

Guidelines for Off-Campus Final Examination 2026

Please read all the information carefully.

A limited off-campus writing option is available for the ECON 2Y03 final exam in Spring 2026.

Students enrolled in ECON 2Y03 (Spring 2026) who will be living more **than 160 kilometers from McMaster University** during the term may be eligible to write the final exam at an approved external institution or with a proctor verified by the Department of Economics. Students are responsible for arranging a qualified proctor at an external institution. All proctors must meet McMaster University requirements. **Up to 25 applications** will be approved in the order received.

In this document, you will find all the information you need to know **before** submitting the online [Request to Complete your Final Exam Off-Campus](#) form for ECON 2Y03 (Spring Term).

The deadline is 4:00 p.m. (EST) on Friday, April 27th, 2026

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Step by Step Checklist

1. Verify Your Eligibility

- Confirm that you are enrolled in ECON 2Y03 for the Spring 2026 term.
 - You must live more than 160 km from McMaster University on the date of the final exam.
 - If you are taking any on-campus courses in the Spring 2026 term, you must write your exam on the McMaster main campus.
 - Off-campus exam writing is limited to **25 approved applicants**, based on the Department of Economics' approval process.
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2. Choose an Eligible Proctor

Your proctor must meet McMaster University's requirements.

Acceptable proctors include:

Within Canada, examinations may be conducted by:

- The administrative officer responsible for examinations at a university or college (normally the Registrar), or
- A high school principal

Outside of Canada, examinations may be conducted by:

- An officer of a Canadian consulate, embassy, high commission, or Education Centre
- The administrative officer responsible for examinations at an approved (English Speaking) university only if it is not possible for an officer of a Canadian consulate, embassy or high commission to conduct the examination.

Other arrangements may be approved under exceptional circumstances.

Your proctor **CANNOT** be:

- A relative
 - A friend, neighbour, or co-worker
 - Anyone living at your address
 - A current McMaster student or staff member
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3. Confirm Your Proctor Meets Requirements

Before submitting your application, ensure your proctor can:

- Administer the exam in English
 - Print exam materials double-sided
 - Scan all sides of the completed exam and return it via email to econug@mcmaster.ca
 - Supervise the exam **in person** on the scheduled date. Final exam date for ECON 2Y03 Spring 2026 will be Tuesday, June 23rd, 2026, from 1:00 pm to 3:30 pm (EST).
 - Remain in the room for the entire exam
 - Support any approved SAS accommodation, if required.
 - Provide a reliable email address and daytime phone number
 - Respond to McMaster email, econug@mcmaster.ca within 5 business days
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4. Provide the Correct University Contact

If your proctor or testing site requests a university contact, provide:

Emma Beamson

Undergraduate Administrative Assistant

Department of Economics, McMaster University

Email: econug@mcmaster.ca

(Ensure your proctor adds this email to their safe sender list.)

***DO NOT provide your instructor's contact information.**

5. Submit the Off-Campus Exam Request Form

- Complete and submit the online form "[Request to Complete Final Examination Off-Campus](#)" form by **4:00 p.m. (EST) on Friday, April 27th, 2026**
 - Only the first **25 complete applications** will be approved.
 - Double-check all information for accuracy to avoid delays.
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6. Await Approval

- The Department of Economics will contact your proctor directly.
 - Your proctor must reply **within 5 business days**.
 - You will receive an email once your proctor is officially approved and has accepted responsibility for administering your exam.
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7. Finalize Your Exam Booking

Once approved:

- Confirm your exam appointment with your proctor/testing centre.
 - Pay any required fees directly to your proctor (McMaster does not process these fees).
 - Keep a copy of your booking confirmation for your records.
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8. Submit Your Booking Confirmation

- A reminder to not book your proctor until you have received an email from the Department of Economics to do so.
 - Email your booking confirmation to econug@mcmaster.ca within **24 hours** of booking.
 - Once your confirmation is received, the Department will send you a **final approval email**.
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How to find a Proctor or Testing Centre Off-Campus

Below is a list of organizations that offer proctoring services to students from other universities in the area.

Proctors and/or testing centers **must** be able to administer the exam in English.

Ontario:

[Algonquin College](#) - Ottawa, ON

Collège Boréal, Barrie - email: services.testing@collegeboreal.ca

Alberta:

[University of Calgary](#), Calgary, AB

[Bow Valley College](#), Okotoks, AB

[The Kings University](#), Edmonton, AB

British Columbia:

[British Columbia Institute of Technology](#) – Burnaby Campus

[British Columbia Institute of Technology](#) – Vancouver Campus

Manitoba:

[Manitoba Institute of Trades and Technology](#), Winnipeg, MB

New Brunswick:

[Crandall University](#), Moncton, MB

Northwest Territories:

Aurora College, Yellowknife, NT

Nova Scotia:

Dalhousie University, Halifax, NS

Prince Edward Island:

Holland College – Charlottetown, PEI assessments@hollandcollege.com

Quebec:

McGill University – Montreal, QC

Eastern Quebec Learning Centre, Quebec City, QC

Saskatchewan:

University of Saskatchewan, Saskatoon, SK

Outside of Canada:

Outside of Canada, examinations may be conducted by:

- [An officer of a Canadian consulate, embassy, high commission, or Education Centre.](#)
- The administrative officer responsible for examinations at an approved (English Speaking) university only if it is not possible for an officer of a Canadian consulate, embassy or high commission to conduct the examination.

