



REQUEST FOR DISTRIBUTED LEARNING EXAMINATION

**EXAMS WILL NOT BE SENT UNLESS ALL SECTIONS OF THIS FORM
HAVE BEEN COMPLETED IN FULL.**

Student Contact Information

Name: _____

Address: _____

City/Province: _____

Postal Code: _____ Phone# _____

Student Signature: _____

Student ID #: _____

I am prepared to write an examination for the following course:

Course Title: _____ Course I.D. _____

Exam Number Requested: _____

Course End Date: _____

Instructor's Name: _____

Please forward my exam to: (To be completed by exam supervisor)

Name: _____

Title: _____

Employer or Institution: _____

Address: _____

City/Province: _____ Postal Code: _____

Phone # (Business): _____ (Home): _____

Email Address: _____

An authorized invigilator must be employed as one of the following: teacher, or principal (school, college or university), educational coordinator, librarian, doctor, dentist, lawyer, police officer or pastor/minister; or exam will be invigilated at a college or university testing centre.

EXCEPTIONS MUST BE APPROVED BY TESTING SERVICES

As an authorized invigilator, I agree to supervise this student for the exam(s) listed above.

Signature: _____

Date: _____

Your request must be sent to: **Attention: Testing Services**
Lethbridge College
3000 College Drive S
Lethbridge, AB T1K 1L6
Phone: 1-800-572-0103 ext. 3368 or Fax to: (403)317-3511

Freedom of Information and Protection of Privacy Notification:
The personal information collected on this form is done so under the authority of the Colleges Act of Alberta which mandates the provision of programs and services by public colleges, as well as under the authority of the Alberta Freedom of Information and Protection of Privacy Act. **This personal information is used to process your request to write an examination.** This personal information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the Distributed Learning Assistant, Lethbridge Community College, 3000 College Drive South, Lethbridge, AB T1K 1L6 (403) 382-6931.