**PLEASE NOTE: For all tests and exams not written at NIDES, the student will be responsible for any costs associated with the test supervision by third parties.**

**Test Supervisor Request Form – Grad Adults (Only)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Name Student email

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the following conditions concerning test supervision of North Island Distance Education School courses.

* The student will make a test request to his/her teacher who will then send me a copy of the paper test or a password for an online test.
* The test/password will remain secure with me until such time as the student arranges to take the test.
* For online tests, I will personally enter in the password for the test and not provide it to the student.
* The student will not be left alone while the test is being written and the student will not have access to any outside resources (websites, books, cell phones, electronic devices, notes) except those called for in the test.
* Any time restrictions for a test will be indicated on the front page of paper tests or on the log in page for online tests. I will enforce these time restrictions.
* For paper tests, once the test is completed I will fax or email the test back to NIDES (registrar@sd71.bc.ca) who will confirm that it has been received.
* For online tests, I will confirm with the student that they have submitted their test for marking before they leave the test site.
* I am an adult. I am not related to the student for whom I am supervising the test nor do I live at the same address.

**A Test Site is:**

**A recognized educational institution (school, college/university), public library or Adult Learning Center. Students may be required to pay an invigilation fee to the institution.**

**Tests or Online Passwords will be emailed directly to the test supervisor.**

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email this completed form to registrar@sd71.bc.ca

# North Island Distance Education School

 2505 Smith Road Courtenay, BC Canada V9J 1T6

ph: 250.337.5300 tf: 1.800.663.7925 f: 250.337.2310

registrar@sd71.bc.ca