

EXTERNAL EXAMINATION CHARGES

For exams of up to three hours' duration:

Invigilation fee:	\$95 per session for each invigilator (prior to 2024) \$120 per session for each invigilator (from 1 January 2024)
Administration fee:	\$55 per exam + GST of 15%
Room hire:	\$50 per session for one small room + GST of 15%
Courier:	See below
Cancellation/No-show fee:	See below

The **invigilation fee** allows for an exam of up to three hours in duration, with no more than ten minutes reading time. Other options are available on request.

The **administration fee** covers administrative duties carried out by the University of Canterbury Examinations Office.

The **room hire fee** meets the cost of hiring one small room (for up to 50 students) during regular teaching hours. The hire assumes the exam is no longer than three hours with a maximum of 10 minutes reading time. Longer sessions will incur an additional charge depending on the extra time required.

Where the exam is scheduled to take place out of regular teaching times (e.g. in the evening, weekend, public holidays or outside term times) the following fee structure applies:

Small Room Hire \$30 an hour (including GST)

Lecture Theatre Hire On request (depends on the size of the room required)

If a return bag is not provided an additional **courier charge** will be made on a cost basis.

Cancellation/No-show fee: Students who are unable to attend one or more of their examinations **must** contact the [Examinations Senior Coordinator](#) before the date of the examination. Where at least 24 hours' notice is given, only the \$55 administration fee will be charged for that student.

If less than 24 hours' notice is given, the full cost of the examination will be charged. If a student fails to attend their examination and no notice is given, the student/home institution will be responsible for the full cost of the examination.

When first making contact regarding examination arrangements please advise who will be meeting the cost of the exam, the student or the institution.