



Instructor Process

Booking and Submitting Exams

Contents:

Page 2 Instructor Process for Accommodated Exams

Page 4 Instructor Process for Booking
Supplementary/Makeup Exams

Instructor Process for Accommodated Exams

Step 1: Student provides you an accommodation memo a minimum of **4** business days prior to the first exam for which they are requesting accommodations.

Step 2: Student will initiate the exam booking procedure by completing a [Testing Services Exam Request form](#) a minimum of **2** business days prior to the test date.

- Once a student has completed the exam request form you will receive a copy of the request via email. This email will include a partially completed **Testing Services Invigilation form** (fillable pdf) which you are required to complete and submit to Testing Services with exam. Please do not reply to this email as this will include the student in the email.

Step 3: How to submit exams

To submit exams via Email

- 1) Email the completed **Testing Services Invigilation form** to tcdrop@sait.ca with the exam as well as any other requisite materials attached. 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*).





To submit exams in person

- 2) Print off the completed **Testing Services Invigilation form** and bring with the exam and any other requisite materials to the Testing Centre (Lamb Learner Success Centre, MC221)
- 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
 - Please choose one of the following 4 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) Have student return exam in a sealed envelope provided by instructor
 - 3) Scan and email – Testing Services staff will scan and email exam
 - 4) Interoffice mail – Testing Services staff can send exam in interoffice mail

Note – Please keep in mind delivery time will vary for options 3 and 4 depending on the time of year

- If you choose to submit exams by email, you will receive an automated reply from Testing Services stating that they have received your exam and Testing Invigilation form. You will receive a second email from Testing Services to confirm the exam booking once your request has been processed.

Sample email

Send	To...	<input type="checkbox"/> TC Drop
	Cc...	
	Bcc...	
	Subject	Exam for
Attached	 Testing_Services_Invigilation_Form_FirstName_LastName.pdf (917 KB);  2017 Heating Controls EXAMS#2.docx (11 KB);  Testing_Services_Invigilation_Form_FirstName_LastName.pdf (917 KB)	
<p>Please have students return exams in sealed envelope to M&A reception on the fourth floor of the Thomas Riley Building.</p>		
	<p>Southern Alberta Institute of Technology Stan Grad Centre, Office MC221R 1301 – 16 Avenue NW, Calgary AB, T2M 0L4</p>	

Instructor Process for Booking Supplementary/Makeup Exams

Step 1: Complete the online **Testing Services Exam Request** form at www.sait.ca/testing

- Once you have completed the exam request form you will receive a copy of the request via email. This email will include a partially completed **Testing Services Invigilation form** (fillable pdf) which you are required to complete and submit to Testing Services with exam. Please do not reply to this email as this will include the student in the email.

Step 2: Submit exam to Testing Services

To submit exams via Email

- 1) Email the completed **Testing Services Invigilation form** to 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*).





To submit exams in person

- 2) Print off the completed **Testing Services Invigilation form** and bring with the exam and any other requisite materials to the Testing Centre (Lamb Learner Success Centre, MC221)
- 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
 - Please choose one of the following 4 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 the Testing Centre MC221
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Note – Please keep in mind delivery time will vary for options 3 and 4 depending on the time of year

- If you choose to submit exams by email, you will receive an automated reply from Testing Services stating that they have received your exam and Testing Invigilation form. You will receive a second email from Testing Services to confirm the exam booking once your request has been processed.

Sample email

Send	To...	<input type="checkbox"/> TC Drop
	Cc...	
	Bcc...	
	Subject	Exam for
Attached	 Testing_Services_Invigilation_Form_FirstName_LastName.pdf (917 KB);  2017 Heating Controls EXAMS#2.docx (11 KB);  Testing_Services_Invigilation_Form_FirstName_LastName.pdf (917 KB)	
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