



South Central Interior Distance Education School

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TEST SUPERVISION FORM

Students enrolled in Grade 8, 9, 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 at 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** (e.g., school, college, university, or library). **All school aged students are expected 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 2 of this form and return page 2 by mail, email or fax to SCIDES as soon as possible. The test supervisor should retain this page for his/her records.**

Student Name

General notes

- The student will **not** be left unsupervised while the test is being written.
- The student will not have access to books, notes, manuscripts or other materials except for those specified for the test.
- A student writing an online test must be provided with a computer with Internet access for the duration of the test.

Paper Tests/Exams

- The test will be sent directly to the test supervisor at the email address provided on page 2. If the tests need to be mailed, the test is to remain sealed in the envelope until the time for the examination and it will be opened by the test supervisor in the presence of the student.
- 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.
- 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. Once SCIDES confirms the receipt of the fax or email, the supervisor must destroy the original. Tests can also be sealed in the return envelope provided and personally mailed to the South Central Interior Distance Education School if they were received by mail.
- 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. **Please do not forward any materials to the student or a new supervisor.**

Online Tests/Exams

- Online testing procedures may vary slightly for individual courses. As soon as this form is received 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, he or she will contact the test supervisor **at least 48 hours in advance to arrange a date and time for the test to be written**
- In the case of an electronic test, the time allowed is a firm time limit and will be indicated to the student in the course content and at the start of the test.
- 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 SCIDES

PLEASE PRINT CLEARLY

Date: _____

I, _____, have read, understand and agree to the conditions identified on page 1 of this form concerning test supervision of SCIDES Distributed Learning courses.

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)

Are the exams online, on paper or both? _____

SUPERVISOR INFORMATION

Name: _____

Position (e.g., teacher, librarian, counselor): _____

Company name: _____

Supervisor's professional email: _____

Supervisor's phone number: _____

If the tests are on paper, would you prefer to receive them by email or mail? _____

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. Karen Goetz – Principal kgoetz@365.sd58.bc.ca

(for office use only) _____ approved _____ not approved _____ in the SMS

_____ teacher's signature