



NORTH COAST DISTANCE EDUCATION SCHOOL

BAG 5000 TERRACE, B.C. V8G 5K2
 (250) 635 7944 (800) 663 3865 FAX 250 638 2399

CINDY SOUSA, B.A., M.ED. PRINCIPAL

**INVIGILATOR REGISTRATION
 FOR OFF-SITE EXAMS**

Please be advised that all students not attending school (an actual public school building) are required to write exams at a public institution (i.e., library, college, education centre, etc.) with an exam supervisor. Students must provide photo identification.

This form must be completed by the institution supervising exams and returned to NCDES. Once NCDES receives the completed form, the contact at the institution will be forwarded the password for the exam by email.

Note: Dependent upon the teacher of the course, some assessments (such as quizzes, unit tests, etc.) may not be subject to this process.

PUBLIC FACILITY INFORMATION	EXAM INVIGILATOR INFORMATION
Facility Name	Name
Facility Address (Street)	Position
Town/City/Postal Code	Email Address
Facility Phone Number	Direct Line/Extension
Facility Fax Number (optional)	Exam Invigilator: I voluntarily agree to invigilate exams on behalf of NCDES educators in accordance with rules and expectations, which will be provided to me by the teacher. If for any reason I am not able to discharge this responsibility I will notify the course teacher.
Name of Person in Charge of Site	
STUDENT IDENTIFICATION Student Name	
Type of Identification/Identification Number	Signature: _____ Date: _____

Please return this document to the course teacher. The preferred method is to send documents by scan/email. The sender may keep the original. The teacher will then provide the invigilator with a password, which may then be provided to the student upon commencement of the exam. Alternatively, the teacher may provide other instructions. Thank you for your support of children, youth and adults in the educational process. The value of your contribution is well understood at NCDES.