



## South Central Interior Distance Education School

### TEST SUPERVISION FORM (2020)

In Distance Learning, it is important that strict practices are followed when it comes to test supervision. While we very much appreciate those who agree to invigilate, SCIDES strives to preserve the integrity of its program by insisting on stringent test supervision requirements.

Students enrolled in Grade 10, 11 or 12 courses at SCIDES and who live in the Merritt or Princeton area are expected to write their course tests and exams either at MSS, PSS or SCIDES (have a staff member at your school fill out this form).

- Those who do not live in the Princeton or Merritt area **must** write their tests under supervision at an approved site such as a school or public institution.
- All school aged students are encouraged to use their school of record as a test site.
- Family members, family friends and tutors hired to work directly with the student to be supervised are **not** eligible to serve as test supervisors. Exceptions for special circumstances must be approved by the SCIDES Principal. For more examples of acceptable supervisors, please visit: <http://www.scides.org/student-info/test-supervision-info>

We appreciate your willingness to support our students by taking on the role of test supervisor. Please provide the information required on page 3 of this form and return it by email to SCIDES as soon as possible. The test supervisor should retain this page for their records.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Course(s)

#### General Notes

- The student must provide official photo id to the test supervisor BEFORE the test is administered.
- The student will **not** be left unsupervised while the test is being written.
- The student will not have access to any paper or electronic materials (including cell phones) except for those specified for the test.

#### Paper Tests/Exams

- If a student requires their exam to be in the form of paper, a copy will be emailed to the approved test supervisor at the address provided on page 2 of this document. The supervisor will need to print the test.
- At the beginning of the test, the test supervisor will record the photo identification that the student provided.
- The time indicated for completion of the test appears on the cover sheet. This is an approximation; extra time is allowed, however this must be preapproved by the SCIDES teacher. Do not wait until the test day as there is a chance that the teacher may not be available then.
- At the conclusion of the test, the test supervisor will sign his/her name in the space on front of the test. The tests can be scanned and faxed or emailed to SCIDES at [registrar@365.sd58.bc.ca](mailto:registrar@365.sd58.bc.ca). Once SCIDES confirms the receipt of the fax or email, the supervisor must destroy the original.
- Please note that all written or unwritten tests and test materials must be returned to SCIDES by the test supervisor, or deleted from their email should a student enlist a new test supervisor or choose to not complete the course. **Do not forward any materials to the student or a new supervisor.**

#### Online Tests/Exams

- Online testing procedures may vary slightly for individual courses. Once this form is approved by SCIDES, the test supervisor will be contacted by SCIDES staff to establish the process for providing tests and/or exams.
- When a student is ready to write a test, they should contact the test supervisor **at least 48 hours in advance to arrange a date and time for the test to be written.**
- **The supervisor MUST NOT** share or allow the student to see the test password.
- In the case of an electronic test, the time allowed is built in and limited. Time will run out and the student should already be aware of this because they've been informed earlier in the course. If more time is required – and pre-approved by the teacher – this can be adjusted by the teacher.
- At the conclusion of an electronic test, the test supervisor will ensure that the student has submitted the test electronically to SCIDES.

**TEST SUPERVISOR INFORMATION - TO BE RETURNED TO**  
[registrar@365.sd58.bc.ca](mailto:registrar@365.sd58.bc.ca)

**PLEASE PRINT CLEARLY**

Date: \_\_\_\_\_

I, \_\_\_\_\_, have read, understand and agree to the conditions identified on pages 1-2 of this form concerning test supervision of SCIDES Distributed Learning courses. I am not a family member, family friend or tutor of the student.

**STUDENT INFORMATION**

Full Name: \_\_\_\_\_

Other schools attending (if applicable): \_\_\_\_\_

Student's email: \_\_\_\_\_

Student's phone number: \_\_\_\_\_

**The course for which student is writing the exam(s) (e.g., Chemistry 12, Foundations of Math 11)**

**SUPERVISOR INFORMATION**

Name: \_\_\_\_\_

Position (e.g., teacher, librarian, counselor): \_\_\_\_\_

Company name: \_\_\_\_\_

Supervisor's **professional** email: \_\_\_\_\_

Supervisor's phone number: \_\_\_\_\_

Relation to the Student: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

**INSTITUTION INFORMATION** (where the test(s) will be written)

Physical address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Please attach either your personal business card or evidence of your occupation to this form. Thank you for supporting our students. Dan Duncan – Principal**

Return this form to: [registrar@365.sd58.bc.ca](mailto:registrar@365.sd58.bc.ca)

(for office use only)

\_\_\_\_\_ approved \_\_\_\_\_ not approved \_\_\_\_\_ in the SMS

Name/Signature of approver: \_\_\_\_\_

Type Name Here

**SCIDES reserves the right to revoke test supervision at any time.**