Invigilation Form

Assiniboine College

Complete the form below and email it, along with any documents to print, to the Test Centre indicated in your calendar invite.

Contact Information	
Student Name	
Student ID	
Faculty Name	
Faculty contact during test	
Test Information	
Course Name	
Test Name	
Test Date	
Scheduled Start Time	
Time Limit	
Test Instructions	
Paper Based Test	
Online test password (see Knowledgebase for Moodle override guide)	Password:
Online test with software requirements	Specify:
Student to use Test Centre's generic account (no access to their files)	
Student to use their own laptop	
Aids Allowed	
Resources allowed (e.g. open resource, textbook only, notes, comfort card)	Specify:
Calculator	Type:
No scrap paper allowed	
Bubble Sheet	
Additional Information	
Student has approved accommodations through Accessibility Disability Services	
Other instructions:	

If student arrives early: Allow to write   Wait until scheduled time
If student arrives late: Allow to write with allotted time   Allow remaining time   Notify instructor
If there is a question: Contact instructor during the test   Make a note beside the question
Method of Return: Pick Up   Interoffice mail   Scanned/Emailed   NH Test Cabinet

Completed by the Test Centre Staff	
Policy statement	By signing this form, I will comply with the Test Centre policies and procedures. I acknowledge that any breach of these policies may result in disciplinary action.
Student Signature:	
Invigilator confirmation	I confirm that the student received the necessary instructions and insured compliance with the policies and procedures of the Test Centre.
Invigilator signature:	