

## **Assessment Centre – Testing Instructions and Details**

Welcome to Assessment at Camosun College! Follow these instructions to ensure you have a great assessment experience:

1. Go to the following link: <http://camosun.ca/services/assessment-centre/>
2. Click “Tests Given” to browse through the assessment tests offered by Camosun. There are **sample tests** for each assessment they provide. We recommend that you try one of these sample tests. **You will need to know which assessment test to take before booking an appointment.**
3. Once you know which test to take to suit your program path, you can register for a testing date here: <https://canada.registerblast.com/camosun/Exam/List>

Alternatively, you may

- a. Call: 250-370-3597
- b. E-mail: [assessment@camosun.ca](mailto:assessment@camosun.ca)
- c. Go in person to:

**Camosun College Lansdowne**

Assessment Centre • Isabel Dawson Building, Second floor  
3100 Foul Bay Rd.  
Victoria BC V8P 5J2

**NOTE:** Students who require accommodations should call or email the Assessment Centre directly, or contact the Centre for Accessible Learning (see below)

4. When booking your appointment by phone, in person, or by email, be prepared to provide the following information:
  - a. First and last name
  - b. Birthdate
  - c. Phone number
  - d. Program you are applying to
  - e. Date and time of your preferred test
  - f. **State that you are a SIP student** – this ensures your results are sent to the SIP office, increasing your chances of securing a seat in the course/program of your choice

### **Important:**

- ❖ All tests are online *except* for Trades Math, which is paper-based.
- ❖ You will **need to bring Photo ID** and **ensure that the testers know you are a SIP student** at time of testing.
- ❖ If you are a student with a disability and require testing accommodations, please refer to **Centre for Accessible Learning** page below.

### **Taking the Test**

2nd floor of the Dawson (Student Services) Building  
Lansdowne Campus, 3100 Foul Bay Road, Victoria BC V8P 5J2

#### **Checklist:**

- ✓ **PHOTO ID** - BC ID, BC Driver's License or BC Services Card. Student Photo ID cards will *not* be accepted.
- ✓ Parking money: *\$5 change*.
  - **Note:** Parking can be scarce at this campus; be sure to leave time to locate a space, locate the ticket dispenser, return to your car and then make your way on campus. The current parking fee is \$3.25 for 4 hours. There is no free parking in the surrounding neighbourhoods.
- ✓ The BRIGHT ticket from your school Careers person. Student ***MUST identify themselves as a SIP student*** to Assessment staff or risk delay in receiving results.

#### **Notes:**

- ✓ **Arrive early;** give yourself 10-15 minutes to mentally prepare for the test and check-in with Assessment staff. Leave more time if parking, taking the bus, using the washroom and/or finding the building.
- ✓ There are **NO CALCULATORS** permitted for math and **NO DICTONARIES OR TRANSLATORS** for English.
- ✓ No personal or electronic devices of any kind are permitted at the test station.
- ✓ All personal items are stored either in lockers at the Centre or on shelves in the test room.
- ✓ Sessions are audio and video recorded.
- ✓ Pens and pencils are provided.

## **Centre for Accessible Learning**

If a student has a designation or needs any supports or accommodations before testing then they **must** make an appointment with the Centre for Accessible Learning (CAL) **prior** to taking any assessments in order for any and all accommodations to be made or met.

All information about the CAL at Camosun College can be found at the following website:

<http://camosun.ca/services/disability-resource-centre/>

To make an appointment, you will need to contact the CAL staff directly. The earlier this is done before the assessment is taken, the easier the accommodations will be to provide.

You will need to provide:

- First and last name.
- Birthdate.
- Phone number.
- Disability designation and appropriate accommodation requests.
- Your high-school support teacher's name and contact information.
- Program you are applying to.
- Date and time of your preferred test.
- **State that you are a SIP student.**

There are three ways to contact the CAL:

1. Call: 250-370-3312
2. E-mail: [accessible@camosun.ca](mailto:accessible@camosun.ca)
3. Go in person to:

**Camosun College Lansdowne**  
Centre for Accessible Learning  
Alan Batey Library & Learning Commons 152  
3100 Foul Bay Rd  
Victoria BC V8P 5J2