



## Distance Instructors: Assigning Invigilated Exams

### Are you teaching a COTR *distance course*? You probably are if...

- 100% of the learning for your course can be completed off-campus
- You are using the internet or correspondence materials for most of your delivery
- You do not use campus classrooms for lectures, labs, or tutorials.
- Your course is hosted through cotrOnline (Moodle)

### Do you require an invigilated (supervised) exam or midterm?

Some distance instructors do *not* require invigilated exams. Grades for these courses are calculated from work on assignments, essays, participation in online discussions, online teamwork projects, online quizzes, or open-book tests. Some courses *do* require invigilated exam sessions in order to maintain articulation agreements. These exams may be scheduled (for semesterized courses) or unscheduled (for self-paced courses).

### If you *do* require invigilated exams...

Information about exams must be detailed in your Course Outline or Syllabus; bring this to your students' attention during the first week of the course. Make sure that your students have copies of the information sheet *Distance Students: Writing Exams*, and the *Distance Student Exam Application*. If you require your students to take exams at scheduled times, ensure that your students are aware of these restrictions at least 6 weeks before the exam date(s).

Where students write depends on where they live:

- If the student lives within 100 km. of any COTR campus, s/he should write the exam at the nearest COTR campus location, invigilated by you or designated COTR staff.
- If the student lives further than 100 km. from any COTR campus, s/he must make arrangements to write the exam at a *suitable* location. Suitable locations include other public post-secondary institutions, elementary or high schools, or public libraries.
- If the student is unable to write the exam at a recognized educational institution or public library, s/he must contact his/her instructor to suggest an alternative invigilation location.

COTR reserves the right to reject any external invigilator proposed.

### Exams invigilated off-campus

- Students who will be writing off-campus should send a copy of their completed *Distance Student Exam Application* to you.
- Send the exam package (including sealed exam envelope, *Distance Student Invigilator's Statement*, a return exam envelope, instructions for both student and invigilator, and a letter of appreciation to thank the invigilator for performing this service) directly to the invigilator's business address. Send the exam package early enough such that the Invigilator receives the package at least 48 hours prior to the exam time.

### Exams invigilated on-campus

Whenever possible, you are expected to schedule exams so that you can invigilate local students yourself. Student Services staff can provide on-campus invigilation only for individual students whose extenuating circumstances prevent them from attending the scheduled exam time. Student Services staff need adequate advance notice so that they can accommodate your testing requirements:

- Please complete one copy of the following form for each COTR campus in which you will have students writing. Be sure to identify any required accommodations for disabilities.
- Deliver the form, **at least 2 weeks before** your exam date, to the appropriate COTR campus (deliver to Student Services if your students will use the Cranbrook campus).
- Ensure that the invigilator has sufficient copies of your exam available **at least one day prior** to the beginning of your testing period. Whenever possible, please include your exam copies when you submit the following form.



## Distance Instructor's Application for Exam Invigilation/ Accommodation

Please submit this application to the Student Services individual or department at the campus where your exam will be written, at least **two weeks** before your exam date.

<b>Instructor's name</b>		<i>Additional notes</i>
Instructor's contact info (phone, email address)		
<b>Course name &amp; number</b>		
Exam date (if scheduled)		
Exam duration (or start/stop)		
Exam conditions:	<input type="checkbox"/> Study sheet permitted <input type="checkbox"/> Open book <input type="checkbox"/> Calculator permitted <input type="checkbox"/> ..... <input type="checkbox"/> .....	
COTR campus/satellite		
Name of student(s) who will be writing at this location		
Do any of these students require special accommodations?	If so, please contact the Disabilities Coordinator at 250-489-2751 ext. 3283	

Instructor's signature: .....

### ***Student Services use only***

Yes, we can accommodate this request

Room number .....

Invigilator .....

Additional notes:

#### *Disability accommodations*

- extended time (X 1.5)
- separate room
- computer
- scribe
- reader
- anxiety
- other \_\_\_\_\_



# Distance Student Invigilator's Statement

I, \_\_\_\_\_ **attest that:**  
(Invigilator's name)

1. I am currently employed in a teaching or administrative capacity at an educational institution, or (state qualifications):  
\_\_\_\_\_
2. I read, write and speak English fluently.
3. I am not a relative of the student named, nor am I a student of the College of the Rockies.

**And further that:**

1. I have identified the student named below, who has shown me proof of identification, or is known to me personally.

**Student's name** \_\_\_\_\_

2. All documents will be kept confidential until the time of writing.
3. The student will write the examination(s) without assistance (unless otherwise noted on the examination papers).
4. The student will complete the examination in accordance with College of the Rockies rules and regulations.
5. The completed examination file(s) will be forwarded to the Instructor, College of the Rockies.  
**Note: If this examination is in electronic format, upon completion of the exam, one copy of the completed exam will be printed, signed by the student, signed and dated by me, and forwarded to the Instructor.**
6. No copies of this examination will be made, either electronically or mechanically, other than as per Item 5 above.
7. All examination papers (including this sheet), questions, answers, answer booklets (including those unused) will be returned to the Instructor.
8. This process will be followed in accordance with College policies and procedures.
9. Information obtained or provided is subject to compliance with the *Freedom of Information and Protection of Privacy Act*, and may be used only by the College of the Rockies for the purposes of administration of exams or other fundamental activities related to the operation of College of the Rockies.

**Invigilator's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Business address:** \_\_\_\_\_

**Business phone / fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

Contacting COTR Registrar: **[in person]** Registration department, COTR Cranbrook campus **[by mail]** College of the Rockies PO Box 8500, Cranbrook, BC, V1C 5L7 **[fax]** 250-489-1790 **[phone]** 250- 489-8236 or toll-free 1-877-489-2687 ext. 8236

**!** Problems with this exam or invigilation session? Please fill out the Exam Incident Report on the reverse side of this sheet.



## Exam Incident Report

### Student's Report

Student: please use this space to report any concerns about the testing environment or the test itself:

- the test had errors
- test questions were unclear (which ones?)  
.....
- testing directions were unclear
- the computer or internet access did not work correctly
- the testing environment presented challenges (it was noisy, cold, poorly-lit, etc.)
- other problems (please describe)

**Signature of Student:** .....

### Invigilator's Report:

Invigilator: please use this space to report any concerns about the invigilation environment, the test, or the student writing the test:

- the directions for the invigilator were unclear
- the conditions for invigilation were not provided or were unclear
- the test seemed incomplete or confusing
- the candidate left the testing area during the exam period without permission
- the candidate took more time than was permitted to complete the exam
- the candidate disobeyed some other condition of invigilation (please explain)
  
- the candidate appeared to be cheating (please explain)

**Signature of Invigilator:** .....