



Instructor Processes

Booking and Submitting Exams

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Student & Instructor Process for Accommodated Exams

Student:

Step 1: *Student* provides Instructor with 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 (to the hour) prior to the test date.

- Once a student has completed the exam request form, *Instructor* will receive a copy of the request via email. This email will include a partially completed **Testing Services Invigilation form** (fillable pdf).

Instructor:

Step 3: *Instructor* reviews the exam request

- If there is a discrepancy with the exam request, Instructor will “reply all” with any changes/concerns
- If the exam request is acceptable, *Instructor* is required to complete and submit the Invigilation form along with the exam to Testing services via one of the below methods.
Note: **DO NOT** send the exam or completed form via exam.requests@sait.ca as the student is included in all replies.

Step 4: *Instructor* submits Invigilation Form & Exam to Testing Services via one of these methods

Email

- 1) Complete and Email the **Testing Services Invigilation form** to tcdrop@sait.ca with a pdf version of 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*).
- 2) Email Subject MUST include: **Exam Date, Exam Name, Student First & Last Name** (this will help us prioritize the exam)
- 3) If the 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 and complete **Testing Services Invigilation form** and bring with the exam and any other requisite materials to the Testing Centre (Lamb Learner Success Centre, MC221)



Step 5: *Instructor* receives exam(s) from Testing Services

Choose one of the following 3 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**


- 5) Instructor pick-up at Testing Services MC221
- 6) Have student return exam in a sealed envelope provided by *Instructor*
- 7) Interoffice mail – Testing Services staff can send exam in interoffice mail

Note: If the exam is 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 ▾ | 0@mysait.ca |
| | To... | <input type="checkbox"/> TC Drop |
| | Cc... | |
| | Bcc... | |
| | Subject | Exam for: 12/1/2017, BMAT230 Midterm, John Doe |
| Attached |  Testing Services Invigilation form FirstName LastName.pdf (916 KB);  Biology 30 -updated nov 2016.pdf (681 KB) | |

Please have student return exams in sealed envelope to Learner Services Reception NN322, Senator Burns



Southern Alberta Institute of Technology
Stan Grad Centre, MC221
1301 – 16 Avenue NW, Calgary AB, T2M 0L4

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Instructor Process for Booking Supplementary/Makeup Exams

Step 1: *Instructor* completes and submits Invigilation Form 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 with a pdf version of 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 the Testing Centre (Lamb Learner Success Centre, MC221)



Step 2: *Instructor* receives exam from Testing Services

Choose one of the following 3 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**


- 8) Instructor pick-up at the Testing Centre MC221
- 9) Have student return exam in a sealed envelope provided by instructor
- 10) Interoffice mail – Testing Services staff can send exam in interoffice mail

Note: If the exam is 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 ▾ | 0@mysait.ca |
| | To... | <input type="checkbox"/> TC Drop |
| | Cc... | |
| | Bcc... | |
| | Subject | Exam for: 12/1/2017, BMAT230 Midterm, John Doe |
| Attached |  Testing Services Invigilation form FirstName LastName.pdf (916 KB);  Biology 30 -updated nov 2016.pdf (681 KB) | |

Please have student return exams in sealed envelope to Learner Services Reception NN322, Senator Burns



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