

## Rescheduled Exam Invigilation at Assessment Centre

### HOW TO GUIDE FOR INSTRUCTORS

The Assessment Centre at Lansdowne (Dawson 209) offers exam invigilation for Camosun students who have instructor permission to reschedule a missed midterm or final exam.

Start by having your student [book an appointment online](#) and notify you of the date. Once confirmed, send the Rescheduled Exam Form to [assessment@camosun.ca](mailto:assessment@camosun.ca) along with any exam materials. The form is available on our [webpage](#).

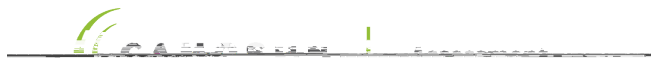
- Please note: We need the completed Exam Form, regardless of whether the exam has physical materials or not. If we do not receive the form before the student's exam, we will not be able to invigilate it.

There are up to 12 appointments available each week during the Fall/Winter term. These are first-come, first-served. Anyone can see what appointments are available by going to our booking page (select "Camosun Course Exams" as the appointment type).

#### **CAL ACCOMMODATED EXAMS:**

Students who are registered with CAL must consult with CAL first, before booking with us. CAL will ensure that the exam materials are sent to the Assessment Centre. This instruction is made clear on our booking page when the student makes their appointment. If we have not received the Exam Form and exam materials at least 2 days prior to the scheduled appointment, we will send a courtesy email to the student as well as the instructor.

Please continue to the next page for step-by-step instructions on how to use our rescheduled exam service.



## RESCHEDULED CAMOSUN EXAMS: STEP-BY-STEP

**Step 1: Student obtains instructor's permission to write the missed midterm or final exam at the Assessment Centre.**

- Instructors must advise the student of the latest date they may write the exam.

**Step 2: Student books a "Rescheduled Camosun Course Exam" appointment using our online booking system: <https://canada.registerblast.com/camosun/Exam/List>**

- Students must fill in the required information, click "Add to Cart", then "Complete Registration".

**Step 3: Student confirms their rescheduled exam date/time with their instructor.**

- It is the student's responsibility to inform their instructor and ensure we receive the exam materials and Exam Form prior to their exam date. (The form is available on our [webpage](#)).

**Step 4: Instructor sends exam materials and Instructions Form to the Assessment Centre at least business days prior to their exam appointment.**

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- (Complete and submit the "Rescheduled Exam Form" to [assessment](#) ct

