



## EXAMINATION REQUEST FORM

**Email completed form to your instructor (scan as a .pdf)**

To be completed and returned to your instructor a minimum of **1 week** prior to the date you arrange to write the exam with your proctor

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Instructor's Name:** \_\_\_\_\_

**Special Instructions** (not required): \_\_\_\_\_

### Policy Regarding Examinations

Students must arrange to have their exam supervised by a professional invigilation service at a college, university or other professional examination service. **Exams must be written in a professional testing location.** Proctors are subject to approval by Pacific Rim and must follow the instructions provided with the exam. There is a list of [approved testing facilities](#) in each student's instruction package. **Students cannot write an exam at any location where a conflict of interest may exist.** Students should select a facility where they will have access to a computer (that must have Internet access disabled) for the full duration of the exam (**two hours**). Where an appropriate computer is **not** available, exams may be hand written. The exam will be completed without the use of Internet, books, notes, mobile devices or reference aids. Photo ID must be shown to the proctor at the time of the exam. Upon receipt and approval of this request form, the Pacific Rim instructor will send the requested exam and exam instructions to the proctor.

**The following person has agreed to supervise my examination:**

**Supervisor's Name:** \_\_\_\_\_  
proctor must offer professional invigilation services

**Title or Position:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_  
exam must be written in a professional testing location

**Business Address:** \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-mail:** \_\_\_\_\_  
must be a professional email account belonging to the institution providing the service  
(the exam will be sent to this email address, please ensure it is legible)

**Examination Supervisor's (Proctor's) Signature:** \_\_\_\_\_  
*Any exam fee is the student's responsibility.*