

TO BE COMPLETED BY THE STUDENT:Name (**Please Print**): _____ Student #: _____

E-Mail Address: _____ @ _____

P.O. Box #: _____ Street Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #: Home: (____) _____ Work: (____) _____ Ext. _____

TO BE COMPLETED BY THE INVIGILATOR:Name (**Please Print**): _____

Position / Title: _____

E-Mail Address: _____ @ _____

Name of Institution / Place of Work: _____

P.O. Box #: _____ Street Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #: (____) _____ Ext. _____ Fax: (____) _____

Note: A proposed invigilator **may not** be a family member, friend, neighbour, co-worker or supervisor of the student, and may not live at the same address as the student. Exceptions may be considered for students who live in remote communities and who do not have access to an acceptable invigilator. The Distance Learning Office must be confident that the individual selected will ensure that the examination invigilation guidelines will be followed and that there is no conflict of interest between the approved invigilator and student.

The student mutually arranges with the Invigilator the time and place for the examination. Should there be any problems concerning the administration of the tests or exams, the Invigilator should contact **Eliisa Ollila, Distance Learning Officer at 705-672-3376 ext. 8813 or by email at hldisted@northern.on.ca**.

It is the student's responsibility to arrange an acceptable invigilator and to notify the Distance Learning Office of the invigilator's contact information. **A proposed invigilator may be:** a professor or instructor at a recognized public post-secondary institution; a full-time administrative or professional staff member of a recognized public or private post-secondary institution; a full-time administrative or professional staff member of a public library or a library in a public school; a full-time administrative or faculty staff member of a public or private elementary or secondary school; a full-time human resources professional who works in a dedicated HR department; a ranking officer in the Armed Forces; an official at an embassy or consulate office.

The student is responsible for any fees owed, if applicable, to the Invigilator.

Completed tests/exams may be scanned and emailed to hldisted@northern.on.ca or faxed to 705-672-2431.

Exams should also be mailed to Distance Learning,
Northern College, P.O. Box 2060, Haileybury ON P0J 1K0

Student's Signature_____
Date