



**APPLICATION TO WRITE FINAL EXAMINATION**

When a student is ready to write the final exam (or about a week prior to being ready), he/she should communicate with their Academic Monitor who will complete this application, ensuring that the following conditions are met (or are approximately 7 days from completion):

1. Student has completed all AS, FOR and OF activities in the course. This will be verified through communication between the Academic Monitor and the teacher of the course.
2. When the teacher has verified that the above condition has been met, students should begin to prepare and study for the final examination. The teacher will provide the student with a term mark and the final examination will take place in approximately seven (7) days.
3. If the teacher reports that course work is incomplete, the application to write the final exam will not be approved. Instead, the student must complete the missing work, await a term mark and receive further instructions about writing the final exam. This application does *not* need to be re-submitted.

Student name: _____	Course name: _____
Course code: _____	Teacher name: _____
Proctor name: _____	Proctor email: _____
Anticipated exam date & time: _____	

**To be completed by the proctor:**

<p><b><i>Affidavit:</i></b> <i>I, the undersigned, understand and acknowledge that I am acting on behalf of Toronto International OSLife School (TIOS). I realize I am providing a service of supervision to those in attendance and will act professionally and ethically. At no time will I share information leading attendees to the proper selection of an answer. Furthermore, I will not jeopardize TIOS's reputation and credibility or those participating in the examination.</i></p> <p>Print name: _____</p> <p>Proctor signature: _____</p> <p>Date: _____</p>
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