



Alternate Examination Application Fall 2017

Distance/Online Business and Language courses

Deadline for receipt of the application is **Friday, September 29, 2017.**

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 **May 2017**

If you are applying for an Alternate Exam for a course in the Project Management or Business Analysis Certificates (**1860, 1952, 1937, 2379, 2382 and 2383**), please use the Project Management and Business Analysis specific form found here: <http://learn.utoronto.ca/how-to-register/forms-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.

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

Daytime Phone Number

City

State/Province

Country

IN-PERSON PROCTORED EXAM INFORMATION

Exam Date: Saturday, January 13, 2018

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 B Virtual 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 live 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.

One-Click “Test Your Technology” Service

Test your system to ensure compatibility by clicking:

<http://onlineproctornow.com/systemtest.php>

Technical requirements:

- High speed internet connection of at least 3Mbps, wired connection preferred
- External or Built-in webcam with a resolution of at least 640 x 480
- Microphone
- Speakers
- Adobe Flash Player 7 or higher
- Compatible browser

Confirm technical requirements:

I have completed the One-Click "Test Your Technology" service and 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 January 13, 2018

Course Code	Course Title	Preferred Time*
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*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 B Virtual 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
 - Blackboard login credentials
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