

**Application to Write Examinations**  
**(for students unable to write examinations at Simon Fraser University)**

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
(Surname) (Given Names)

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number (Residence) \_\_\_\_\_ (Business) \_\_\_\_\_

Course(s) \_\_\_\_\_

**Please indicate whether you will be using this exam proctor for the midterm(s), final exam or both.**

midterm(s)                       final                       both

Name of Exam Proctor \_\_\_\_\_  
(may not be a current SFU distance education student) (please print)

Address where proctor wants exam mailed (please enclose your business card):

Institution Name \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number (Residence) \_\_\_\_\_ (Business) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Proctor's Occupation	Please check one	Position Title
Junior/Senior High School Principal	<input type="checkbox"/>	_____
University or College Faculty	<input type="checkbox"/>	_____
University or College Administrator	<input type="checkbox"/>	_____
University/College or Public Librarian	<input type="checkbox"/>	_____

No other proctors will be accepted unless approved by the Director or the Administrative Assistant of the Centre for Distance Education. Note: overseas proctors must be able to read and understand the English language in order to follow the examination instructions.

\_\_\_\_\_  
(Signature of Exam Proctor) (Date)

Send to: Centre for Distance Education  
Examinations  
Simon Fraser University  
Burnaby, B.C. V5A 1S6  
Fax: (604) 291-4964

Do not submit this form with assignments. The form must be postmarked or faxed by the deadline noted on the assignment deadline sheet in your course package. students sending the form from outside Canada *must* send the form by fax or courier.