

Rescheduled Exam Invigilation Service:

A “How to” Guide for Instructors

The Assessment Centre at Lansdowne is now offering exam invigilation service for Camosun students who have instructor permission to reschedule missed in-class midterms and final exams. Students register for an appointment online, and instructors send exam materials and instructions to the Assessment Centre electronically or by campus mail. All Camosun Instructors may refer students to this service. **Note:** This service is *not* intended for prior learning assessments or challenge exams.

The pilot will offer up to 12 appointments per week, subject to staff availability: Tuesdays - 4 evening appointments; Wednesdays - 4 evening appointments; Fridays - 4 morning appointments.

Please refer to this guide for information on student, instructor and Assessment Centre roles and responsibilities. There are seven (7) easy steps to this process.

Note: Before booking, students who are registered with CAL with current academic accommodations must first consult with the CAL (via calexams@camosun.ca). CAL will determine whether they are eligible to reschedule their midterm or final, and if so, whether they may do so with CAL or with the AC.

Step 1:

Student obtains permission from instructor to write the missed midterm or final at the Assessment Centre.

Instructor must advise student of latest date that they may write exam.

Step 2:

Student books appointment at the Assessment Centre using our online registration system.

- Student can access the booking system through our website at: <https://camosun.ca/apply/how-apply/assessment-and-testing> OR directly at this link: <https://canada.registerblast.com/camosun/Exam/List>
- Student must select the assessment type “Camosun Course Exams” and then provide the rest of the information requested.

Screen shots of the information fields are included at the end of this guide.

Step 3:

Student confirms their appointment date and time with their instructor and asks instructor to send necessary materials to the Assessment Centre.

The student is responsible to ensure that their exam materials/instructions are sent to the Assessment Centre by the instructor in time for the exam. They acknowledge this responsibility when they book the appointment. (See “Exam Guideline Acknowledgement” at the end of this guide.)

Step 4:

Instructor sends materials to the Assessment Centre at least one (1) business day prior to the exam appointment.

- Complete and submit the “[Rescheduled Exam Materials and Instructions form](#)” (fillable .pdf) to assessment@camosun.ca
- Send any additional materials to us by one of these methods:
 - email to assessment@camosun.ca
 - hand-delivery to Room 209, Dawson Building, Lansdowne Campus, during business hours
 - campus mail to “Assessment Centre, Lansdowne Campus”
- Note: We cannot print colour materials. If your students require colour printed materials, please print these yourself and deliver them to the Assessment Centre by hand or inter-office mail.

Step 5:

Assessment Centre confirms receipt of exam materials with student by email.

- This email also reconfirms all details of the appointment. (A sample email is included at the end of this guide.)

Step 6:

Student attends appointment and completes exam.

Assessment Centre staff will:

- check picture ID
- issue a locker for storage of all personal items, including cell phones
- initiate exam following instructions provided

Step 7:

Assessment Centre completes any “after exam” requirements.

Any “after exam” requirements should be noted by the instructor on the “[Rescheduled Exam Materials and Instructions form](#)” (e.g. Scan and email completed exam to instructor).


The Assessment Centre will complete these tasks on exam day, immediately following completion of the exam if time permits, or at the start of the next business day.

Information screens that student must complete in the online registration system:

Exam Registration

Welcome to the Assessment and Testing Centre at Camosun!

Please select from the options below to book your appointment or request a voucher.

- 1** Choose an assessment type: (required)
- 2** Choose an exam (required)
- 3** Choose a date: (required)
 
- 4** Choose a time: (required)

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Please enter the your full legal name and email address

Will you be taking this assessment or are you registering for someone else? Please enter the assessment-taker's information.

First Name (required)

First Name

Last Name (required)

Last Name

Email (required)

name@example.com

Verify Email (required)

name@example.com

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Exam guideline acknowledgement

Exam Materials:

- You are responsible to ensure that your exam materials/instructions are sent to the Assessment Centre by your instructor **in time for your exam**.
- Your instructor must complete and submit this form to us directly at assessment@camosun.ca: [Rescheduled Exam Materials and Instructions form](#)

I agree to follow the above guidelines

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Needed information

*Your Phone Number (999-999-9999) (required)

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*Camosun Student ID (required) ?

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*Camosun Instructor Full Name (required)

*Camosun Instructor Full Name

*Camosun course name or number (required) ?

*Camosun course name or number

*Course section number (if applicable) ?

*Course section number (if applicable)

*Mid-term or final exam? (required)

- Midterm
- Final

*Paper-based or online? (required)

- Paper (hand-written)
- Online
- Combination (paper and online)

*Exam duration (required)

- up to 1 hr
- 1-2 hrs
- 2-3 hrs

Camosun Course Exams

Exam Guideline Acknowledgement

The student must read and agree to these guidelines in order to complete their exam booking. As soon as they have booked their appointment, they receive an email confirmation with the exam time, date, and location. This email also includes the full Exam Guidelines Acknowledgement text, as follows:

Exam Materials:

- You are responsible to ensure that your exam materials/instructions are sent to the Assessment Centre by your instructor **in time for your exam**.
- Your instructor must complete and submit this form to us directly at assessment@camosun.ca: [Rescheduled Exam Materials and Instructions form](#)
- Your instructor may send any additional materials to us by one of these methods:
 - email to assessment@camosun.ca OR
 - hand-delivery to Room 209, Dawson Building, Lansdowne Campus OR
 - campus mail to the Assessment Centre
- We will send you a second confirmation when we receive your exam. If you have not heard from us one (1) day prior to your appointment (not including weekends), please contact your instructor to arrange delivery immediately.

Time and Place:

- Come to **Assessment Centre, 2nd Floor, Dawson Building, Lansdowne Campus**, Camosun College, 3100 Foul Bay Rd, Victoria, BC.
- Please arrive on time for your scheduled appointment. If you arrive more than 15 minutes late, we may not be able to serve you.
- To plan your trip to campus and view a campus map, visit Camosun Transportation and Parking at: camosun.ca/about/transportation-parking/

What to bring:

- Face mask (encouraged).
- Pens/Pencils.
- Valid photo ID (Camosun or other government-issued).
- Any passwords or login credentials that you require to access your exam.
- Water bottle (optional).

Cancellations and rescheduling:

- If you are **unwell for any reason**, please do not come to your scheduled exam.
- If you are going to miss your appointment for any reason, including illness, please:
 - email assessment@camosun.ca no later than your appointment time
 - contact your instructor immediately for next steps

Camosun Course Exams

Sample email confirmation sent to student when exam materials received from instructor



Wed 2022-04-27 10:53 AM

Assessment Centre

Confirmation: Exam materials received - Instructor Jaya Singh - PSYCH 103 midterm

To  Lesley Watson

Suggested Meetings

Hello Lesley:

We have received the necessary materials for your exam.

This also re-confirms your appointment date and time: **May 30, 2022 at 9:00 am.**

Here again is the information we provided in your original appointment confirmation email.

Time and Place:

- Come to **Assessment Centre, 2nd Floor, Isabel Dawson Building, Lansdowne Campus**, Camosun College, 3100 Foul Bay Rd, Victoria, BC.
- Please arrive on time for your scheduled appointment. If you arrive more than 15 minutes late, we may not be able to serve you.
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 - contact **your instructor** immediately for next steps

If you require further information, please contact Camosun Assessment Centre at assessment@camosun.bc.ca or at 250-370-3597.

We look forward to serving you.

Assessment Centre Team

Assessment & Testing Centre | School of Access

assessment@camosun.ca | 250-370-3597

CAMOSUN COLLEGE | Victoria, BC | camosun.ca

