

# Proctor Honorarium Form

## Exams at a Distance

### Students

- Students who take online courses and need to write examinations at a Mount Saint Vincent University approved proctor site (more than 100km from the Mount) are eligible to receive a \$50 reimbursement for the cost of hiring a proctor or using the services of an approved proctor site **\*\*\*Please note: Reimbursement of proctor fees will cease as of September 1<sup>st</sup>, 2019. Any questions regarding the cessation of reimbursements can be directed to the University Registrar.**
- This eligible amount is per course, not per examination
- To receive this reimbursement, please submit this form with the official receipt(s) attached within two weeks of writing the examination. **Forms received after the two week deadline will not be eligible for reimbursement.**

### Proctors

- If you are hired by a student to proctor an examination at a Mount Saint Vincent University approved proctor site, please submit this form
- Revenue Canada requires you to provide your Social Insurance Number and home mailing address in order for Mount Saint Vincent University to issue payment

<b>Proctor Name</b>		
<b>Student Name</b>		<b>Student ID #</b>
<b>Mailing Address</b> (include street number/name, city, province, and postal code)		
<b>Phone #</b>		
<b>Email</b>		
<b>Course Proctored</b> (e.g. BUSI 2212 18)		
<b>Examination Date</b>		
<b>Mid-term or Final</b>		

**SUBMIT THIS FORM BY MAIL, FAX, OR EMAIL TO:**

Mount Saint Vincent University  
 Registrar's Office  
 Evaristus Hall Room 207  
 166 Bedford Highway  
 Halifax, Nova Scotia B3M 2J6  
 Fax: 902-457-6498  
 Email: [exams@msvu.ca](mailto:exams@msvu.ca)