

Off-Campus Invigilation – Distance Education

Information for proctors not affiliated with Fleming College or the OntarioLearn consortium

Student responsibilities for invigilated tests

Finding an invigilator (proctor)

Your invigilator must have no personal relationship to you (i.e. relative, friend, colleague, neighbour or employer). Acceptance of your invigilator is at the sole discretion of Fleming College.

An invigilator **can** be:

- **A recognised professional or community leader** such as a teacher working for an accredited school, guidance counsellor, librarian, minister, or band elder.
- **The staff at the testing centre of a nearby college or academic institution**
- **Someone who holds office in a recognised community or government organisation** such as a municipal government office, Native centre, employment centre etc.

Your invigilator must be able to dedicate two to three hours to supervise the test personally. **Any fees charged for supervising your exam and returning it to us are your responsibility. Please provide your invigilator with a pre-paid courier envelope.**

Your exam **MUST** be returned to us by the deadlines given to you in order to meet the requirements of the host college. Late exams may not receive a passing grade.

We will forward your exam to your instructor who will then provide us with your final mark (if your current exam is a final test). This may take some time – results for remote testing take a little longer to process than for in-class courses.

Invigilator's responsibilities for supervising a test

Registering as an approved proctor

- Please fill out the accompanying form and FAX or email it back to our office as soon as possible. If you are not part of a recognized testing centre or public educational institution, please include a personal note from you **on your company's letterhead (or include a copy of your business card)** indicating your position and your agreement to invigilate the test(s).
- We will send the student's exam to you **via email** or, if necessary, courier. We do not ship or email tests to private addresses. Please print this test out for the student **single-sided**. If you prefer that we send a printed copy of the test, please return this form no later than two weeks before the test date.

Supervising the test

- Store the test in a safe place and provide student access to it only at the scheduled time. No copies may be made of this document and any digital file sent to you must be deleted upon completion of the exam.
- The student may not handle the exam at any time other than while actually completing the test. All handling in regard to storage and shipping must be done by the invigilator.
- Instructions about the exam, such as allowed support materials and the length of the test, appear on the exam's cover page.
- Check the student's photo ID before beginning the test.
- Provide the student with a suitable workspace (i.e. a quiet area where they will not be disturbed).
- If the test is "closed book", check the student's work area for course-related papers and materials. A computer may be used only if specifically instructed on the exam sheet. Cell phones must be off.
- Report any breaches of academic integrity promptly to the College.
- Supervise the writing of the test and collect ALL papers at the end of the session.

Returning the completed test

If test is written, rather than web-based, please return it immediately to Fleming College via a registered service, such as Purolator or Express Post. Scanned copies are generally not acceptable – we must have the original. **The cost of this is the student's responsibility.** Please send the shipment as soon as possible. A late exam may cause the student to receive a failing grade. Do *not* ship the exam to the address shown on the test itself.

Please return the test to:

Laura Northey
Fleming College
599 Brealey Drive, Room C2110
Peterborough, ON K9J 7B1
(705)749-5530 ext 1365

Thank you for agreeing to assist this student with the requirements of his/her courses. Your efforts help assure that online courses are available to those who would not otherwise be able to access our programs.

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INVIGILATION REQUEST FORM

All exams will be sent to the invigilator via email. Instructions will be on the exam or in the accompanying email. Written exams must be printed single-sided. In the case of a web-based test, a password will be sent via email.

Please fill out a separate form for each exam.

1. **Complete this form online**, save and/or print.
2. To submit the completed form:
 - **Email** to ontariolearn@flemingcollege.ca;
or **Fax** to 705-749-5507For assistance call 888-269-6929 ext. 1365

Any fees for proctoring services, including courier fees, are the responsibility of the student.

STUDENT INFORMATION

Surname (Last) Name

First Name

Daytime Telephone #

Email

EXAMINATION INFORMATION

Course Name

Course Code

Exam date/time

It is the responsibility of the student to be aware of their exam deadline(s)

Midterm Exam

Final Exam

or Test #1

Test #2

Test #3

PROCTOR INFORMATION

Note: If the proctor is not part of a recognized testing centre, please attach identification such as business card or letterhead.

Test Centre Name

Proctor's Name

Proctor's Title

Address:

Number & Street

Unit #

City

Province

Postal Code

Proctor's Work E-Mail

Proctor's Work Telephone #

Ext.

Proctor Declaration:

By checking here, I hereby declare the information I have provided is correct and the test/exam will be administered in a professional testing setting/facility.

Note: Written exams must be returned immediately using a traceable, guaranteed delivery service. Do not ship the exam to the address shown on the test itself. Please courier to:

Laura Northey

Fleming College

599 Brealey Drive, RM C2110

Peterborough, ON K9J 7B1 (705)749-5530 ext 1365

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information on this form is collected under the legal authority of the Colleges and Universities Act, R.S.O. 1990, Reg. 770. The information is used for the administrative and statistical purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada.