS X 10.8 (Mountain Lion) – or newer
- Browsers:** Google Chrome v39 or later, Mozilla Firefox v34 or later, Apple Safari v6 or later. **Pop-up blocker must be disabled.**
- If you are using Chrome or Firefox, you will be required to load an Exami browser extension.
- You will be required to run the Zoom or Go To Meeting app in the background as you write your exam, as this enables interaction with your proctor.
- If you are writing an online proctored exam in a Translation course, you will also need a scanner, or a printer with scanning capabilities, connected to the computer you use for your exam, and within the same room.**

Confirm technical requirements:

I confirm that my computer and internet connection are compatible with the online proctoring service.

If your computer does not meet the technical requirements for an online exam, please fill out the in-person proctored exam information on Page 2. Select "Other" from the exam centre list and enter your location. The School will be in touch to arrange an in-person exam. You will be asked to locate an educational institute and proctor for the invigilation of your exam.

Exam Schedule: Weekend of APRIL 24-26, 2020

Course Code	Course Title	Preferred Time*
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Students will be able to take their exam at anytime over the weekend, from 12:01am EST Friday April 24th to

* 8:00pm EST on Sunday April 26th. The School will do its best to provide time slots during your preferred times, but we cannot guarantee availability.

Two weeks prior to the exam, you will be invited to schedule your exam with our proctoring service within the designated time frame. Please schedule your exam as soon as you receive your invitation email to ensure a convenient time.

Students will require the following when writing their exams online:

- Government issued photo ID
 - U of T SCS student number
 - Quercus login credentials
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