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## 5.4.1 – Exam Invigilation Policy

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

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### 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.

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## 5.4.1 (a) – Exam Invigilation Procedure

<b>Section:</b>	Academic	<b>Approved:</b>	March 20, 2001
<b>Subject:</b>	Exam Invigilation	<b>Reviewed:</b>	September 1, 2025
<b>Procedure:</b>	5.4.1 (a)	<b>Revised:</b>	September 1, 2025
<b>Procedure Owner:</b>	Directors – Academic	<b>Next Review:</b>	September 1, 2026
<b>Approval Authority:</b>	President and CEO		

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### General Information

- It is the responsibility of the student to make the necessary arrangements with the exam provider to have the exam delivered to Carlton Trail College.
- Exams must be booked a minimum of one week in advance by phoning one of our office locations. Contact information can be found at: <https://www.carltontrailcollege.com/contact-us/>
- Students are required to phone the College three days prior to the scheduled exam date to confirm that the exam has been received.
- Exam dates and times are subject to seat availability.
- Evening and weekend appointments may be available, but an additional charge will apply.
- All exam invigilation fees must be paid prior to writing the exam.
- Arrangements can be made for the College to invoice a third party for examination fees. This must be arranged in advance and supporting documentation regarding the invoicing of fees is required.
- Notify the College upon booking if special accommodations are required. Accommodations must be approved in advance by the exam provider.
- The College reserves the right to alter or waive fees for exceptional circumstances that may arise.

### Preparing for the Exam

Arrive 15 minutes before your exam time and check in with our front desk staff.

- If an individual is more than 15 minutes late, they may be required to reschedule their exam writing session. This will be determined on a case-by-case basis.

Be prepared to show valid, government-issued identification, such as the following:

- Current driver's license
- Military ID
- Passport
- Status Card

### Additional Information

- Ensure that you confirm receipt of your exam at the College prior to the exam date.
- Cell phones and other electronic devices (including smart watches) as well as personal items are not permitted in the testing area. A cabinet will be provided as storage during the exam, but we are not responsible for lost or stolen items. We advise that items are left at home or in a locked and safe location during your exam.

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- No food or drink in the test area. Clear water bottles with the label removed are allowed.
- Scrap paper and calculators require instructor or institution approval and are provided by the College. If scrap paper is provided, it must be turned into the exam invigilator at the end of the exam to be shredded.
- All writing materials (e.g., pen, pencil, eraser, etc.) are to be provided by the test taker, and subject to review by staff before the exam.
- Outerwear is not permitted (e.g., coats, sunglasses, scarves, hats, etc.). No watches may be worn, including smart watches and fitness trackers.
- Test-Takers may be asked to turn out their pockets, and glasses may be visually inspected.
- Ensure your name appears on the exam once you receive it.
- College staff cannot provide assistance during the exam or review any answers.
- Only test-takers are allowed in the testing room. College staff cannot be responsible for others requiring care or supervision.

## **Fees**

### **Indirect or video supervision during regular business hours**

- \$50 per exam sitting

### **Direct and continual supervision during regular business hours**

- \$120 per exam sitting (an exam sitting is three hours or any portion thereof)
- \$40 per hour (or a portion thereof) additional charge for exams exceeding three hours

### **Special sitting outside of regular business hours**

- \$120 per exam sitting (an exam sitting is three hours or any portion thereof)
- \$40 per hour (or a portion thereof) additional charge for exams exceeding three hours