



**REQUEST TO WRITE EXAMINATION AT BCIT**  
 Burnaby Campus Test Centre - Building NE1, Room 217D  
 (Complete one form for each exam request.)

<b>OFFICE USE ONLY</b>	
Class List:	<input type="checkbox"/>
Confirmation No.:	_____

Student Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Student Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**EXAM REQUEST**

Course No.: \_\_\_\_\_ Course Name: \_\_\_\_\_

Exam Type:      Midterm #1                       Midterm #2                       Final                       Challenge

Please check  one of the following Fall Term 2006 exam sessions:

<b>Week 5</b>	October 10, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	October 14, Saturday	<input type="checkbox"/>	9:00 am – 12:00 pm
<b>Week 6</b>	October 17, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
<b>Week 7</b>	October 24, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	October 26, Thursday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	October 28, Saturday	<input type="checkbox"/>	9:00 am – 12:00 pm
<b>Week 9</b>	November 7, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	November 9, Thursday	<input type="checkbox"/>	3:30 pm – 6:30 pm
<b>Week 11</b>	November 21, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
<b>Week 12</b>	November 30, Thursday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	December 2, Saturday	<input type="checkbox"/>	9:00 am – 12:00 pm <b>OR</b>
		<input type="checkbox"/>	1:00 pm – 4:00 pm
<b>Week 13</b>	December 5, Tuesday	<input type="checkbox"/>	3:30 pm – 6:30 pm
	December 7, Thursday	<input type="checkbox"/>	3:30 pm – 6:30 pm

**Two Weeks Advance Notification is Required!**

This is to confirm that I have read and clearly understand the terms of the exam writing procedures as printed on the reverse side of this form. I understand that exam writing times will begin and end promptly as stated above and therefore, it is mandatory that I report to the Test Centre at least 30 minutes prior to my exam writing session.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAX:** 604-432-1816 Health Technologies/Health Care Management  
 604-454-9731 Specialty Nursing  
 604-434-3261\* Cardiac Sciences - All CARD courses, BHSC  
 1119, BHSC 1146, BHSC 2219, BHSC 3302, BMET 1107  
 \* note: this is a new fax number for this program and noted courses

**Mail: Program Assistant's Name (& Course Number)**  
 BCIT School of Health Sciences Part-Time Studies  
 3700 Willingdon Avenue,  
 Burnaby, BC Canada V5G 3H2

**Student Signature Required on Examination Day:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BCIT Burnaby Campus Test Centre

## Exam Writing Procedures

It is mandatory that students read and understand the exam writing procedures below. Students taking more than one course within the term must plan their exam writing schedule carefully.

1. Formal notification is required for each exam **request and/or change**. Read, complete and fax the *Request to Write Examination at BCIT* form two weeks prior to the exam date! Due to the time constraints of the term, **surface mail is not recommended**.

Students who cannot meet the two week deadline must select the next appropriate exam writing session!

2. Due to limited seating, BCIT cannot guarantee a seat for the exam session requested. Seats are reserved on a first come first serve basis. Your Program Assistant will notify you immediately if the Test Centre is **full** and cannot accommodate your exam writing request – please be prepared to select another appropriate exam writing session.
3. The Test Centre will **not** accommodate casual walk-ins and will not handle changes to your original exam request.
4. Notify your Program Assistant **immediately** if you change or cancel your original exam request.
5. **All** students must report to the Test Centre 30 minutes prior to their scheduled exam writing time. Exam sessions will **begin and end promptly** as stated and therefore students arriving late **will not be permitted** to write their exam.
6. All students must be prepared to show PHOTO ID.
7. Program Assistants do not confirm receipt of examination requests. It is recommended that students who fax their requests bring a copy of confirmation that the fax was sent to the exam session.