

## Booking Supplementary/Makeup Exams: Instructor Process

### Step 1:

- *Instructor* completes and submits a **Testing Services Invigilation form** (see form at end of instructions) and exam to Testing Services a minimum of **24 hours in advance** of the scheduled test via one of the below methods:

#### Email

- 1) Complete and email the **Testing Services Invigilation form** to [tcdrop@sait.ca](mailto:tcdrop@sait.ca) with the exam attached as well as any other requisite materials. If you have multiple students taking the same exam you can attach invigilation forms for each student to the one email (*see sample email on next page*).
- 2) Email subject MUST include: *Exam Date, Exam Name, Student First & Last Name* (this will help us prioritize the exam)
- 3) If your exam includes a scantron sheet please attach an image of it to this email. Testing Services has various types of scantron sheets on hand and can match your exam with the appropriate scantron sheet
- 4) You will receive an automated reply from Testing Services stating that they have received your exam and Testing Invigilation form. Please read this email carefully as emailed exams have sent and received time stipulations.

#### In person

- 1) Print off the completed **Testing Services Invigilation form** and bring with the exam and any other requisite materials to Testing Services Lamb Learner Success Centre, MC221.

## Step 2:

- *Instructor* receives the exam from Testing Services. Choose one of the following two exam return options. Indicate how you would like to have your exam returned to you under the *special instruction heading*, on the **Testing Services Invigilation form**
  - 1) Instructor pick-up at Testing Services MC221
  - 2) Designated SAIT staff pick-up at Testing Service MC221
  - 3) Interoffice mail – Testing Services staff can send the exam in interoffice mail


*Note: If the exam is Brightspace D2L, and there are no other materials, you are not required to pick up the completed Invigilation form after the exam.*

## Sample email

Send	From	instructor.sait@sait.ca
	To	<input type="checkbox"/> tcdrop@sait.ca
	Cc	
	Bcc	
	Subject	Exam for: 1/1/2018, ABCD123 Midterm, John Doe
Attached	Testing_Services_Invigilation_Form_FirstName_LastName.pdf (917 KB);  ABCD123-Midterm_Winter2018.pdf (917 KB)	

Hello-Testing,

I designate Jane-Instructor-to-pick-up-my-exam-from-Testing-in-behalf-of-me.



**Instructor-Sait**  
Southern Alberta Institute of Technology  
Stan Grad Centre, Room MC221  
1301 – 16 Avenue NW, Calgary AB, T2M 0L4  
(Phone) 403.555.555  
[instructor.sait@sait.ca](mailto:instructor.sait@sait.ca)

**CONFIDENTIAL INFORMATION**  
This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you have received this email in error, please notify us immediately by telephone and delete this email from both your inbox and deleted items folder.



## TESTING SERVICES INVIGILATION FORM

Materials	#
Headphones	
Scrap	

### Student Information (Print Clearly)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Exam Type:  Paper  Computer  Scantron

Program: \_\_\_\_\_ SAIT School: \_\_\_\_\_

Exam Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Length (In Min): \_\_\_\_\_ X1.5 time if applicable:

Start Time: \_\_\_\_\_ Deduct Time if student is late: Yes  No

**\*\* Exam start & completion times must be within Testing hours of operation  
Please see [sait.ca/testing](http://sait.ca/testing) for our hours of operation.**

### To be completed by Testing Services ONLY at time of Exam:

Date:			
Start Time:	End Time:	Student Initial:	Actual end Time:
Testing Signature/Initial:			
<i>By Initialling &amp; signing this form, I agree that I have been made aware of and am equally responsible for monitoring my stated start &amp; end time. I agree that any exam related Materials provided must be returned at the end of the exam. Failure to comply will result in Academic Misconduct in accordance with SAIT Student Code of Conduct Policy.</i>			
Student Signature (Read above):			
Instructor/pick-up Signature:			

### Instructor Information: (Print Clearly)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SAIT School/Dept.: \_\_\_\_\_ Phone: \_\_\_\_\_

How/Where can we reach you during this exam (Phone/Room #): \_\_\_\_\_

Please check one below:

Daytime Program  Continuing Education  Distance Education

### Allowed Materials

**(If no materials are required, please draw a large bold "X" over the dotted box)**

- Calculators:  Programmable (TI-83)  Scientific  Financial  Basic
- Open Book:  Quizzes/Tests  Internet  Text  Notes
- Other Materials:  Dictionary  3x5 Card  8 1/2x11  Other
- Computer Exams:  Other Exam portal  Download Files  D2L
- Formula Sheets:  Provided by Student  Provided by Instructor

### Exam Accommodations if Applicable:

- Distraction Reduced  Kurzweil  Read & Write Gold
- Interpreter  Extra time  Other (Please indicate)

Special Instructions:

Method of Return/  
pick-up

The personal information recorded on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP). The information will be used for the purpose(s) of Testing Services administration and is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection and use of this personal information, please contact SAIT's FOIP Coordinator at 403-284-8633.