



## TESTING SERVICES - INVIGILATION FORM

This personal information is being collected under the authority of the Technical Institutes Act, and will be used to facilitate the examination process. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection contact Testing Services at 210-4283.

**Please assure all of the following information is filled out. An incomplete form may result in an unwritten test.**

### Student Information (Print Clearly):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Exam Type:  Regular Invigilation (no fee)  Challenge Exam

Supplemental Exam  External Exam  E-Campus (no fee)

Exam Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time (in hrs): \_\_\_\_\_

Start Time: Please check one (You can review our current hours on mySAIT.ca)

9am  10am  11am  12pm  1pm  2pm  3pm  4pm  5 pm  6pm

### *To be completed by Testing Services ONLY*

Invigilated by: \_\_\_\_\_

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_

Signature of Invigilator: \_\_\_\_\_

Student Signature \_\_\_\_\_

*By signing this form, I agree that I have followed the SAIT Student Code of Conduct policy.*

Instructor Signature (pickup) \_\_\_\_\_

**(If you are not the instructor, please print name and initial above)**

### Instructor Information: (Please Print Clearly)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Program: \_\_\_\_\_

### Required Materials

(If no materials are required, please draw a large bold "X" over the dotted box)

Calculators:  Programmable (TI-83)  Scientific  Financial  Basic

Formula Sheets:  Provided by Student  Provided by Instructor

Cheat Sheets: (Hand written formulas)

8.5 X 11" Page  3 X 5" Card

Dictionary:  English  Other (please specify): \_\_\_\_\_

Text Book/Class Notes (please specify) \_\_\_\_\_

### Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exam Fee: \$100 – External \$100 – Challenge \$75 – Supplemental \$ \_\_\_\_\_

Testing Services use only

Cashier Code "07"

Last Minute Request

Exam Written

Exam Picked Up \_\_\_\_\_

White: Invigilator (Test Confirmation)

Yellow: Pickup Confirmation (Instructor Copy)

Pink: Drop off Confirmation (Instructor Copy)