

APPLICANT INFORMATION

Name _____

Phone _____ Email _____

Mailing Address _____

Student ID Number _____ Program Applied for _____

TEST INVIGILATOR INFORMATION

Name _____

Title _____

Educational Institution _____

Agency _____

Pre-approval needed for Invigilator other than an educator.

Mailing Address _____

Phone _____ Email _____

SUBMISSION OF APPLICATION

Return your completed *Application for Off Campus ESL Assessment* by one of the following methods:

Mail: International Education Department
North Island College
2300 Ryan Road, Courtenay, B.C. Canada V9N 8N6

Fax: 001-250-334-5018

Email: internationaleled@nic.bc.ca

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

Process for Application for Off Campus ESL Assessment

1. Complete the **Applicant Information** section of Off Campus ESL Assessment.
2. Find a test Invigilator
 - a) Contact your local community college or high school to request an instructor or counsellor to supervise the tests for you. *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.*
The invigilator cannot be a student in the same course or program, a relative (including by marriage), a friend or live at the same address as the student. Exams must not be written in the private residence of an invigilator.
 - b) You may also arrange for the Canada Education Network office to supervise your assessment.
 - c) Agencies may also be approved to supervise the assessment. Please contact the International Education Coordinator at internationaleled@nic.bc.ca to request this approval.
3. Complete the **Test Invigilator** section with the required information.
4. Inform the Test Invigilator that the English testing will take approximately two hours. You should set up your testing session accordingly.
5. Return the completed Application for Off Campus Assessment by one of the methods in the **Submission of Application** section.
6. The Test Invigilator will contact you to set up a time and place for you to write once the tests have been received. You will be responsible for any fee for this service at that institution.
7. The Test Invigilator will notify North Island College when you have completed the test and will return the completed test to North Island College for marking. The International Education Department will contact you to discuss your results. A copy of your results will be mailed to you.
8. The ESL assessment tests your grammar, reading, vocabulary and writing skills. The assessment has four parts:
 1. Grammar
 2. Reading
 3. Vocabulary
 4. Essay

} completed on-line

4 – 5 paragraphs written and faxed to the College
9. If you have any further questions about this process, please contact one of the people below:
Susan Billie susan.billie@nic.bc.ca or 001-250-334-5014
Angela Price internationaleled@nic.bc.ca or 001-250-334-5000 extension 4430

We look forward to having you as a student!