

Students Taking Online Courses: Exam Instructions

Are you a student taking online courses at College of the Rockies? You probably are if...

- You have a valid College of the Rockies student number and are taking an online course through the College
- You are completing 100% of the learning for your course off-campus
- You are using COTROnline for 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 instructors teaching online courses 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 College campus location. You will need to identify the campus and invigilator where you will write the exam.
- 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 an acceptable invigilation site that meets the following criteria:
 - A recognized public education institution or library;
 - A site acceptable to the College Registrar;
 - An acceptable online exam invigilation service.

NOTE: If you are unable to find a site that meets the above criteria, contact the invigilation coordinator at exam@cotr.bc.ca to suggest an alternative invigilation site.

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 one (1) week prior to your exam date, confirm your date, time, room number and campus with your instructor.
- Accommodated students who have registered their exam with RegisterBlast will receive a reminder email.
- Bring your College or Government-issued photo identification when you write your exam.
- There is no cost to College of the Rockies' students for this service.

OFF-CAMPUS Exams

- Register for your exam on RegisterBlast *AT LEAST TWO (2) WEEKS before your exam*.
- You may be required to pay for your invigilation (*other colleges typically charge a fee*).
- 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* following the completion of the exam (form included in exam package).