



Rescheduled Exams - Materials and Instructions for Invigilation at the Assessment Centre

For instructor use only. **Please save this form to your computer** and then fill in the fields as appropriate. Once complete, please send it to assessment@camosun.ca using this link or the "submit" above. Please also attach any required materials (e.g., exam .pdf, formula sheets, etc.) to your email. **Note: We cannot print materials in colour.**

Today's Date:

Month Day Year

Latest Date Student May Write

Month Day Year

Student information:

Student Last Name

Student First Name

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Student #

Instructor information:

Instructor Last Name

Instructor First Name

Instructor Email Address

Instructor Phone Number – in case we need to contact you during the exam.

Exam information:

Course Name (e.g., PSYC 130: Contemporary Issues)

Section (e.g., 001)

Midterm or Final

Paper or Online

Total Time Allowed

Permitted Materials: We permit students to take in a water bottle, blank scrap paper, and writing utensils. Please note any additional permitted materials above (e.g., calculator, textbook).

Exam Administration Instructions (e.g., log-in instructions, late arrival instructions, etc.)

Special Requirements, if any (e.g., software)

Exam URL (if applicable)

Exam Proctor Password (if required)

Exam Return Instructions (e.g., scan and email to...)