

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 be sent only when invigilators and sites are approved. (See Process Information on back of this page)

APPLICANT INFORMATION

Date of Application _____ Exam Date _____

Name _____ Student ID _____

Address _____

Phone _____ Email _____

*Course Name and Number _____ Semester _____

Mid-term Exam Final Exam Other Instructor _____

*Please complete one form per course (as long as it is the same invigilator for all exams)

EXAM INVIGILATOR INFORMATION

Name _____ Title _____

Institution _____ (It is the student's responsibility to identify an acceptable invigilator and exam location – See Application Process pg. 2)

I am willing to serve as the invigilator for this student.

Signature of Invigilator* _____

Mailing Address _____

Phone _____ Email _____

*If the invigilator has been contacted by the student by phone or email and a signature is not available, the invigilator will be contacted to verify that both the site and invigilator are acceptable.

SUBMISSION OF APPLICATION

Return the completed Application for Off-Campus Exam form by one of the following methods:

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

Fax: 250-334-5018

Email: Sue.Billie@nic.bc.ca

For information call: 250.334-5014

***STUDENTS APPLYING FOR ABT EXAMS ONLY: RETURN FORMS TO:**

Jeannette Gingras, ABT Department Chair
North Island College
2300 Ryan Road
Courtenay, BC V9N 8N6

Fax: 250-334-5241

Email: Jeannette.Gingras@nic.bc.ca

For information call:250-334-5000 ext, 4247

SERVICE DEADLINE

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

APPLICATION PROCESS

- It is the student's responsibility to arrange for an invigilator, an appropriate site and to pay any associated fees.
- Exams are to be written in a location approved by Assessment Services, NIC. 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.
- Exams are to be written under the supervision of an invigilator approved by Assessment Services of NIC. 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 Assessment Services Coordinator.
- 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.
- Exams must not be written in the private residence of an invigilator.
- Invigilators must either sign the application form or be contacted by Assessment Services to verify their willingness to invigilate (signature is preferred)
- North Island College reserves the right to reject proposed invigilators and sites.
- The ABT department chair will evaluate and approve invigilators and test sites for ABT exams to ascertain that the test site is acceptable and that it can accommodate ABT exams
- When a form has been received and processed and the site and invigilator has been approved the student will receive email notification/confirmation from either the Assessment Services Department or the ABT Department Chair (for ABT exams only). Invigilation instructions will be emailed to the Invigilator. Exams will be forwarded to the invigilator.