

## Distance Students: Exam Instructions

### Are you a *distance student* at College of the Rockies? You probably are if...

- You have a valid College of the Rockies 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 College of the Rockies 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 College of the Rockies 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 your Instructor to suggest an alternative invigilation location.

***COTR reserves the right to reject any external invigilator proposed.***

### 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.

#### ON-CAMPUS Exams

- At least 1 week prior to your exam date, contact College of the Rockies to confirm your invigilation session. Bring your completed *Distance Student Exam Application (PART A)*, as well as picture ID, when you write. There is no cost to COTR students for this service.

#### OFF-CAMPUS Exams

- Complete your *Distance Student Exam Application (PARTS A & B)*, and return it 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

<b>CAMPUSES</b>	<b>Creston:</b> 250-428-5332	<b>Golden:</b> 250-344-5745	<b>Kimberley:</b> 250-427-7116
	<b>Fernie:</b> 250-423-4691	<b>Invermere:</b> 250-342-3210	<b>Cranbrook (Student Services):</b> 250-489-8243

### ON-CAMPUS Exams

Please contact your nearest College of the Rockies campus at least 2 WEEKS 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.

### 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.

#### STUDENT INFO

<b>PART A</b>	<b>Student Surname</b>	
	<b>Given Names</b>	
	<b>COTR Student Number</b>	
	<b>Phone # (incl. area code)</b>	
	<b>Email</b>	
	<b>Course Number(s)</b>	
	<b>Course Name(s)</b>	
	<b>Name of Instructor(s)</b>	
	<b>Exam Date and Time</b>	
	<i>Student Signature</i>	
	<i>Date</i>	

#### INVIGILATOR INFO

<b>PART B</b>	<b>Name of Invigilator*</b>	
	<b>Title, Institution</b>	
	<b>Phone # (incl. area code)</b>	
	<b>Email</b>	
	<b>Where the exam(s) will be written:</b>	
	Street Address	
	City/Town	
	Province/State	
	Postal code/Zip Code	
	Country	
	<i>Invigilator Signature</i>	
	<i>Date</i>	

**\*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; and/or
- Be neither a relative of the student named, nor a current student of the College of the Rockies.

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