



EXAM INVIGILATION INSTRUCTIONS

Accessibility Services

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PLEASE COMPLETE FORM AS SOON AS POSSIBLE TO ALLOW ACCESSIBILITY SERVICES THE TIME TO MAKE THE PROPER ARRANGEMENTS FOR STUDENT ACCOMMODATIONS. ONE FORM FOR MULTIPLE STUDENTS IS SUFFICIENT IF INSTRUCTIONS ARE THE SAME.

Date:	Student Name(s):	Student Number:	
Instructor Name:	Instructor Email:	Instructor Contact Information During Exam:	
Course Title and Number:	CRN:	Exam Date:	Exam Start Time:

EXAM INSTRUCTIONS

Exam Type: <input type="checkbox"/> Quiz Closed book <input type="checkbox"/> Mid-term Open book <input type="checkbox"/> Final	Exam Setting: In person At home At home & on Zoom Other	Exam Proctored By: Accessibility Services (AS) Integrity Advocate (For Learning Hub) Instructor Instructor & AS If applicable - Change over time (HH:MM)
Exam Length (for the Class in minutes):	Exam Format: Paper Learning Hub Password: Other	
Calculator	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required	Type of Calculator: Any Non-programmable Specific:
Formula Sheet	<input type="checkbox"/> Permitted <input type="checkbox"/> Included <input type="checkbox"/> Not Permitted / Not Required	Type of Formula Sheet:
Cheat Sheet	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required	Type of Cheat Sheet:
Dictionary	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required	Type of Dictionary: <input type="checkbox"/> Book <input type="checkbox"/> Electronic
Computer Required Student's own laptop *NOTE: We cannot monitor their screen if their own laptop is used	<input type="checkbox"/> Is Specialized Software Required:	Return of Exam: Scanned back To Instructor Picked up by Instructor

ADDITIONAL INSTRUCTIONS

BCIT collects the personal information that you chose to provide on this form under the authority of section 26 of the Freedom of Information and Protection of Privacy Act RSBC, 1996, c. 165 and the College and Institute Act, RSBC, 1996, c. 52.

This information will be used only to determine your eligibility for academic accommodations, and if eligible, to provide the appropriate accommodation. BCIT will not disclose your personal information to a third party or a BCIT program area outside of Accessibility Services without your consent unless required by provincial and/or federal government authorities or authorized by law.

Questions about the collection, use and disclosure of personal information by BCIT may be directed to the **Associate Director, Privacy, Records Management and Copyright**, 3700 Willingdon Ave., Burnaby BC V5A 3H2; Tel: 604.432.8508 Email: Cynthia_Kent@bcit.ca. Directory of Records Classification 3565-20.