



ASSESSMENT CENTRE, LANSDOWNE CAMPUS
3100 Foul Bay Road, Victoria, BC Canada V8P 5J2
email: assessment@camosun.bc.ca
phone: (250) 370-3597 fax (250) 370 3534

Dear Prospective Student:

If you cannot provide us with evidence of the prerequisites needed for the program you wish to take, you need to write one or more of the following assessments. Since you are some distance away from Camosun College, you may find it more convenient to write the tests at a community college in your area. If there is no college in your community, you may write at a high school.

English Assessment	(3 hours, 4 timed sections)
Math Assessment	(1 – 2.5 hours, depending on level of knowledge)
Home Support/ Resident Care Attendant English	(2 hours, 3 timed sections)
Trades English	(2 hours, 3 timed sections)
Office Administration English	(3 hours, 6 timed sections)
Office Administration Math	(untimed – allow 1-1.5 hours)
Practical Nursing Math	(untimed – allow 1-1.5 hours)
Trades Math	(50 minutes or 1 hour timed)
Computer Skills Test	(90 minutes timed)
Fine Furniture (Math & English)	(3 hours timed)

YOUR NEXT STEPS

1. **Call your local college and arrange to have someone invigilate (supervise) the assessment(s) which we will send.** The invigilator must be able to provide a quiet atmosphere appropriate to writing the assessment and be willing to time test sections if necessary. Be sure to let him/her know how much time is required.
2. **Complete all sections of the form on the back of this sheet.**
3. **Mail the completed form with \$20 for a single test or \$30 if ordering both math and English tests (additional \$20 required for Computer Skills only)* to the address indicated.** You may pay by **cheque, money order, or credit card number and expiry date (Visa or Mastercard only)** OR, you may call (250) 370-3597 with all the information from the form plus a Visa or Mastercard number and expiry date, or FAX the completed form to (250)370-3534. **The test(s) will not be sent until we have received the applicable fee. The fee is non-refundable.**
*** Both English and Math tests can be sent for one \$30 fee. The fee for Computer Skills is \$20 in addition to the \$20 fee for Applied Communication English.**
4. After the assessment has been completed, your invigilator will return the materials to the Camosun College Assessment Centre where they will be marked. Test results will be mailed directly to you. For confidentiality reasons, results cannot be released by phone, fax or email.
5. **NOTE:** Allow **10 BUSINESS DAYS** to process your request and have it delivered to your invigilator. Because of copyright concerns, we **cannot send tests by fax or email.** All tests are **sent by Canada Post** unless you authorize us to use your credit card information to send by courier.

In addition to our fee for sending the materials out of town, the institution where you write the assessment may charge you for their services. You are responsible for any fee charged.

If you have any questions about the procedure, please call the Camosun College Assessment Centre at (250)370-3597 or email assessment@camosun.bc.ca

Yours truly,

Assessment Centre Staff

OUT-OF-TOWN ASSESSMENT

Please complete all areas of this form before you return it to Camosun College. **The invigilator must be from a community college (or high school if no college is available) near you and the tests must be sent to that institution.** This person must be able to administer the assessments under normal testing conditions. If your choice of invigilator or proctor is not acceptable, we will contact you. Please include a telephone number where you can be reached during the day.

PLEASE PRINT CLEARLY

Name of Invigilator: _____

Title/Position: _____

Institution: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: () _____

Your Name: _____

Student Number: _____ or S.I.N. #: _____

Your Address: _____

City: _____ Postal Code: _____

Phone Number: () _____ or () _____

Are you an International Student? Yes No

Program/Course applying for: _____

Assessment(s) applying for:

Math English Fine Furniture Computer Skills

Please return this form to:	Out-of-Town Assessment Assessment Centre Camosun College 3100 Foul Bay Road Victoria, BC V8P 5J2	Phone: (250) 370-3597 Fax: (250) 370-3534 email: assessment@camosun.bc.ca
------------------------------------	---	--

I HAVE ENCLOSED THE NON-REFUNDABLE ASSESSMENT FEE (\$20, \$30 or \$40 as applicable).	
Signature: _____	
Or <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard #:	Expires: _____