



EXAM SUPERVISOR APPLICATION - CANADA

This form should only be used by students enrolled directly through the Global University Canada office. Submit this form when nearing completion of your course. Mail: Global University Canada: Box 1264 Lakeshore West, Oakville, ON, L6K 0B3 | 416.619.9242 | Fax: 905.901.4730 | E-mail: info@globaluniversity.ca

Student Information:

Student Name (please print) Student ID Office Code

Suggestions for exam supervisor:

Qualified exam supervisors could include, but are not limited to, teachers, librarians, school administrators, pastors, or other professionals.

Restrictions include:

- 1. The exam supervisor cannot be a relative of the student.
2. The exam supervisor cannot be a Global University student who is classified as an "active" student.
3. The exam supervisor cannot reside at the same address as the student.
4. The exam supervisor must be 18 years or older
5. The exam supervisor must be able to monitor the student during the administration of the final exam.

Requested Exam Supervisor: (all fields required)

Exam Supervisor Legal Name (please print) Title / Employment
Daytime Mailing Address (Preferably no PO Box) Employer
City, Province Daytime Telephone
Zip Code, E-mail

Responsibilities of an exam supervisor:

- 1. Arrange a time and location with the student to administer the final exam. Schedule up to 3 hours to ensure the completion of the exam.
2. Be prepared to accept and sign for the Global University exam packet when the post office delivers it to your daytime address.
3. Keep the confidential exam materials in a secure location and ensure the student does not have access to the exam until time to administer it.
4. Monitor the student at all times during the examination session and give the student up to 3 hours to complete the exam.
5. Sign and date the Exam Supervisor Only Box on each Scantron form. This verifies that all exam procedures were followed and the student did not use inappropriate aids. Note: The completed exam cannot be processed without this signature.
6. Return all exam materials within the time limit indicated on the Exam Scantron, or within 3 days of administering the exam, or by the course expiration date—whichever comes first.
7. Exam materials should be returned to Global via a trackable shipping method such as UPS, FedEx, DHL, or certified mail. The student should provide a large envelope and shipping cost for the return of the exam.

Signature Verification:

I accept the responsibilities of the exam supervisor for the above-mentioned student. I commit to preserve the integrity of the course evaluation process prescribed by Global University and will ensure that the final examination for each course be taken in my presence and in compliance with university standards. If for any reason I cannot administer the test I will inform the student and return the exam packet to Global University. I will not give the exam packet to another individual to administer the test to the student unless I have been granted permission from Global University.

Exam Supervisor's Signature Date

Please return this completed application form to the student

Office Use Only
Application Form received: Exam Supervisor ID:
Exam Supervisor approved: Yes No Authorized by: