

The student is responsible to ensure that their exam materials/instructions are sent to the Assessment Centre by the instructor in time for the exam. They acknowledge this responsibility when they book the appointment. (See “Exam Guideline Acknowledgement” at the end of this guide.)

Complete and submit the “[Rescheduled Exam Materials and Instructions form](#)” (fillable .pdf) to assessment@camosun.ca

- Send any additional materials to us by one of these methods:
 - email to assessment@camosun.ca
 - hand-delivery to Room 209, Dawson Building, Lansdowne Campus



at Camosun!

Welcome to the Assessment and Testing Centre

Appointment or request

Please select from the options below to book your a
a voucher

required) **1** Choose an assessment type: (r

Standard **2** Choose an exam **3** Choose a date: (required

5

Please enter the your full legal name and email address

First Name (required)

Last Name (required)

Email (required)

Verify Email (required)

Exam Materials:

Similar to your exam materials, you are responsible to ensure that all exam materials are properly stored and secured. Assessment Center by your instructor will provide you with the exam materials. Your instructor must complete and submit this form to use the exam materials. Rescheduled Exam Materials

I agree to follow the above guidelines

7 Needed information

*Year 1 Themes Number (000-000-0000)

Standard ID

Instructor Full Name

*Mid term or final exam? (required)

Midterm

Final

Paper (hand-written) [0-3]

Online

*Exam duration (required)

up to 1 hr

1-2 hrs

2-3 hrs

The student must read and agree to these guidelines in order to complete their exam booking. As soon as they have booked their appointment, they receive an email confirmation with the exam time, date, and location. This email also includes the full Exam Guidelines Acknowledgement text, as follows:

Exam Materials:

- You are responsible to ensure that your exam materials/instructions are sent to the Assessment Centre by your instructor
 - Your instructor must complete and submit this form to us directly at assessment@camosun.ca: [Rescheduled Exam Materials and Instructions form](#)
 - Your instructor may send any additional materials to us by one of these methods:
 - email to assessment@camosun.ca OR
 - hand-delivery to Room 209, Dawson Building, Lansdowne Campus OR
 - campus mail to the Assessment Centre
 - We will send you a second confirmation when we receive your exam. If you have not heard from us one (1) day prior to your appointment (not including weekends), please contact your instructor to arrange delivery immediately.
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- Come to _____, Camosun College, 3100 Foul Bay Rd, Victoria, BC.
 - Please arrive on time for your scheduled appointment. If you arrive more than 15 minutes late, we may not be able to serve you.
 - To plan your trip to campus and view a campus map, visit Camosun Transportation and Parking at: camosun.ca/about/transportation-parking/
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- Face mask (encouraged).
 - Pens/Pencils.
 - Valid photo ID (Camosun or other government-issued).
 - Any passwords or login credentials that you require to access your exam.
 - Water bottle (optional).
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- If you are _____, please do not come to your scheduled exam.
 - If you are going to miss your appointment for any reason, including illness, please:
 - email assessment@camosun.ca no later than your appointment time
 - contact your instructor immediately for next steps

