

## Exams and Exam Invigilation for Distance Learning

To maintain the integrity of our exams, strict guidelines for exam invigilation must be followed.

Exams **must** be written prior to the end date of your course; this date can be found on your Registration Statement, included with your course package. **Photo ID is mandatory** for all exams.

For additional information, including links to our exam schedules, please visit our website [www.rrc.ca/examcentre](http://www.rrc.ca/examcentre)

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If you reside in Winnipeg, it is **mandatory** that you write your exams in the **FM35 Exam Centre** located at the Notre Dame Campus. All exam requests **must** be received a minimum **five (5) business days in advance of your course end date and preferred writing date**. If your request is received outside of the five (5) business days, you will be charged a **\$50.00 late exam scheduling fee**.

To schedule your exam, you must complete and submit the **Distance Delivery Exam Request Form** found here: [www.rrc.ca/deexamrequest](http://www.rrc.ca/deexamrequest)

Students who have questions may contact Exam Centre staff by calling 204.632.3080.

### Exam Write Times Available:

- **Mondays & Tuesdays / 1:00pm**
- **Thursdays & Fridays / 9:00am**

\* Summer dates & times may vary

*If necessary, it is possible to make arrangements to write your exam at the College on limited evenings or Saturdays; however, a **\$50.00 non-refundable, non-transferable fee** will be applied to each exam.*

\* Exam write times are subject to change – for current schedules, please refer to our website, [www.rrc.ca/examcentre](http://www.rrc.ca/examcentre)

All exams are booked on a first come, first accommodated basis.

**A \$50.00 rescheduling/no-show (non-refundable) fee applies.** Once you have booked a date to write, you are holding a seat. If you reschedule this date or do not show, you will be charged \$50.00.

Note: **Red River College's Exam Centre is a scent-free environment.** Staff and visitors are asked to refrain from using scented products while on campus.

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If you reside in an area near one of the **RRC Regional Campuses** (Interlake, Peguis/Fisher River, Portage, Steinbach or Winkler), or if you reside close to any other **Post-Secondary Educational Institution**, it is **mandatory** that you contact the Campus/Institution directly to arrange for exam invigilation services. Once dates and times have been set, complete the Distance Delivery Exam Request / Off-Campus form. This green form can be found in your course package. It is essential that this form be completed, signed and submitted to the School of Continuing Education Operations office **3 weeks in advance** of your scheduled write date. Please fax this form to 204.633.7748 or e-mail [distanceexams@rrc.ca](mailto:distanceexams@rrc.ca)

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Students unable to write at any of the locations listed above must make their own arrangements for exam invigilation. Exam invigilators must have a professional designation (school administrator, teacher, doctor, lawyer, librarian or member of the clergy for example). An exam invigilator **cannot** be a relative, friend, co-worker, supervisor, another student, or someone living at the same address.

Exam invigilators are required to sign the Distance Delivery Exam Request / Off-Campus form, declaring the above statement to be true.

Exam invigilators are subject to approval by the School of Continuing Education.

The Distance Delivery Exam Request / Off-Campus form must be complete with invigilator's signature, and must be submitted to the School of Continuing Education Operations office either by fax (204) 633.7748, mail (FM28 - 2055 Notre Dame Avenue, Winnipeg MB, R3H 0J9) or e-mail [distanceexams@rrc.ca](mailto:distanceexams@rrc.ca) at least **3 weeks in advance** of your scheduled write date. Once the request has been approved, the exam is sent directly to the invigilator by regular post mail.

*Note: Technical Support is available Monday-Thursday, 8:00am-7:30pm; Fridays, 8:00am-4:00pm; and Saturdays, 8:00am-4:00pm (CT) ONLY*

The exam invigilator is responsible for mailing the exam in the postage-paid return envelope provided. Any fees associated with off-campus invigilation services are the responsibility of the student.

Good luck with your exams!