

5.4.1 – Exam Invigilation Policy

Section:	Academic	Approved:	March 20, 2001
Subject:	Exam Invigilation	Reviewed:	September 1, 2025
Policy:	5.4.1	Revised:	September 1, 2025
Policy Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

Carlton Trail College provides professional and reliable exam invigilation services for external educational institutions, agencies, and individuals, on a fee-for-service basis. These services are delivered consistently, fairly, and in a manner that supports the integrity of the examination process.

Purpose

The purpose of this policy is to establish clear guidelines for the provision of external exam invigilation, including standardized procedures, fee schedules, and booking requirements. This ensures fairness, consistency, and appropriate cost recovery for services provided by the College.

Scope

This policy applies to all examination invigilation services conducted by Carlton Trail College that are not associated with college-delivered programs. It covers all external requests, including those from educational institutions, agencies, and individual learners.

Principles

- Exam invigilation is delivered in a professional and student-centered manner.
- A consistent fee schedule will be applied to all invigilations.
- The College may adjust or waive fees in exceptional cases, based on established criteria.
- All requests for invigilation must follow the required booking and documentation process.