

TO BE COMPLETED BY STUDENT:

Note: An updated form must be provided to Distance Learning at the start of each new school year.
Please notify DL of any changes to invigilation at the start of each semester.

Name: (Please Print) _____ Student ID: _____

Address: _____ Box #: _____

_____ Postal Code: _____

Phone : (home) _____ (work) _____

Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY INVIGILATOR:

Name: (Please Print) _____ Position: _____

Name of Institution/Place of Work: _____

Address: _____

_____ Postal Code: _____

Phone : (home) _____ (work) _____

Email: _____

Signature: _____ Date: _____

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. The Distance Learning Office must be confident that the individual selected will ensure that the invigilation guidelines will be followed and that there is no conflict of interest between the approved invigilator and student. For questions, problems, or conflicts, please contact **Eliisa Ollila**, Distance Learning Officer at **(705) 567-9291, ext. 1-3671**; or by e-mail at ollilae@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 or a full-time human resources professional who works in a dedicated HR department. Exceptions may be considered for on a case-by-case basis for students who live in remote communities and who do not have access to an otherwise acceptable invigilator.

The student is responsible for arranging 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 705-567-9291 ext. 3671 or by email at hldisted@northern.on.ca.**

The student is responsible for any applicable fees owed to the Invigilator. Completed tests/exams may be scanned to hldisted@northern.on.ca or faxed to 705-567-9295. Written exams should also be mailed to Distance Learning, Northern College, P.O. Box 250, Kirkland Lake ON P2N 3H7.