



## Distance Students: Writing Exams

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

- You have a valid COTR student number and are taking a distance course through COTR
- You are completing 100% of the learning for your course off-campus
- You are using the internet or correspondence materials for most of your course
- You are not required to come to the campus for lectures, labs, or tutorials.

### Do you need to write an invigilated (supervised) exam or midterm?

Some distance instructors do *not* require invigilated exams. Your grade for these courses may be calculated from your work on assignments, essays, participation in online discussions, online teamwork projects, online quizzes, or open-book tests.

Some instructors *do* require that you attend invigilated exam sessions for midterms and/or final exams. Sometimes these exams are scheduled for specific times and dates; sometimes you may be able to choose a time and date according to your own schedule. To find out if your instructor requires invigilated exams, check your Course Outline or Syllabus. It's best to check this out during the first week of the course.

### If you *are* required to write an invigilated exam...

Where you write depends on where you live:

- If you live within 100 km. of any COTR campus, you may be required to write your exam at the COTR campus location. You do not need to identify an invigilator.
- If you live further than 100 km. from any COTR campus, you will have to make arrangements to write your exam at a *suitable* location. Suitable locations include other public post-secondary institutions, elementary or high schools, or public libraries.
- If you are unable to write your exams at a recognized educational institution or public library, you may contact the COTR Registrar to suggest an alternative invigilation location.

COTR reserves the right to reject any external invigilator proposed.

Contacting the 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. 3236

### Arranging your exam invigilation

- Start planning early in your course to arrange invigilation! The instructor, Registrar and the invigilator need time to arrange your exam setting and to get the paperwork completed.

#### *If you will be writing your exam **on-campus** at COTR:*

- At least 1 week prior to your exam date, contact COTR to confirm your invigilation session. Fill out PART A of the Distance Student Exam Application on page 2, and bring this (as well as some picture ID) with you when you write. There is no cost to COTR students for this service. Student Services will arrange a location for you to write.

COTR campus info.	Creston: 250-428-5332	Golden: 250-344-5745	Kimberley: 250-427-7116	
	Fernie: 250-423-4691	Invermere: 250-342-3210	Cranbrook (Student Services): 250-489-8243	

#### *If you will be writing your exam **off-campus**:*

- Complete PART A and PART B of the Distance Student Exam Application on page 2. Return this form to your instructor at least 2 weeks before your exam.
- You may be required to pay for your invigilation. Other colleges typically charge a fee (ranging from \$10 to \$50 per exam) for “outside” students.
- If, while writing your invigilated exam, you experience problems with the exam, the invigilator, or the testing environment, be sure to fill out a Student's Incident report on the back of the Invigilator's Statement (available following the exam session).



## Distance Student Exam Application

- **For On Campus Exams**

Please contact your nearest COTR campus (see below) at least 1 week before your exam date to confirm your exam invigilation. Fill out PART A (below) and bring it with you when you write your exam. Your invigilator will confirm your attendance by signing PART B.

- **For Off Campus Exams**

Please contact your proposed Invigilator at least one month before the exam date. Complete both PART A and PART B (below) and return to your instructor at least 2 weeks before your exam date.

<b>PART A</b>	<b>Student surname</b>	
	Given names	
	COTR student number	
	Student phone no. (incl. area code)	
	Student email address	
	<b>Course number(s)</b>	
	<b>Course name(s)</b>	
	<b>Name of Instructor(s)</b>	
	<b>Exam date and time</b>	
	<i>Signature of Student</i>	
<i>Date:</i>		

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<b>PART B</b>	<b>Name of Invigilator*</b>	
	Invigilator's title, institution	
	Invigilator's phone number	
	Invigilator's email address	
	<b>Address where exam(s) will be written:</b>	
	Street address	
	City/town	
	Province/state	
	Postal code/Zip code	
	Country	
	<i>Signature of Invigilator</i>	
	<i>Date:</i>	

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\*Note: A suitable Invigilator should

- Be currently employed in a teaching or administrative capacity at an educational institution, or possess other suitable qualifications.
- Read, write and speak English fluently.
- Be neither a relative of the student named, nor a current student of the College of the Rockies.

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Information obtained and/or provided herein is subject 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