

APPLICANT INFORMATION:

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

NORTH ISLAND COLLEGE PROGRAM (applied for):

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PLEASE INDICATE THE ASSESSMENT TEST YOU WISH TO COMPLETE:

- English
 English as a Second Language
 Culinary Arts
 Metal Fabrication
 Math
 Nursing Math Evaluation (BSN or LPN)
 Mechanical Reasoning
 Plumbing and Piping

Student 's Signature (indicated above) : _____ Date: _____

TEST INVIGILATOR INFORMATION : *** Pre-approval is needed for Invigilator other than an educator***

Be sure to read the *Process for Application for Off Campus Assessment* on the following page.

EXTERNAL INSTITUTION: (print clearly)

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

Invigilator's Signature (indicated above) : _____ Date: _____

SUBMISSION OF APPLICATION: Return your completed *Application for Off-Campus Assessment* in person, by mail or fax to:

Assessment Services
 North Island College
 2300 Ryan Road, Courtenay, BC V9N 8N6
 Telephone: 250-334-5014 Fax: 250-334-5018

FEES FOR SERVICE: Test Fee (Canadian Applicants) \$15 Postage and Handling Fee (Canadian Applicants) \$5

This non-refundable payment may be made in person by VISA, MASTERCARD, American Express, debit card or cheque. Mailed in requests must be accompanied by cheque or money order. To help prevent credit card fraud DO NOT write your credit card information anywhere on this form. If faxing in your request, a NIC representative will contact you directly for this information and your payment will be processed directly into a secured website.

FOR OFFICE USE ONLY

Received Date: _____ Receipt No.: _____
 Send Date: _____ Processed By: _____

Process for Application for Off-Campus Assessment

1. Complete the **Applicant Information** section of the attached form.
2. It is the student's responsibility to arrange for an invigilator, an appropriate site and to pay any associated fees.
3. Exams are to be written in a location approved by North Island College (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.
4. 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, librarian, counselor, police officer, or a court official. Other invigilators would be subject to approval of the Assessment Services Coordinator.
5. 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.
6. Exams must not be written in the private residence of an invigilator.
7. Complete the **Test Invigilator Information** section with the required information.
8. Invigilators must sign the application form.
9. North Island College reserves the right to reject proposed invigilators and sites.
10. Invigilation instructions will be emailed to the Invigilator.
11. Return the completed Application for Off-Campus Assessment by one of the methods in the **Submission of Application** section along with the required payment (**Fees for Service** section).
12. The tests will then be sent out to the test invigilator and once received they will contact you to set up a time and place for you to write. **You will be responsible for any service fees from this institution.**
13. The test invigilator will return the completed tests to North Island College for marking. NIC Assessment Services will then contact you to discuss your results. A copy of your results will be mailed out to you and the information will be passed on to the program area that you have applied for.
14. The English assessment consists of two timed tests: Reading Vocabulary and Reading Comprehension. You will be required to write a formal essay - comparing things, trying to convince someone of your point of view or explaining something. It would be a good idea to practice writing an essay before hand.
15. The Math assessment consists of two parts: functional math without a calculator and intermediate and advanced math which is done using a scientific calculator. It would be a good idea to review your math prior to the test. **Check our website for ways to prepare for Math or English testing. Go to www.nic.bc.ca and choose Placement Testing Services.**
16. If you have any further questions about this process, please contact NIC Assessment Services at 250-334-5014 or assessment@nic.bc.ca

We look forward to having you as a student!

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.