

Exam Writing Procedures and Requirements

All Exams Must Be Supervised By An Approved Invigilator

Students Living Within the Lethbridge Area

If you live in **Lethbridge** or within the surrounding **Southern Alberta** area you should plan to write your supervised examinations at **Lethbridge College Testing Services**.

Contact **Testing Services** at 403-320-3368 to book the exam appointment at least three days prior to when you wish to write. If you are writing an online exam we will assist you with accessing the exam when you arrive.

- located on campus (AN1602)
- open from 8:00am to 4:00pm, Monday-Friday, closed weekends and holidays
- no fee for Lethbridge College learners to write exams
- examinations must be written during these hours. **No Exceptions**

Students Living Outside The Lethbridge Area

If you live **outside of the Lethbridge area**, make arrangements to write exams within, or close to your home community.

1. Complete a **"Request for Examination"** form found:
 - in the *'Read Me First'* section of your Angel Course, or
 - on the Testing Services web page under Distributed Learning
2. **Fax** it to Lethbridge College Testing Services at 403-317-3511.
3. Request exams in an appropriate amount of time to be received and completed prior to your end date.
 - If it is a paper test, mailing time will need to be considered.
 - If it is an online exam, Testing Services will email your invigilator instructions for logging you onto the exam.
 - For more information, read your course material or contact your instructor.
4. Invigilators will be required to supervise learners in their place of employment and in accordance with all examination invigilation procedures.
5. An invigilator may not administer the exam if they are:
 - living at the same address
 - a relative or family member
 - a co-worker or your immediate supervisor
6. An invigilator must be employed as one of the following professions:
 - Teacher, principal, administrator or testing personnel (elementary, high school, college or university)
 - Educational Coordinator
 - Librarian
 - Medical doctor or dentist
 - Lawyer
 - Police officer
 - Pastor/minister
7. You are responsible for any costs associated with the exam including any fee-for service charged by the invigilator.
8. Complete your exam in a quiet location at the invigilator's place of employment.