

Invigilation Request Form – Timmins Campus LRC**If invigilation is required:**

- A minimum of 24 hours' notice is required. Faculty must contact us at least 24 hours in advance. Failing to provide enough notice may result in an inability to accommodate your testing request.
- Tests must start between 8:00 am and 1:00 pm to ensure completion by 4:00 pm. Start time is not negotiable.
- Test copies (if on paper) and testing instructions must be provided a minimum of one hour before the start of the test.
- Our student clerks are not to supervise tests.
- Students must show ID upon arrival to write a test (student card, driver's license, etc.) Failure to produce identification will result in being unable to write the test.
- Personal belongings not required for the test will be placed in a safe area until completion of the test, including smartwatches, air pods, and mobile devices.

Today's Date:

Faculty Name:

E-mail:

Program and Course:

Student Name:

Student Number:

Date and Time

Requested for the Test:

Test Information:

Time Limit: _____ hours.

Aids Allowed:

Format: _____ Online _____ Paper

Additional Information:
