

SCHOOL OF HEALTH SCIENCES  
 DISTANCE EDUCATION COURSES  
 Request to Write Exam Off Campus Checklist



Students:

This form is a checklist/tool that you can use to collect the information required to nominate a Proctor to invigilate your off-campus exam.

Prior to completing this form, please ensure that the person you are nominating meets the requirements of the Proctor Guidelines as outlined on *page 2*.

Once you have recorded all the information needed, you can then proceed to the *Request to Write Exam Off Campus* online form found at <https://secure.bcit.ca/offcampusexam/>.

Unless otherwise indicated, all fields are considered required on the online form.

Feel free to print this checklist and allow your Proctor to complete it, and return it to you. If your Proctor has not invigilated an exam for you before, you should direct their attention to *page 2*, Proctor Guidelines.

**STUDENT & COURSE EXAM INFORMATION**

Student Name & BCIT ID:	
Course Number: (e.g., BHSC 1000)	
Course Title:	
Exam Type: (e.g., Mid-term, Final Exam, etc.)	

**NOMINATED PROCTOR'S CREDENTIALS FOR VERIFICATION**

Proctor Name: (First Name, Last Name)	
Proctor Job Title:	
Proctor Workplace Department: * Only required if exam is being sent to workplace	
Proctor Workplace:	
Proctor Professional Association:	
Proctor Association Registration ID: * If applicable	
Proctor Email Address:	
Proctor Home/Cell Phone Number:	
Proctor Workplace Phone Number * Optional	

**ADDRESS WHERE EXAM IS TO BE SENT (REQUIRED REGARDLESS OF ONLINE OR PAPER-BASED EXAM)**

Street Address 1	
Street Address 2 * Optional – for long addresses	
City:	
Province:	
Postal Code:	

## REQUEST TO WRITE EXAM OFF-CAMPUS

The request to write an exam off-campus should be submitted a minimum of four (4) weeks prior to the requested exam writing date for print-based exams, and three (3) weeks prior for online exams. This will ensure your request is processed in a timely manner. If writing a paper-based exam, your Proctor will be mailed an exam package via Canada Post. If writing an online exam, your Proctor will be e-mailed an exam package (including exam password, and log-in information).

### CHOOSING A QUALIFIED PROCTOR

1. A Proctor must be a licensed professional such as an educator, librarian, nurse, health technologist, doctor, police officer, accountant, court of law official or licensed professional. A qualified Proctor can also be found by contacting your local college, public library or high school. The professional association registration number of the Proctor should be provided on the exam request form (if applicable).  
If you are nominating a person not described as above, they may still be considered a qualified Proctor if they meet the requirements for a specific program (i.e., WorkSafe BC Safety Officer for Occupational Health and Safety courses).
2. English language competency: The Proctor must be fluent in the English language in order to understand and follow the invigilation instructions received from BCIT.
3. The Proctor may not be a student in any School of Health Sciences program, a relative, a friend, or other person who resides at the same address as the student.
4. Exams must not be written at the private residence of the Proctor or student.

### PROCTOR INVIGILATION PROCEDURE

Security of the exam and the exam writing procedure is of major importance to BCIT; therefore, the following procedures are required:

- The student must provide **ALL** information for their nominated Proctor as indicated on the '*Off Campus Exam Request Checklist*' form when they request their exam. Once the student has submitted the online request, the Proctor will receive a confirmation at the email address provided and the student will receive an email confirmation to their myBCIT address.
- The student should inform the Proctor whether the exam is paper-based or will be conducted online.
- The student should be provided a quiet location to write the exam and be supervised at all times.

### ONLINE EXAM PROCEDURES

1. The Proctor should contact the BCIT Program Area immediately if they have not received the Proctor Instructions and Guidelines e-mail (which includes the exam access password) five days prior to the scheduled exam writing date.
2. Online exams require a computer with a recent version of Firefox, Chrome or Safari. Internet Explorer is not recommended. Students may supply their own laptop.
3. The student must present government issued photo ID or their BCIT Student ID.
4. The student is not permitted to use course materials, notes, additional electronic devices, cell phones, textbooks, dictionaries, calculators, etc. unless specified in the e-mail from the BCIT Program Area.
5. The Proctor will receive a password to log the student into their online exam session. The password should be protected from the student's view when being entered.
6. The student is to be made aware of their time limit at one-hour intervals in accordance to the allotted time for the specific exam.
7. The Proctor must not attempt to clarify exam questions. If the student has any questions, they should be encouraged to answer in accordance with what they perceive the question to be.
8. During the online exam, it is recommended that student save their response as they complete EACH question.
9. If the computer should freeze, students are asked to turn off the computer by holding the power button for 10 seconds and then restart the computer and log in again.
10. For technical support during an online exam, including log-in issues, please call D2L Technical Support at **1-800-351-5533**, option #2 during regular business hours (Monday-Friday, 8:00 AM to 4:30 PM).
11. The Proctor will complete and submit a Proctor's Report to the BCIT Program Area **ONLY** if an incident occurs during the exam.

## PAPER-BASED EXAM PROCEDURES

1. The Proctor should contact the BCIT Program Area immediately if the exam package does not arrive five days prior to the scheduled exam date. Paper-based exams can be re-scheduled once the form arrives from BCIT and is written on or before the course end date.
2. If more than one student is writing the same exam, they must be physically separated by a minimum of three feet, and preferably not be seated at the same table. A clock must be clearly visible to all students in the room.
3. The student must present government issued photo ID or their BCIT Student ID.
4. The student is not permitted to use course materials, notes, cell phones or other electronic devices, textbooks, dictionaries, etc. unless specified in the exam cover sheet.
5. The student should be allowed 5 minutes to read their Examination Rules prior to the commencement of the exam.
6. The student is to be made aware of their time limit at one-hour intervals in accordance to the allotted time for the specific exam.
7. The Proctor must not attempt to clarify exam questions. If the student has any questions, they should be encouraged to answer in accordance with what they perceive the question to be. The student can make note of any questions directly on the exam package.
8. The student must return their completed exams and answer sheets or exam booklets to the Proctor at the end of the exam. Should the student not return the exam within the allotted time, the Proctor must make note of it and/or any other unusual occurrences during the exam on the Proctor's Report.
9. The Proctor will complete and submit a Proctor's Report to the BCIT Program Area **ONLY** if an incident occurs during the exam.
10. Mailing of the exam package is the responsibility of the Proctor. BCIT recommends Registered Mail or a courier service to ensure prompt and safe delivery of the exam package. A pre-addressed envelope is included in the exam package.
11. The cost of mailing the exam package is the responsibility of the student.
12. **PLEASE DO NOT GIVE THE WRITTEN EXAM TO THE STUDENT TO MAIL.**