



# EXAM INVIGILATION INSTRUCTIONS

## Accessibility Services

SW1-2360 - 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

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**FOR SCHEDULING AND HIRING PURPOSES, PLEASE ADVISE US AS SOON AS POSSIBLE. ONE FORM FOR MULTIPLE STUDENTS IS SUFFICIENT IF INSTRUCTIONS ARE THE SAME.**

Date	Student Name(s)	BCIT ID Number <b>A0</b>	
Instructor Name	Instructor Email	Instructor Contact Information During Exam	
Course Title and Number	CRN	Exam Date (MMM/DD/YYYY)	Exam Start Time (HH:MM)

### EXAM INSTRUCTIONS

Exam Type <input type="checkbox"/> Quiz <input type="checkbox"/> Mid-term <input type="checkbox"/> Final	<input type="checkbox"/> Closed book <input type="checkbox"/> Open book	<input type="checkbox"/> In person <input type="checkbox"/> Online <input type="checkbox"/> Other	<input type="checkbox"/> Exam Proctored <input type="checkbox"/> Integrity Advocate <input type="checkbox"/> Instructor <input type="checkbox"/> Accessibility Services (AS) <input type="checkbox"/> Instructor + AS
Allotted Time for Exam in Class, (min.)	<input type="checkbox"/> Learning Hub	<input type="checkbox"/> Learning Hub settings adjusted for added time	Change over time (HH:MM) _____
<b>Calculator</b>	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required		Type of Calculator <input type="checkbox"/> Any <input type="checkbox"/> Non-programmable Specific
<b>Formula Sheet</b>	<input type="checkbox"/> Included <input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required		Type of Formula Sheet
<b>Cheat Sheet</b>	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required		Type of Cheat Sheet
<b>Dictionary</b>	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted / Not Required		Type of Dictionary <input type="checkbox"/> Book <input type="checkbox"/> Electronic
<input type="checkbox"/> Computer Required	<input type="checkbox"/> Specialized Software Required		<input type="checkbox"/> Completed Exam to be Scanned Back to Instructor

**PLEASE NOTE: NO INTERNET AVAILABLE. MS OFFICE ONLY**

### 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](mailto:Cynthia_Kent@bcit.ca). Directory of Records Classification 3565-20.