

COLUMBIA COLLEGE CALGARY EXAM PROCTORING POLICY FOR STUDENTS

The following policy provides guidelines that a student must follow when selecting a proctor. It further explains the responsibilities that the proctor must agree to and follow.

Choosing a Proctor

When selecting a proctor, the following criteria must be met:

Proctors must be education professionals including, but not limited to, facilitators or professors, librarians, secondary school principals and vice principals, secondary school and college counselors.

Proctors must be able to administer the exam in an impartial manner. To avoid a conflict of interest the proctor may not be a relative, co-worker (including immediate supervisor), neighbour, or person with the same address as the student. Proctors must also not be students of Columbia College. The email address the proctor provides to the College may not be a generic email address (e.g. Gmail, Yahoo Mail, Hotmail, Outlook Mail, etc.)

If the above criteria cannot be met, the student should contact the admissions advisor for their program of interest to discuss further options.

Proctor Application Form

The prospective student must provide the proctor with a Proctor Application Form, available on the Columbia College website. Before an exam will be sent from Columbia College to the proctor, the proctor must complete the Proctor Application Form and email or fax it to Columbia College's Testing and Assessment Administrator.

Upon receipt of the assessment the proctor must contact the prospective student to arrange for a time for the student to take the assessment. Upon completion of the assessment the proctor must email or fax the completed assessment to the Testing and Assessment Administrator as stated on the Proctor form. If the prospective student does not take the exam when scheduled and fails to re-schedule with the proctor, the proctor must inform the College.

Cost

Any fees for proctoring services, including any courier fees are the responsibility of the student.

Exam Guidelines

When administering the assessment, the below procedures must be followed:

- The student must present government-issued photo identification before proceeding with the assessment.

- The student should place their backpack, outdoor clothing, cell phone, bag/purse at the front of the room or at another designated location. These items should not be with the student at the time of taking the assessment.

- Examination-specific instructions are included with the assessment materials. The student brings in only those materials indicated on the covering page into the assessment room. Unless otherwise indicated, students may not refer to any notes, texts, translators and such while writing the assessment.

- When the student has completed writing the assessment:
 1. The student must return all materials, including unused assessment booklets, scrap paper, etc.

 2. The assessment answer sheet must be checked to ensure that it has been completed legibly with the student's name.

 3. If a student fails to write the assessment on the scheduled date and does not reschedule, the proctor must inform Columbia College immediately.

Columbia College
802 Manning Road NE
Calgary AB Canada T2E 7N8
www.columbia.ab.ca
assessment@columbia.ab.ca
403.235.9300
Toll-free: 1-888-235-9370
403.272.3805 (fax)