

**APPLICANT INFORMATION: Student's FULL name and address (print clearly)**

NAME		NIC STUDENT NUMBER	
MAILING ADDRESS		BIRTH DATE (YYYY/MM/DD)	
CITY	PROVINCE	COUNTRY	POSTAL CODE
PHONE NUMBER	E-MAIL ADDRESS		

**NORTH ISLAND COLLEGE PROGRAM (applied for):**

PLEASE INDICATE THE ASSESSMENT TEST/S YOU WISH TO COMPLETE: Please write in any assessment not listed.

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> English     | <input type="checkbox"/> Animal Care Aide *                     | <input type="checkbox"/> Coastal Log Scaling * | <input type="checkbox"/> Metal Fabrication * |
| <input type="checkbox"/> Math        | <input type="checkbox"/> Nursing Math Evaluation (BSN or LPN) * | <input type="checkbox"/> Culinary Arts *       | <input type="checkbox"/> Prep Cook *         |
| <input type="checkbox"/> Other _____ |   |  |  |

Assessments with a \* are in-house paper assessments and require an invigilator.

Student 's Signature (indicated above) : \_\_\_\_\_ Date: \_\_\_\_\_

**TWO OPTIONS TO TAKE YOUR ASSESSMENT:**

**EXAMITY-** Online Proctoring Service- **This service can only proctor ENGLISH and MATH** and is **RECOMMENDED**. Info on Page 3.  
Cost \$25.00 USD

**INVIGILATOR:** You are responsible for finding an approved invigilator and filling out the invigilator information below.  
Cost to be determined by Invigilator.

**EXAMITY:** Check box if you wish to use Examity as your online proctor.  No invigilator info necessary.

**INVIGILATOR INFORMATION:**

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

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* by email or in person:

Assessment Services - North Island College 2300 Ryan Road, Courtenay, BC V9N 8N6 Telephone:250-334-5014 Email: [assessmentcvc@nic.bc.ca](mailto:assessmentcvc@nic.bc.ca)

North Island College FEES FOR SERVICE:  Test Fee \$20 (Canadian Applicants)

**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. 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 by: : \_\_\_\_\_

**FOR ...**

Receipt No. \_\_\_\_\_

## Process for Application for Off-Campus Assessment

1. **Before submitting this application form** be certain to be familiar with the academic requirements for entry to the North Island College program applied for and how to best prepare for the assessment. An NIC Advisor can be contacted and booked online for information and assistance with how to find links to review materials.
2. Complete the **Applicant Information** section of the attached form.
3. It is recommended that English and Math placements are to be written with **Examity**. Examity is an approved online invigilator.
4. NIC in-house paper assessments will require an invigilator. It is the student's responsibility to arrange for an invigilator, appropriate site and to pay any associated fees.
5. If hiring an invigilator, assessments are to be written under the direct supervision of an invigilator approved by NIC Assessment Services. Assessments are to be written at an accredited, post-secondary institution such as a Community College or University. Other approved locations include public schools and libraries. 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.
6. 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.
7. Assessments must not be written in the private residence of an invigilator.
8. Complete the Test Invigilator Information and be sure the invigilator signs the application form. If invigilators are arranged by phone and cannot sign, they will be phoned to confirm their willingness to provide invigilation.
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 email or in person. If emailing the form, you will be called for payment.
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 placement test consists of three sections. Reading Comprehension, Writing Skills and an Essay. It is recommended to practice writing an essay before hand.
15. The Math placement consists of three sections with 20 questions in each section. Arithmetic, Quantitative Reasoning, Algebra and Statistics and Advanced Algebra and Functions. It is recommended to review your math skills prior to the test. **Check our website for ways to prepare for Math or English testing. Go to [www.nic.bc.ca](http://www.nic.bc.ca) and search for placement assessments.**
16. If you have any further questions about this process, please contact NIC Assessment Services at 250-334-5014 or [assessmentcvc@nic.bc.ca](mailto:assessmentcvc@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.

Examity provides online supervision of placement by linking to your home computer and monitoring your placement(s) via webcam, audio and keystroke monitoring. Students only need to be alone in a room that can be panned by their webcam to verify that there are no other people in the room. The online invigilator will check ID – you just hold it up to the webcam!

- Students can schedule placement tests at any hour of the day, any day of the week. Students have complete freedom to write an assessment whenever they want.
- Students can write their placements online in a safe and trusted environment.
- Live certified proctors available 24 hours a day, 7 days a week.

A proctored session with Examity is \$25.00 USD with no hidden or additional fees no matter if you schedule in advance or want to take your test immediately. You will be prompted to pay \$25.00 USD upon scheduling a test. Examity accepts all major credit and debit cards.

## **It's easy!**

1. Contact your institution and tell them you're interested in taking ACCUPLACER tests with Examity\*\*.
2. Once your school approves your request, you will receive an email from ACCUPLACER with your voucher code. This voucher code will allow you to schedule and take your exam.
3. Click the Examity link in the email which will bring you to the Examity registration page. Enter your first name, last name, email and hit register.
4. Once you've registered, you will receive a confirmation email with login credentials from Examity. You will then log into the Examity dashboard. From here, you will set up a profile and schedule your exam using the voucher code provided. You can schedule to take your test on the same day or you can schedule in advance. Once scheduled, you will receive a confirmation email with login credentials.
5. Return to the Examity dashboard at the day/time you scheduled to meet your proctor and take the test(s).

## **Technology Requirements:**

- ACCUPLACER tests taken with Examity can only be administered on a desktop computer or laptop (Chromebook, tablets, and smartphones are not allowed)
- Your device must have a webcam and microphone (built-in or external)
- Connection to network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload
- Operating systems: Windows 7 or newer, Mac OS X 10.8 (Mountain Lion) or newer
- Browser with pop-up blocker disabled: Google Chrome v47 or later, Mozilla Firefox v41 or later, Internet Explorer v10 or later, Microsoft Edge v12 or later, Apple Safari v6 or later
- Once you have received the email with your testing voucher you will need to register and book times for your assessments with Examity. Instructions on how to register with Examity will be included in this email.

