ALL PARTS OF THE FORM MUST BE COMPLETED
Please submit this form 4 weeks before your requested exam date.

WHO MAY PROCTOR?

The proctor must:

- a) not be related to you in any way (by marriage or common-law relationship)
- b) must not reside at the same address as you, and
- c) must not be currently enrolled in a secondary or an undergraduate course.

People from the following professions/backgrounds are eligible to serve as proctors:

- Teachers/educational professionals (active or retired) above the pre-school level
- Administrative employees of a university, school, or college
- Religious institution officials (e.g., priests, rabbis, pastors, ministers, pundits, nuns, monks)
- Graduate students with teaching experience
- Chartered accountants
- Lawyers
- Professional engineers
- Human resources department or training/development staff at your place of employment
- Library staff
- Military officers (for members of the military and their spouses only)
- Law enforcement officers
- Health care workers (for students with special needs only)

uWaterloo reserves the right to refuse any proctor we consider inappropriate. If you are in an extremely isolated area and none of the above options are available to you, email extendedlearning@uwaterloo.ca to explore other options.
STUDENT MUST COMPLETE THIS SECTION. Please print clearly.

Last Name: ___________________________  First Name: ___________________________

Requested Exam Date: ________________________

Chemistry Mid-term ❑  Chemistry Final ❑

______________________________  ________________

TRANSCRIPT REQUEST

❑ I plan to use the results of this course(s) for admission to uWaterloo.

Faculty __________________ Year ____________  Term:  Fall ❑  Winter ❑  Spring ❑

uWaterloo Student ID # if applicable ________________  OUAC # if applicable ________________

❑ Please send my final marks to the following universities.

<table>
<thead>
<tr>
<th>Name or Department</th>
<th>University</th>
<th>Street 1</th>
<th>Street 2</th>
<th>City &amp; Province</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

Please ensure that the address information you supply is accurate and includes the full mailing address.

NOTE: A $5.00 administrative fee will be applied for more than two requests.

WHO PAYS THE PROCTOR?
The student is responsible for paying any fees relating to the examination including the fees required to courier the completed exam to the University of Waterloo.
TO BE COMPLETED AND SIGNED BY THE PROCTOR. Please print clearly.

The examination(s) will be sent to the address provided below.

Last Name: ________________________________ First Name: ________________________________

Street/Apt: ________________________________ City: ________________________________

Province: ________________________________ Postal Code: ________________________________

Telephone (Home): ________________________________ Mobile: ________________________________

Email: __________________________________________

Occupation & Employer: __________________________________________

I agree to act as proctor for the student named on this form. I will ensure that the examination(s) are written on the scheduled examination date and that the examination(s) are kept in a secure place until that date. I agree to administer the examination(s) according to the regulations provided by the University and to return the written examination(s) promptly upon completion. I certify that I am not related to the above-named student, I do not reside at the same address as the student, nor am I currently registered with the University of Waterloo.

Proctor's Signature: ________________________________ Date: ________________________________

Please email the completed form to extendedlearning@uwaterloo.ca at least four weeks before you wish to write your exam.