NORTH ISLAND COLLEGE

APPLICATION FOR OFF-CAMPUS EXAM

Please note: It will take approximately **15 working days** to process your request. Invigilators and exam locations are subject to the approval of the Assessment Department of North Island College. Exams will **NOT** be sent unless invigilators **AND** sites are approved. (See Process for Application Information on page 2).

APPLICANT INFORMATION:

Student's FULL name and address (print clearly)	DATE OF APPLICATION	EXAM DATE
NAME		NIC STUDENT NUMBER
MAILING ADDRESS		BIRTH DATE (YYYY/MM/DD)
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	E-MAIL ADDRESS	

COURSE DETAIL (applicable):

COURSE CODE	COURSE TITLE	TERM

☐ Mid-term Exam ☐ Final Exam ☐ Other Exam ☐ Other, please specify: _____

Instructor Name: _____ Date: _____

Use one form per course. All exams for one course can be requested at one time as long as the same invigilator will be used. All exams will be sent to the invigilator at the same time. It is the students responsibility to identify an acceptable invigilator and exam location –see Process for Application pg. 2.

EXTERNAL INVIGILATION INFORMATION: (print clearly)

INVIGILATOR'S NAME	TITLE	
EDUCATIONAL INSTITUTION	MAILING ADDRESS	
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	E-MAIL ADDRESS	

I am willing to serve as the invigilator for this student for _____ (indicate #) exams indicated above.

I will scan and return exams digitally to the instructor. ☐ Yes ☐ No

Invigilator's Signature : _____ Date: _____

SUBMISSION OF APPLICATION:

Return your completed *Application for Off-Campus Exam* by mail, fax, or email to:

Assessment Services
North Island College
2300 Ryan Road, Courtenay, BC V9N 8N6

Fax: 250-334-5018

Email: assessmentcvc@nic.bc.ca

For information call: 250-334-5014

FOR OFFICE USE ONLY

Received Date: _____ Processed By.: _____

Service Deadline

Requests received with less than 3 weeks notice will not be processed.

Process for Application for Off-Campus Exam

1. It is the student's responsibility to arrange for an invigilator, an appropriate site, and to pay any associated fees. They need to verify if exams can/cannot be returned to the NIC Instructors digitally (this will not impact if an invigilator will be approved or not). If a student is requesting a midterm and final, or multiple exams for the same course be forwarded to an invigilator, care must be taken to assure that the invigilator is willing to store the exams until needed.
2. Exams are to be written in a location approved by NIC Assessment Services. Ideally, exams are to be written at an accredited, post-secondary institution such as a community college. Other approved locations include public schools and libraries.
3. Exams are to be written under the supervision of an invigilator approved by NIC Assessment Services. An approved invigilator must be in a position of responsibility/authority and must be able to remain objective as far as the student is concerned. Preferred invigilators would be one of the following: a member of the assessment services staff of a post-secondary institution, an educator, a librarian, a counselor, a police officer, or a court official. Other invigilators would be subject to approval of the NIC Assessment Services Coordinator.
4. The invigilator **cannot** be a student in the same course or program, a relative (including by marriage), a friend or reside at the same address as the student.
5. Exams **must not** be written in the private residence of an invigilator.
6. Invigilators must sign the application form and by signing they are agreeing to invigilate all of the exams listed on the form.
7. North Island College reserves the right to reject proposed invigilators and sites.
8. When a form has been received and processed and the site and invigilator have been approved, the student will receive an email notification/ confirmation from the NIC Assessment Services Department. Invigilation instructions will be **emailed** to the Invigilator. Exams will be **mailed** to the invigilator.

The information on this form is collected under the authority of the College and Institute Act, and will be used for the purpose of education. Inquiries about the collection or correction of personal information should be addressed to: The Registrar, North Island College, 2300 Ryan Road, Courtenay, BC V9N 8N6.