IMPORTANT TO NOTE: Digital versions of final examinations will be distributed to proctors close to the final examination date. **Please make sure your proctors can print the final examination and administer in English.** They will also need to securely return it digitally once it has been written to the Department of Economics, econug@mcmaster.ca

*Online (remote) proctoring is currently not available.

Exam Policy and Guidelines

Before the exam:

- **Check Syllabus:** Consult your course outline for specific supplies (e.g., calculator, pencils).
- **Required ID:** You must present a McMaster student card **AND** government-issued photo ID

- **Calculator:** If a calculator is needed, it's often the Casio fx-991MS or MS Plus (McMaster Standard) but verify with your instructor.
- **Items:** Turn off all electronics; place bags and phones away from your seat; bring HB pencils and pens.

During the exam:

- Exam time cannot be extended under any circumstances.
- McMaster's Academic Integrity applies to all off-campus testing locations.
- The Undergraduate Examination Policy outlines the key responsibilities of students in relation to examinations.

Exam Scheduling:

- **Availability:** Students must be available to write the final exam within 12 hours, before and after the regularly scheduled on-campus exam. **Final exam date for ECON 2Y03 Spring 2026 will be Tuesday, June 23rd, 2026, from 1:00 pm to 3:30 pm (EST).**
- **Rescheduling:** Email the Department of Economics at least 10 business days before the exam period for conflicts like three exams in one day or three consecutive exams.

McMaster Key Policies & Resources:

- [Undergraduate Examinations Policy](#)
- [Academic Integrity Policy](#)
- [Office of the Registrar's Exams and Guidelines](#)
- [Undergraduate Academic Calendar](#)
- Off-Campus Testing FAQs from the Department of Economics

Students Requiring Accommodations Through Student Accessibility Services (SAS)

Students who require accommodations through Student Accessibility Services (SAS) must have all accommodations formally approved and on file with SAS prior to the final exam. Students are responsible for ensuring that their selected proctor or testing centre can administer the exam in full accordance with these approved accommodations. If the proctor or testing centre is unable to meet the specified accommodation requirements, the student will be required to write the examination in person on campus.

Frequently Asked Questions

Who is eligible to write the ECON 2Y03 (Spring 2026) final exam off-campus?

Students enrolled in ECON 2Y03 for the Spring 2026 term who will be living more than 160 kilometers from McMaster University during the exam period may be eligible to write their final exam at an approved external institution or with a proctor verified by the Department of Economics. Only 25 applications will be approved.

What are my responsibilities when writing the exam off-campus?

Students are responsible for the following:

Find: Arrange a qualified proctor who meets McMaster University requirements. A list of eligible organizations can be found in the *Guidelines for Off-Campus Final Examinations – How to Find a Proctor*.

Fees: Pay all proctoring or testing-centre fees, including any charges for cancellations or rescheduling. McMaster does not reimburse these costs.

Book: Once you receive an approval email from econug@mcmaster.ca, contact your proctor/testing centre to schedule your exam. **Do not** finalize any booking before receiving departmental approval.

Available: Students must be available to write the final exam within 12 hours, before and after the regularly scheduled on-campus exam. Final exam date for ECON 2Y03 Spring 2026 will be Tuesday, June 23rd, 2026, from 1:00 pm to 3:30 pm (EST).

Confirmation: Retain a copy of your booking confirmation and submit to econug@mcmaster.ca within 24 hours of booking for final stage of approval.

Follow: Adhere to McMaster's Examination Policy, Guidelines, and Academic Integrity Policy as outlined on the university website.

How do I find a proctor/testing centre?

Refer to the “**How to find a Proctor**” section in the Department of Economics, Guidelines for Off-Campus Final Examinations document.

Your proctor/testing centre must:

- Administer the exam in English

- Print exam materials double-sided
 - Scan all sides of the completed exam and return it via email to econug@mcmaster.ca
 - Supervise the exam **in person** on the scheduled date (as indicated in the course outline OR A2L)
 - Remain in the room for the entire exam
 - Support any approved SAS accommodation, if required.
 - Provide a reliable email address and daytime phone number
 - Respond to McMaster email, econug@mcmaster.ca within 5 business days
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How long does approval take?

After you submit your proctor information on the Request to Complete your Final Exam Off-campus form:

- The department of economics contacts the proctor for required details.
 - Processing time depends on how quickly and thoroughly the proctor responds.
 - If the proctor does not meet criteria, you will be notified by email and you will be required to write the final exam on the McMaster University main campus.
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Can I write off campus if I'm registered with Student Accessibility Services (SAS)?

Students who require accommodations through Student Accessibility Services (SAS) must have all accommodations formally approved and on file with SAS prior to the final exam. Students are responsible for ensuring that their selected proctor or testing centre can administer the exam in full accordance with these approved accommodations. If the proctor or testing centre is unable to meet the specified accommodation requirements, the student will be required to write the examination in person on campus.

When is the deadline to submit the Request to Complete Final Examination form?

After you have followed all the steps in the Department of Economics, Guidelines for Off-Campus Final Examination document, you will be required to submit your [online application form](#) before 4:00 p.m. (EST) on Friday, April 27th, 2026.

I missed the Request to Complete Final Examination Off-Campus deadline. Can I still apply?

No. If the form was not submitted by the deadline, your exams are scheduled at McMaster University main campus and off-campus writing is no longer an option.

Contact Information

Emma Beamson
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Department of Economics, McMaster University
econug@mcmaster.ca

***DO NOT provide your instructor's contact information to off-campus testing centre.**