

Rescheduled Exam Invigilation at Assessment Centre

HOW TO GUIDE FOR INSTRUCTORS

The Assessment Centre at Lansdowne (Dawson 209) offers exam invigilation for Camosun students who have instructor permission to reschedule a missed midterm or final exam.

Start by having your student [book an appointment online](#) and notify you of the date. Once confirmed, send the Rescheduled Exam Form to assessment@camosun.ca along with any exam materials. The form is available on our [webpage](#).

- Please note: We need the completed Exam Form, regardless of whether the exam has physical materials or not. If we do not receive the form before the student's exam, we will not be able to invigilate it.

There are up to 12 appointments available each week during the Fall/Winter term. These are first-come, first-served. Anyone can see what appointments are available by going to our booking page (select "Camosun Course Exams" as the appointment type).

CAL ACCOMMODATED EXAMS:

Students who are registered with CAL must consult with CAL first, before booking with us. CAL will determine whether they are eligible to reschedule their exam and if so, whether they may do so with CAL or with AC.

COLOUR PRINTING:

We cannot print colour materials. If your exam requires colour print, we ask that you please print it out for us and bring it to the Assessment Centre.

NO-SHOWS:

The Assessment Centre will notify you if the student doesn't show up to their appointment. If the student wishes to reschedule the exam again, and has your permission to do so, they may book a new appointment on our online booking page. Spaces are limited, and we cannot guarantee availability within the desired timeframe.

EXAM MATERIALS:

It is the student's responsibility to inform you when they have booked their rescheduled exam and ensure that the exam materials are sent to the Assessment Centre. This instruction is made clear on our booking page when the student makes their appointment. If we have not received the Exam Form and exam materials at least 2 days prior to the scheduled appointment, we will send a courtesy email to the student as well as the instructor.

Please continue to the next page for step-by-step instructions on how to use our rescheduled exam service.

RESCHEDULED CAMOSUN EXAMS: STEP-BY-STEP

Step 1: Student obtains instructor's permission to write the missed midterm or final exam at the Assessment Centre.

- Instructors must advise the student of the latest date they may write the exam.

Step 2: Student books a "Rescheduled Camosun Course Exam" appointment using our online booking system: <https://canada.registerblast.com/camosun/Exam/List>

- Students must fill in the required information, click "Add to Cart", then "Complete Registration".

Step 3: Student confirms their rescheduled exam date/time with their instructor.

- It is the student's responsibility to inform their instructor and ensure we receive the exam materials and Exam Form prior to their exam date. (The form is available on our [webpage](#)).

Step 4: Instructor sends exam materials and Instructions Form to the Assessment Centre at least 2 business days prior to their exam appointment.

- Complete and submit the "Rescheduled Exam Form" to assessment@camosun.ca.
- Attach any other exam materials to your email as well.

Step 5: Assessment Centre sends the student a confirmation email that exam materials have been received.

- The email also re-confirms all the details of their appointment.

Step 6: Student attends their appointment and completes the exam.

- Assessment Centre staff will verify the student's identity, issue a locker for storage of personal items, and initiate the exam following the information provided in the Rescheduled Exam Form.

Step 7: Assessment Centre closes out the exam and sends the materials back according to the instructions provided on the Rescheduled Exam Form.

- Completed exam materials may be returned as a scan, sent by inter-campus mail, or picked up in person.
- For exams that are scanned: We will shred the physical version once the instructor confirms that the scan has been received in good order; otherwise, the exam will be shredded after 1 month.