

Application to Establish an Outside Writing Centre

for Grade 12 Provincial Examinations

Please Print

Learning ID (if known)

Student Information

I have been requested by:

Last Name

First Name

Middle Name

to act as the presiding officer for Saskatchewan Grade 12 Provincial Examinations scheduled as indicated on the official examination timetables. (Please list below.)

Date						Time	Course
D	D	M	M	Y	Y		

Presiding Officer Information

I agree to act as the presiding officer on the understanding that:

- 1) I shall conduct the examination(s) strictly according to regulations;
- 2) the above-named candidate is personally responsible for my remuneration and for the payment of any incidental expenses which I may incur, and that I should collect such amounts from the student at the commencement of the first examination.

Last Name

First Name

Middle Name

Home Phone

Business Phone

Fax

Occupation or official position

Email

Examination Shipping Information

Name of Principal/Person and/or Institution/Organization

Street/P.O. Box

Town/City

Province

Postal Code

Writing Centre Information

Writing Centre

Town/City

Province

Postal Code

Day

Month

Year

Signature (electronic signature acceptable)

(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

Note: To be completed and returned by: **November 30** for the January examination session
April 30 for the June examination session

Submit form to Registrar's Office, Ministry of Education: Email to student.records@gov.sk.ca