

## LTF Invigilation Support Request Form

Please provide detailed information then submit to your Dean.

<b>Course number and name:</b> <small>(Full name, including section number)</small>	
<b>Instructor's name:</b>	
<b>Phone/cell number, email address or Zoom ID you can be reached at during the exam</b>	
<b>Date of request:</b>	<b>Date of test/exam:</b>
<b>Room #(s) where invigilation support is required:</b> TH _____ TP _____ NH _____ Other _____	
<b>Number of students at each site where invigilation support is required</b>	TH _____ TP _____ NH _____ Other _____
<b>Duration of test/exam</b>	Start time: _____ End time: _____
<b>Test/exam will be sent by</b>	<input type="checkbox"/> Regular Mail <input type="checkbox"/> Email (PDF)    Exam is online (UCNLearn) <small>Note: The best format for the material is PDFs, which are universally usable and difficult to modify.</small>
<b>Exam Materials</b> <small>(E.g., calculators, charts, notes, books, graphs)</small>	Allowed:
	Disallowed:
<b>Examination booklets required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Mailing address to send completed tests/exams</b> <small>Note: Test/exams sent between UCN campuses will be directed by interdepartmental mail; those going to Winnipeg or regional centers will be sent by courier.</small>	
	<b>Please include your budget code</b>

Send tests/exams to [ltf@ucn.ca](mailto:ltf@ucn.ca) at least 10 days prior to test date.

Dean's signature: \_\_\_\_\_